

# Undergraduate 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: Undergraduate Students

## Academics and Enrollment

- Academic and Enrollment Support Services
- Academic Calendars
- Core Curriculum
- 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
- Undergraduate Students in Graduate Courses
- Grades and Credits
- Academic Standing
- Student Status
- Graduation
- Incompletes Calendar
- HEGIS Code Table

## Financial Aid

- Financial Aid: Undergraduate 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).

programs and activities on the basis of race, color, national origin, religion, creed, disability, age, marital status, gender, sexual orientation, or veteran status.

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

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

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## General Information

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## About NYIT

- Fast Facts
- Accrediting Agencies
- Global Campuses & Programs
- Global Partnerships
- Administration
- Faculty
- 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

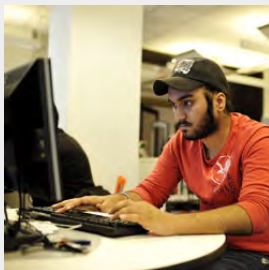
Total Undergraduate and Graduate: 3,000

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%**

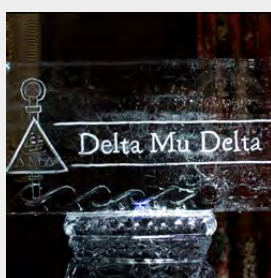
Total amount of institutional financial aid awarded (2012-2013): **\$37 million**

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)

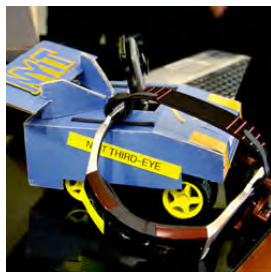
More information: [nyit.edu/athletics](http://nyit.edu/athletics)



## 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).

## **General Information**

# **Accrediting Agencies**

New York Institute of Technology is chartered by the Board of Regents of The University of the State of New York 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: Undergraduate Students**





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

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

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

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

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

## **Admissions Procedures**



- First-Year
- Transfer Students
- International Students
- Readmission of Former Students

## Special School Requirements

- Architecture and Design
- Arts and Sciences: Life Sciences and Fine Arts
- Engineering and Computing Sciences
- Health Professions: Nursing

## How to Apply to NYIT

- Application
- More about Admissions

## First-Year

Students are admitted to NYIT for the fall or spring semesters. You can access our online application by visiting [nyit.edu/apply](https://nyit.edu/apply). You may also apply online through the [Common Application](#) or [contact the Office of Admissions](#) for an application.

To apply as an undergraduate student, please complete the following admissions procedures for undergraduate students (special procedures may apply to international applicants):

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

it has received a report of the candidate's midterm grades, additional standardized scores, or verification of volunteer hours. Upon acceptance of an offer of admission, candidates are required to pay a \$400 nonrefundable deposit, which will be credited toward the first semester's tuition. Admitted students also are required to submit completed health forms prior to registration and are recommended to furnish the college with a Social Security number for identification purposes.

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

## **Transfer Students**

### **Credit Evaluation**

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

- Transfer credit may be given for courses completed at a regionally accredited college or other qualified institution acceptable to the standards of NYIT.
- Courses must be appropriate to NYIT curricula. Transfer credit for major courses is granted for equivalent coursework only. Substitutions may be considered in the core curriculum when coursework is from the same discipline.
- Courses not included in NYIT curricula but relevant to the ultimate educational objectives of the student may be allowed toward an elective requirement in a specific curriculum. Transfer credit will not be awarded, however, in excess of degree requirements.
- Credit may be granted for Advanced Placement (AP) exams taken in high school. Grades of 3, 4, and 5 are required for possible credit. An official score report from the College Board (NYIT's college code is 2561) should be mailed to the Office of Admissions in Old Westbury or Manhattan.
- Credit may be granted for International Baccalaureate (IB) Exams taken in high school. Grades of 4, 5, 6, or 7 on higher level exams only are required for possible credit. Official IB exam results provided by the International Baccalaureate Organization should be mailed to the Office of Admissions in Old Westbury or Manhattan.
- Transfer credit is recorded as credit only and is not computed in the cumulative grade point average unless it becomes necessary in determining graduation honors. Credit for challenge examinations taken at a regionally accredited college may be granted if recorded on an official transcript with credits and a grade of C- or better.
- Grades of C- or better are transferable. Grades of D+ and D are acceptable only under one of the following conditions:
  1. If the grades were earned in courses at a school where an associate's or bachelor's degree was completed with a 2.0 GPA and the courses counted toward the degree.
  2. If the grades were earned in courses at a school where at least 30 credits were completed with a 2.5 GPA.

Please note: Several undergraduate majors, such as business administration, engineering, and nursing, have minimum grade requirements for transfer courses. Students may be advised to retake classes in which they received C, C-, or D grades if seeking internships or admission to certain professional schools. D- grades are not transferable.

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

## **Prior Learning Evaluation Program**

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

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

Students may use the portfolio method of evaluation to have their knowledge of a certain course or academic area evaluated. Requests for credit must fulfill a course requirement in a student's degree program. Each portfolio consists of an essay explaining how the student acquired this knowledge and how it relates to course objectives. NYIT does require documentation of such learning, which may be in the form of work samples, detailed job descriptions, or licenses. A nonrefundable evaluation fee is charged for each portfolio. A Prior Learning Evaluation Guide containing more detailed information is available [online](#) and may also be obtained from the Office of Prior Learning at 516.686.7914.

## **Proficiency Examinations**

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

## **Noncollegiate Course Evaluations**

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

## **International Students**

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

- The application form, \$50 application fee, and required documents must be submitted to the Office of Admissions in Old Westbury or Manhattan.
- Applications from international students must be received by NYIT by July 15 for the fall

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

### **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. You must first file an application for nonmatriculated status, which can be obtained through the Office of Admissions.

Nonmatriculated students may be admitted to individual courses if they meet the prerequisites for these courses. Students who initially enroll as nonmatriculants may file for change of status with the NYIT Office of Admissions and are encouraged to apply for admission to the college. Students who do not have a Regents high school diploma or GED must first complete 24 credits as non-matriculated students, and if they are New York residents, file for a high school equivalency diploma with the state.

### **Special School Requirements**

#### **School of Architecture & Design Special Requirements**

Freshmen applying for admission into NYIT's School of Architecture and Design degree programs must possess a minimum combined SAT score of 1000 (critical reading and math) or ACT composite score of 21. Applicants failing to meet the minimum SAT score are permitted to take Visualization 1 (AID 140) with a status of School of Architecture and Design-Undeclared. Undeclared students may apply for entry into a specific degree program upon successfully completing each class with a minimum grade of C+ in addition to earning a minimum cumulative grade point average (GPA) of 2.5.

Transfer applicants must possess a minimum cumulative GPA of 2.5 for coursework completed at other institutions or at NYIT in order to apply for direct admission into the B.S. in Architectural Technology or B.F.A. in Interior Design program. A portfolio review is also required for placement within the program of study.

#### **Portfolio Requirement**

Portfolios may be required for admission to NYIT. If you are applying as a freshman to NYIT's architecture program, you are encouraged to apply without having a portfolio. You will be required to submit an approved portfolio to the academic department prior to entering your third year of study if you are interested in continuing in the Bachelor of Architecture (B.Arch.) five-year program.

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

## **School of Engineering and Computing Sciences Special Requirements**

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

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

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

## **College of Arts & Sciences Special Requirements**

### **Life Sciences**

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

The Combined Bachelor of Science/Doctor of Osteopathic Medicine (B.S./D.O.) program is an accredited program for talented, highly motivated students. Students in this program complete three years of baccalaureate preparation and may then be admitted directly into the College of Osteopathic Medicine, which requires an additional four years for the DO degree. To be admitted into this special program, students must submit SAT and/or ACT results with a combined SAT score of 1200 or above or an ACT total of at least 28. In addition they must have a high school average of 90 or above and a high class standing.

All applicants to the B.S./D.O. program must meet the following general requirements:

- A personal essay that includes the candidate's reasons for choosing osteopathic medicine as a career
- Two letters of recommendation

Following the completion of three years at the undergraduate school, students may qualify for admission into the NYIT College of Osteopathic Medicine. Specifically, in order for a student to be considered for acceptance to the college and invited for a personal interview, the student must complete the College of Osteopathic Medicine Admissions application and meet the admission requirements. [Visit the catalog for the College of Osteopathic Medicine](#) for admission requirements. The B.S. degree will be conferred upon successful completion of the first year at the College of Osteopathic Medicine.

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

## **Therapy**

Admission requirements are for high school graduates and transfer students without a bachelor's degree. The combined B.S./M.S. in occupational therapy program provides preparation for students without a bachelor's degree to enter the professional program. To be eligible for admission into the combined B.S./M.S. program, applicants must possess a high school degree or equivalency. In addition, students are required to provide the following:

- Documentation of 100 hours of volunteer or paid employment under the supervision of a licensed occupational therapist
- An essay (350-500 words) detailing the desire to pursue occupational therapy as a career
- A second professional letter of reference (the first letter is the letter from the licensed occupational therapist documenting the volunteer hours)
- Official transcripts from high school and post-secondary schools attended
- A personal interview for qualifying candidates (recommended)
- Competence in written and spoken English and computer skills (preparation of documents, spreadsheets, graphs, databases, research, and presentations)
- To be competitive, applicants should have an overall GPA of at least 2.5, with no science or math grade below C and a combined SAT score of 850 (critical reading and math). Please note that while a combined SAT score of 850 is the minimum score needed for consideration for admission, it does not guarantee admission. Many students in this program have combined SAT scores over 900.

Students may apply to the master's program (professional phase) after completion of all prerequisite courses, if they have maintained an overall GPA of 3.0, received no grade below a C+ in all undergraduate courses, and received the recommendation of the Occupational Therapy Admissions Committee after a personal interview. Only two math or science courses can be retaken one time each to achieve the required C+. Documentation of at least 50 additional volunteer hours under the supervision of a licensed occupational therapist must be completed by the end of the sophomore year in college year.

For more information about transitioning to the professional phase of the M.S. in Occupational Therapy program, please view [admission requirements](#) for the occupational therapy program in the NYIT Graduate Catalog.

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

In addition to general admission requirements, all applicants to the preprofessional program are required to have a minimum combined SAT score of 1100 (critical reading and math) or an ACT score of 24 and a high school minimum cumulative GPA of 90. This program does not admit transfer students.

In order to qualify for admission into the Master of Science in Physician Assistant Studies program (professional phase), students are required to complete prerequisite undergraduate courses and meet admission requirements. For information about transitioning to the professional phase of the M.S. in Physician Assistant Studies program, please view [admission requirements](#) in the NYIT Graduate Catalog.

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

In addition to college tuition costs and fees, housing, food, and transportation, physician assistant students will be responsible for costs associated with books, medical equipment, laboratory jackets, criminal background check, and basic and advanced cardiac life support certification courses. The total estimated additional cost is \$3,000.

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

In addition to general admissions requirements, competitive applicants should have a combined SAT score of at least 1100 (critical reading and math) or an ACT score of 24, and a high school GPA of 90 with Regents units in biology, chemistry, and sequential mathematics. In addition, we require 100 hours of volunteer time (with a physical therapist), two professional letters of recommendation, an essay detailing the desire to pursue a career in physical therapy, and an interview for those who qualify. All contents of the application must be submitted prior to Jan. 16.

For information about transitioning to the professional phase of the D.P.T. program, please view [admission requirements](#) in the NYIT Graduate Catalog.

### **B.F.A.—Bachelor of Arts in Fine Arts**

Portfolios are required for admission to NYIT. Applicants must submit their portfolio after applying to NYIT. They will then receive an NYIT ID number from the Office of Admissions and will be able to upload their portfolio online. See more information about [portfolio requirements](#).

## **School of Health Professions Special Requirements**

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

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

Recent high school graduates and students with a GED must have:

- A minimum combined SAT (critical reading and math) score of at least 950 or ACT score of at least 20
- A high school GPA of 80

College transfer students with less than 24 transferable credits must have:

- A minimum combined SAT (critical reading and math) score of at least 950 or ACT score of at least 20
- One year each of biology and chemistry; the minimum completed level of math is pre-calculus or its equivalent
- A grade of C+ or better in each identified science and math course
- A high school GPA of 80

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

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

**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

**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. **College closed Sept. 1. No classes Sept. 2.** Online registration available 24/7. Advisor approval required to register.

Sept. 3 **Fall and Cycle A classes begin**

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	<b>Spring semester begins.</b> 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	<b>Spring semester ends.</b> 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	<b>Summer session begins.</b> 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	<b>Fall semester begins.</b> 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	<b>Fall semester ends.</b> 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	<b>Cycle A begins.</b> 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	<b>Cycle A ends.</b> 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	<b>Cycle B begins.</b> 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	<b>Cycle B ends.</b> 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 Freshmen ELI program orientation
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Aug. 25 - Sept. 26	ELI program for 2014 Freshmen
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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

**Leonard J. Knuth Trustees' Award**

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

- Osteopathic Medicine
- Student Services

**Evan Rubin Memorial Award**

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

**Honors Program Certificate**

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

**Honors Program Award for Excellence**

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

**Special Program Award - HEOP**

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

**School of Architecture and Design****Alpha Rho Chi Medal National Professional Fraternity of Architecture Award**

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

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

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

**Architectural Chairs' Award**

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

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

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

**Michael T. Berthold Energy Conservation Award**

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

**Certificate for Architectural Design Gold and Silver certificates**

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

**Certificate for Achievement in Architectural Technology Gold and Silver certificates**

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

**Certificate for Achievement in Architecture Gold and Silver certificates**

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

**Salvatore Coco Memorial Design Fellowship Award**

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

### **Salvatore Coco Memorial Design Fellowship Citation**

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

### **Dean's Award for Design Excellence**

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

### **John Emmi Memorial Award**

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

### **Leonard Horowitz Award**

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

### **Interior Design Award**

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

### **Interior Design Faculty Award**

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

### **Gary Hess Memorial Scholarship**

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

### **Robert Jensen Memorial Award**

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

### **Melvin Lerner Memorial Award**

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

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

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

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

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

### **Outstanding Service to the Department Award**

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

### **Arthur J. Pettorino Memorial Award**

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

### **Gina Pisano Ricci Award**

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

### **Special Faculty Award for Service and Involvement**

Conferred by the faculty to a graduating student in the architecture program, at the Old Westbury and

Manhattan campuses, who has generously served the student body and thereby improved the quality of life within the School of Architecture and Design.

### **John Tam Memorial Award**

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

## **College of Arts and Sciences**

### **Fine Arts**

#### **Certificate for Art Faculty Award**

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

#### **Computer Graphics Faculty Award**

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

#### **Graphic Design Faculty Award**

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

#### **Faculty Award for Best Animation Project**

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

#### **Fine Arts Department Chairperson Award**

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

#### **Faculty Award for Best Web Design Project**

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

#### **The Marvin Horowitz Sculpture Award**

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

#### **The Valdis Kupris Painting Award**

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

#### **The Cornelius Scholl Photography Award**

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

### **Interdisciplinary Studies**

#### **Interdisciplinary Studies Award**

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

### **Social Sciences**

#### **Social Sciences Award**

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

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

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

### **English**



**Faculty Award for Literature Studies**

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

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

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

**Ann McLaughlin Award**

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

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

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

**Technical Writing Award**

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

**Behavioral Sciences****Psychology Award**

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

**Criminal Justice Award**

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

**Sociology Award**

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

**Psychology Chairperson's Award**

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

**Criminal Justice Chairperson's Award**

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

**Michael Wubnig Memorial Scholarship Award**

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

**Communication Arts****Advertising Copy Award**

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

**Advertising Design Award**

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

**Advertising Leadership Award**

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

**Advertising Presentation Award**

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

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

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

**William M. Altman Award**

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

**J. Jack Brown Memorial Award**

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

**Neal Martin Cohen Memorial Award**

To the communication arts graduate in Old Westbury who has done outstanding work in the field of broadcasting. Named in memory of a former faculty member.

**Communication Arts Award**

Conferred on graduating students at the Old Westbury and Manhattan campuses for high academic average in communication arts.

**Regina Greene Service Award**

Awarded to a graduating student in communication arts who has shown unusual dedication and service to the program. Named in honor of a dedicated former staff member who served the communication arts department for more than a quarter century.

**Charles J. Kambourian Advertising Achievement Award**

This award, named in honor of the first chair of the Advertising Program, is conferred on a graduating senior whose work shows great promise in the field.

**The John R. Mazey Memorial Award**

Conferred on a graduating senior in communication arts from the Old Westbury and Manhattan campuses for an outstanding, professional advertising project.

**Media Production Award**

Conferred on a graduating senior in Advertising for an outstanding professional advertising project.

**Philip Miele Memorial Award**

To a graduating student for excellence in public relations and/or advertising. Named in memory of a former chairman and faculty member.

**Lee Morrison Memorial Award**

To graduating students in communication arts, Old Westbury and Manhattan, for overall excellence in the field of radio. Named in memory of a former faculty member.

**New York Chapter of the National Academy of Television Arts and Science Award**

Awarded to students in Communication Arts who excel and show promise in the field of television.

**Frank Spreeman Memorial Award**

Awarded to the communication arts graduate at the Old Westbury campus with high academic

standing, who has done outstanding work in the field of public relations. Named in memory of a beloved family member of the communication arts department.

### **Edith Wigutow Memorial Award**

Presented to a graduating student in communication arts at the Manhattan campus for scholarship and all-around excellence.

## **Life Sciences**

### **B.S./DO Award**

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

### **B.S./DO Service Award**

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

### **B.S./DO Pre–Clinical Education Award**

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

### **Biomedical Society Award**

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

### **Life Sciences Award**

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

### **Life Sciences Service Award**

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

### **Michael Brian Unger Award**

Presented in memory of a youthful victim of cancer to a graduating student whose scholarly achievement in the life sciences denotes an outstanding graduate with a promising future.

### **David G. Salten Award**

Awarded by the NYIT Alumni Federation for excellence in the natural sciences. Chosen by the life sciences faculty.

### **Eugene J. Mitacek Award for Excellence in Chemistry**

Awarded to a student who has received an A letter grade in General Chemistry, General Chemistry II, Organic Chemistry I, Organic Chemistry II and Biochemistry.

## **Physics**

### **Annual Physics Prize**

For outstanding scholarship, character and dedication to the field of physics.

### **Eugene Odin Memorial Award**

Presented to the graduate who has achieved the greatest efficiency and progress in mathematics. Named in memory of a former faculty member.

### **Harvey Pollack Scholarship Award**

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

## **School of Education**

In addition to the specific honors and awards noted in the information listed below, candidates in the School of Education who have achieved a high academic average in one of the master's degree programs may be eligible for the Dean's Award. One Dean's Award is presented each year to a student at each campus location.

**Award for Excellence in Technology Teacher Education**

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

**Award for Excellence in Adolescence Education**

Awarded to the graduate who has demonstrated great growth in professional responsibility and competence, and manifested effective sensitivity in teaching.

**John J. Theobald Achievement Award in Graduate Childhood Education**

Conferred upon a deserving student in the Master of Science in Childhood Education program, based on scholarship and outstanding contribution to the college and /or community.

**Dean's Award for Excellence in Instructional Technology – Off-Campus Students**

Conferred upon off-campus students in instructional technology who have shown superior accomplishment in teaching, scholarship and the integration of technology in instruction.

**John J. Theobald Graduate Achievement Award in Instructional Technology**

Conferred upon a deserving student in the Master of Science in instructional technology program, based on scholarship and outstanding contribution to the college and/or community.

**Award for Excellence in a Professional Field Project – UFT/Teachers' Centers**

Conferred upon a deserving student for excellence in preparation of a professional thesis/project related to instructional technology and childhood or adolescence education.

**Award for Excellence in Professional Training**

Presented to a deserving graduate for outstanding performance in the field of training and learning technology.

**Dean's Award for Academic Excellence in Educational Leadership and Technology**

Bestowed on a graduate of the educational leadership and technology program who has demonstrated superior academic achievement by earning a 4.0 GPA, a superior rating on the course portfolio, and a strong faculty recommendation.

**Faculty Award for Educational Leadership**

Given to a graduate of the Educational Leadership and Technology program in recognition of superior leadership during the internship and within the cohort. The recipient illustrates the spirit of "team leader," has earned a GPA of 3.75 or higher, and has received superior recommendations from cooperating administrators during an internship.

**Technology Leader Award**

Given to a graduate of the educational leadership and technology program in recognition of superior expertise in the use and integration of technology in educational administration, teaching and learning. The recipient has demonstrated this expertise through exemplary work in the application of technology in coursework and practice and has taken a leadership role in the use of technology within the cohort or internship setting.

**Dean's Award for Academic Excellence in School Counseling**

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

**John J. Theobald Graduate Achievement Award for Counseling Leadership**

Presented to a graduate of the school counseling or mental health counseling program in recognition



of outstanding leadership within the cohort and in the field. The recipient illustrates the spirit of leader-advocate, demonstrated excellence in academic work, and has received superior recommendations from cooperating professionals during internship.

## **School Engineering and Computing Sciences**

### **American Institute of Aeronautics and Astronautics Outstanding Student Award**

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

### **American Society of Mechanical Engineers Award**

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

### **Andrew Farber Memorial Award**

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

### **Bachelor of Science in Electrical and Computer Engineering Technology Faculty Award**

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

### **Computer Science Faculty Award**

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

### **Computer Science Graduate Faculty Award**

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

### **Dean's Award**

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

### **Electrical and Computer Engineering Award**

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

### **Electrical and Computer Engineering Faculty Award**

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

### **Electrical and Computer Engineering Graduate Faculty Award**

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

### **Energy Management Achievement Award**

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

### **Energy Management Graduate Faculty Award**

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

### **Environmental Technology Graduate Faculty Award**

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

### **Information, Network, and Computer Security Graduate Faculty Award**

Awarded to a Master's student who had attained superior scholastic achievement and participation in

the discipline of information, network, and computer security.

**John J. Theobald Graduate Achievement Award**

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

**The Gottlieb Koenig Achievement Award**

Presented to a graduating senior with a high academic average in mechanical engineering and a record of service to the college and/or the outside community.

**Louis Liss Memorial Award**

Awarded to an upper-class student of electrical engineering who has shown creative ability and ingenuity in the field.

**N.A. Karr Award**

Presented to graduating students in computer science at each of the NYIT campuses who have high scholastic averages and records of service to the campus community.

**Samuel Shapiro Scholarship Award**

Awarded to a graduate of the School of Engineering and Computing Sciences deemed most worthy in his/her pursuit of graduate studies.

**School of Engineering and Computing Sciences Telecommunications Award**

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

**School of Health Professions**

**John J. Theobald Graduate Achievement Award in Physical Therapy**

Conferred upon a deserving student in the Physical Therapy program and is based on scholarship and outstanding contribution to the college and/or the outside community

**Physical Therapy Research Award**

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

**Physical Therapy Academic Performance Award**

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

**Physical Therapy Clinical Education Performance Award**

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

**Physical Therapy Leadership Award**

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

**Physical Therapy Professional Award**

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

**Benjamin Morey Commitment to Excellence Award**

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

**John J. Theobald Graduate Achievement Award in Clinical Nutrition**

Conferred upon a deserving student in the master's program and is based on scholarship and

outstanding contribution to the college and/or the outside community (only one award may be selected for each master's degree)

**The Clinical Dietetic Award**

Awarded for outstanding ability in clinical practice within the field of clinical nutrition

**The Clinical Nutrition Service Award**

Awarded for outstanding service to the community in health and nutrition

**The Clinical Nutrition Vanessa Cappellino Memorial Award for Research**

Awarded to keep alive the memory of Vanessa Cappellino, a nutrition student whose zest for life was infectious and whose joy in research was deep and enduring. To be awarded to the student who has shown achievement and future potential in the area of research.

**Excelsior Award in Nursing**

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

**Nursing Leadership Award**

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

**Madeline M. Leininger Award in Nursing**

Conferred by the Nursing faculty upon the graduating student who best exemplifies the application of transcultural nursing principles to the challenge of nursing practice in a global society

**Nursing Chair's Award**

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

**Florence Nightingale Award in Nursing**

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

**Occupational Therapy Academic Performance Award**

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

**Occupational Therapy Fieldwork Performance Award**

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

**Occupational Therapy Leadership Award**

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

**Hermine Plotnick Award in Occupational Therapy**

Conferred by the Faculty of the Occupational Therapy Department upon the graduating student whose outstanding extracurricular, classroom, laboratory, and clinical performance provide a model for balance in occupational performance.

**Occupational Therapy Professional Development Award**

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

**Occupational Therapy Group Research Award**

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

**John J. Theobald Graduate Achievement Award in Physician Assistant Studies**

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

**Outstanding Academic Performance In Physician Assistant Studies**

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

**Outstanding Clinical Performance In Physician Assistant Studies**

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

**Physician Assistant Studies Research Award**

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

**Physician Assistant Studies Leadership Award**

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

**Physician Assistant Studies Outstanding Service Award**

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

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

Conferred by the Dean of the School of Health Professions upon a graduate of the Mental Health Counseling Program who has demonstrated excellent academic achievement, earned a superior rating on the course portfolio, and received a strong faculty recommendation.

**John J. Theobald Graduate Achievement Award for Mental Health Counseling Leadership**

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

**Bachelor of Health Sciences Academic Performance Award**

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

**Bachelor of Health Sciences Senior Practicum Performance**

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

**Bachelor of Health Sciences Student of Distinction**

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

**School of Management****Nat Deerson Scholarship Award**

Conferred to an Old Westbury graduating student for academic excellence in one of the management degree programs, who has a sincere desire to pursue a career in law.

**Delta Mu Delta National Honor Society Award**

Conferred by Alpha Xi, the NYIT chapter of the national business honor society, in recognition of outstanding scholarship in business.

**Finance, Accounting and Management Association Award**



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

**New York CPA Society Award**

To the student graduating with a high academic average in accounting who shows promise in the public accounting profession.

**School of Management Award**

Conferred on graduating students who have achieved the highest averages in the majors offered by the discipline: accounting, business administration, management, marketing, MIS, and finance.

**Benjamin and Ethel Silverstein Award**

Conferred to a graduating student in recognition of outstanding achievement in finance.

**Wall Street Journal Achievement Award**

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

**Hospitality Management**

**Chefs' Award**

Conferred by chefs in the discipline to a graduating student for excellence in production throughout the degree program.

**Dean's Award**

Conferred on a graduating student who has demonstrated academic and career excellence through major improvements as a student and as member of the industry and/or who has publications related to hotel, oenology, institutional or restaurant administration that have brought credit to the student, the school, and the college.

**Director's Award**

Conferred by the director and chefs to the graduate who best exemplifies management skills in the discipline.

**Hotel Faculty Award**

Conferred by the faculty of the hospitality management department on the student who has demonstrated continued service, concern and support of the school, the college, and the industry.

**Society of Hosteurs Club Award**

Presented to a graduating senior who has made a significant contribution to the club.

**Student Colleague Award**

Conferred by students on a colleague who best exemplifies teamwork and consistency in the program.

**Whitsons Scholarship**

A cash award given to culinarian contest winner.

**NYIT College of Osteopathic Medicine Senior Student Awards for Service and Academic Achievement**

**AMWA's Janet M. Glasgow Memorial Award**

Presented to the female receiving top honors in her class.

**Mark A. Andrews, Ph.D., Award**

Presented for excellence in physiology.

**Biophysical Society Student Research Achievement Award**

**Board of Governor's Award**

Conferred for excellence in osteopathic manipulation.

**The Council of Deans' Achievement Award**

For overall academic excellence.

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

**Dean's Award**

Conferred for service to College of Osteopathic Medicine.

**Roy DeBeer, D.O., Award**

Conferred for excellence in gastroenterology.

**Philip F. Fleisher, D.O., Memorial Award**

Conferred for excellence in cardiology.

**Steven Galler, D.O., Alan Scheinbach, D.O. and Steven Grainer, D.O., Award**

Conferred for excellence in internal medicine.

**Robert E. Mancini, Ph.D., D.O., Award**

Conferred for excellence in medical pharmacology.

**Gates Pharmaceutical Award**

Conferred for outstanding achievement in the study of medicine.

**Mary E. Hitchcock, D.O., Memorial Award**

Conferred for commitment to osteopathic principles.

**Robert E. Mancini, Ph.D., D.O., Award**

Conferred for excellence in clinical toxicology.

**Philip Marcus, M.D., Award**

Conferred for excellence in pulmonary medicine.

**Mark Marmora, D.O., Memorial Award**

Conferred for excellence in teaching OMM, sponsored by Schering 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 Old Westbury Campus

### A SECURITY / FACILITIES

- A1 Simonson House: Security / Facilities / Shipping / Receiving
- A2 Simonson Annex

### B ACADEMIC QUAD

- B1 Salten Hall
- B2 Rubin Hall
- B3 Schure Hall
- B4 Theobald Hall
- B5 North House

### C ADMINISTRATION

- C1 Gerry House: Office of Admissions
- C2 Tower House

### D MAIN LIBRARY

- D1 Wisser Memorial Library

### E ACTIVITIES / ATHLETICS

- E1 Student Activity Center
- E2 Field House
- E3 Maintenance Area
- E4 Whitney Lane House
- E5 Balding House
- E6 Green Lodge
- E7 Sports Complex
- E8 Sculpture Studio

### F OSTEOPATHIC MEDICAL SCHOOL

- F1 Riland Center: Health Clinic
- F2 Scrota Academic Center
- F3 Rockefeller Building
- F4 500 Building

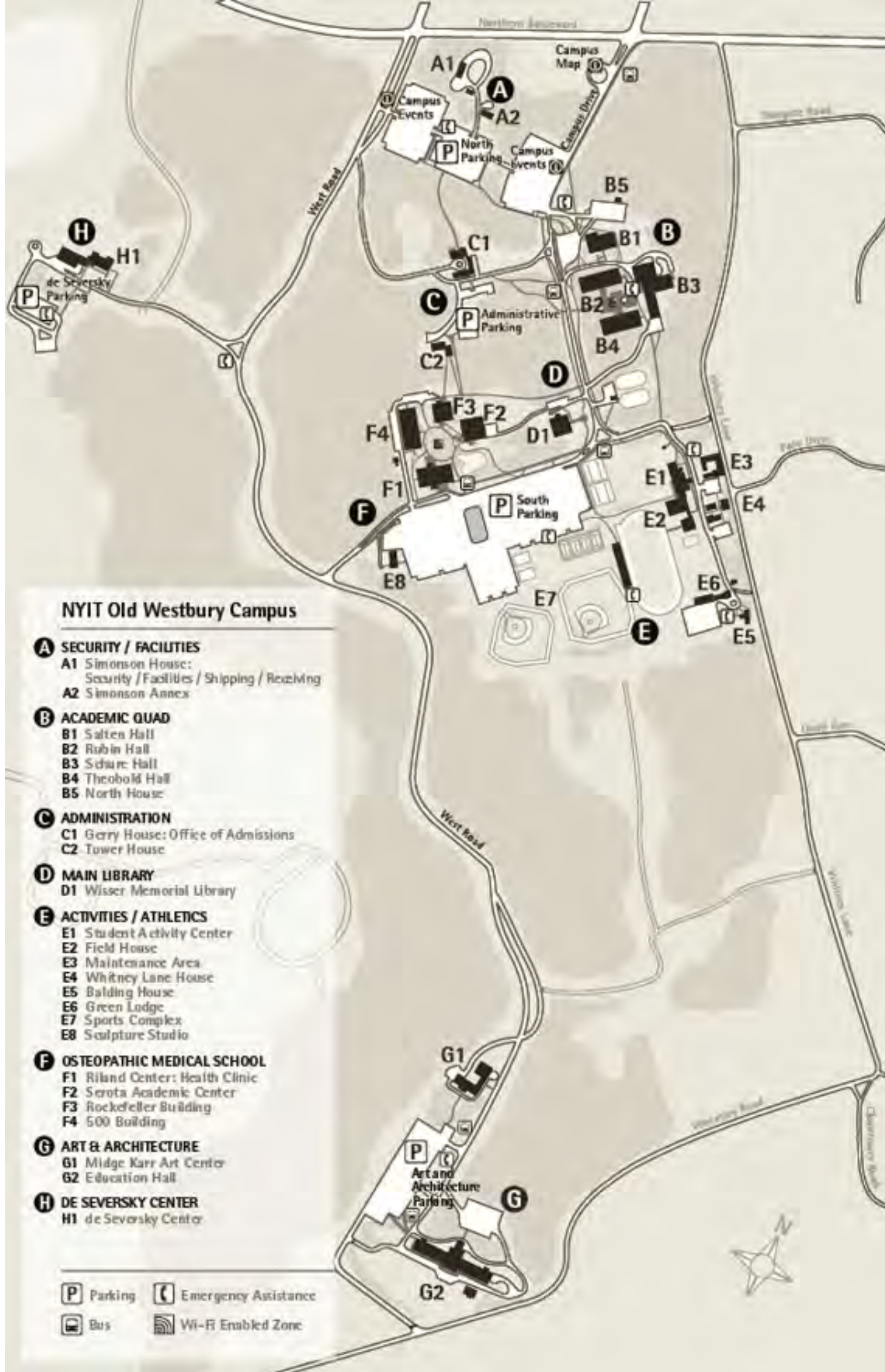
### G ART & ARCHITECTURE

- G1 Midge Karr Art Center
- G2 Education Hall

### H DE SEVERSKY CENTER

- H1 de Seversky Center

- Parking
- Emergency Assistance
- Bus
- Wi-Fi Enabled Zone



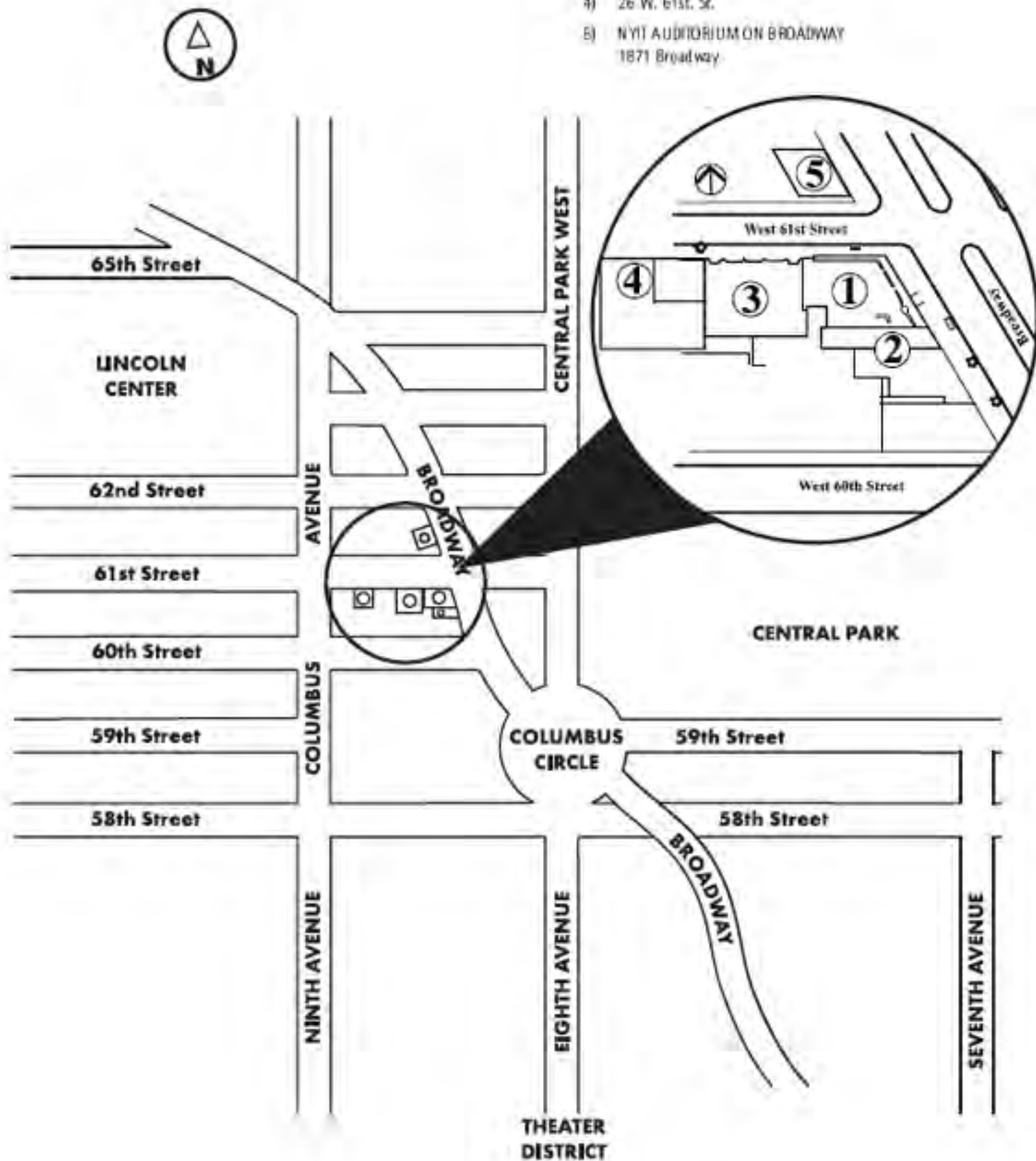
**NYIT-Manhattan Campus**  
Take a virtual tour at [nyit.edu/tour](https://nyit.edu/tour)



NEW YORK INSTITUTE  
OF TECHNOLOGY

## Manhattan Campus Map

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





# Undergraduate Core Curriculum



NYIT adopted the 21st-century **Discovery Core Curriculum** in fall 2010. During the transition period from 2010 to the present, NYIT has offered courses under both the old and new core curricula. Following is an explanation of new courses replacing old courses and the options available to incoming freshmen and current students for fulfilling their graduation requirements.

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

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

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

### **1. Foundation Courses**

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



FCWR 101 Writing I: Foundations of College Composition

**or**

FCWR 111 Writing I: Foundations of College Composition for International Students

FCWR 151 Writing II: Foundations of Research Writing

**or**

FCWR 161 Writing II: Foundations of Research Writing for International Students

FCSP 105 Speech Communication

FCIQ 101 Foundations of Inquiry

FCSC 101 Foundations of Scientific Process

Students entering after fall 2010 take one more foundation course in their junior year. There are four options for the Foundations of Professional Communication course (FCWR 301, 302, 303, 304). Academic advisors assist students in choosing the right option.

**Select one writing course (FCWR)**

FCWR 301 Communication for Business

FCWR 302 Communication for Health Care

FCWR 303 Communication for Arts and Design

FCWR 304 Communication for Technical Professions

## **2. Interdisciplinary Seminars**

Beginning in sophomore year, students who successfully completed the five first-year foundation courses take four interdisciplinary seminars from four different categories: a) literature, b) behavioral science, c) social science, and d) philosophy/ethics. These courses all begin with IC (interdisciplinary core) and are followed by LT, BS, SS and PH, respectively, to indicate course topics. There are several seminars in each area to choose from. Students select one from each category in their sophomore and junior years. Please note: new courses are created each year, so students should check the NYIT catalog and course schedules for complete listings.

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

ICLT 301 Contemporary American Immigrant Literature

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

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

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

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

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

ICSS 301 Seminar in Global Environmental History

ICSS 303 The American Character: A Global Perspective

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

ICPH 301 The Philosophy of Human Nature

ICPH 302 The Legacy of Socrates

### **3. Mathematics and Additional Science Courses**

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

Students should discuss these courses with their academic advisor.

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

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

### **NYIT Students - Prior to Fall 2010**

As with all curricular requirements, students must complete the core curriculum that was in place

when they were first admitted to NYIT or when they changed their majors (check the catalog of that year for details). All courses that current students need to complete their degrees will be offered over the next few years. However, NYIT phases out old core courses as new core courses commence. Therefore, a specific old course needed by a student may not be available at a time that fits his/her schedule. To accommodate this situation, NYIT allows students who entered NYIT prior to fall 2010 to take new courses as substitutions. Accordingly, view the following table for courses in the new core that can be substituted for old core courses:

Current Student

New Core Curriculum Course Equivalents

Core Curriculum Requirements

College Success Seminar: NYIT None  
101 College Success Seminar

English Composition:

FCWR 101 Writing I: Foundations of College Composition and

WRIT 101 College Composition I and  
FCWR 151 Writing II: Foundations of Research Writing

**or**

WRIT 151 College Composition II

**OR**

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

WRIT 111 College Composition I and

WRIT 161 College Composition II

SPCH 105 Basic Communications

Speech FCSP 105 Speech Communication

Group A Literature Options:

Any ICLT 300 level course will satisfy this requirement.

LITR 210 The Art of Poetry

LITR 220 The Art of Drama

LITR 230 The Art of Fiction

LITR 240 The Art of Prose

Group B Career Writing Options:

Any FCWR 300 level course will satisfy this requirement (select one):

WRIT 310 Business Writing

FCWR 301 Communication for Business

WRIT 316 Writing for the Technical Professions

FCWR 302 Communication for Health Care

WRIT 320 Report Writing

FCWR 303 Communication for Arts and Design

WRIT 325 Writing for Arts and Architecture and FCWR 304 Communication for Technical Professions

Philosophy	Any ICPH 300 level course will satisfy this requirement.
History <b>or</b> Political Science	Any ICSS 300 level course will satisfy this requirement.
Behavioral Sciences	Any ICBS 300 level course will satisfy this requirement.
Economics	None
Physical Science	None
Life Science	None
Liberal Arts	All new core courses except FCSC 101

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

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

WRIT	101	WRIT 101 and FCWR 101
WRIT	151	WRIT 151 and FCWR 151
WRIT	111	WRIT 111 and FCWR 111
WRIT	161	WRIT 161 and FCWR 161
WRIT	No number	All WRIT and FCWR
SPCH	105	FCSP 105
LITR	No number	All LITR and ICLT
PHIL	No number	All PHIL and ICPH
HIST	No number	All HIST and ICSS



PSCI	No number	All PSCI and ICSS
ANTH	No number	All ANTH and ICBS
CRIM	No number	All CRIM and ICBS
PSYC	No number	All PSYC and ICBS
SOCI	No number	All SOCI and ICBS

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

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

**Global**

## **NYIT Global Campuses and Programs**



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

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

In addition to programs offered at its global campuses 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.

**Global**

## 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.

## 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 Services

# Student Employment



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

In a part time job on- or off-campus, or in a paid community service position, students may enhance their academic experiences by applying learned skills and theories in a practical setting while earning income to assist with college expenses. Student employment also allows the student an opportunity to

interact in a global community and meet critical needs of the college as well as learn skills for career preparedness.

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

- Support the recruitment and retention goals of NYIT Enrollment Services.

- Place students in part-time employment which will complement and support their academic experience.

- Provide career and professional training and experiences for lifelong learning and job development.

- Assist students in financing their education.

- Educate and assist supervisors and employers in their role as supervisors.

- Deliver administrative and technical support to employers and the NYIT community.

- Provide a qualified, dependable, motivated workforce for on and off-campus employers.

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

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

For more information about student employment, visit [nyit.edu/cs](https://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 Services**

## **Student Activities**



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

There is an Office of Student Activities 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

# 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

**Policies and Rules**

# 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](#)

The decision to withdraw from a course should be made only after consulting with the course instructor and faculty advisor. Withdrawing from a course may affect eligibility for financial aid. Consult with the Financial Aid office for more information. To withdraw from a course, the student and the instructor must complete a withdrawal form, and the instructor must submit it to the Office of the Registrar within 48 hours. A "W" grade cannot be assigned without submission of the withdrawal form to the registrar. Students cannot withdraw from classes during the final exam period.

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

Term	Date of Withdrawal	Withdrawal Grade
Fall and Spring semesters	Third through eighth week of the semester	W
	After the eighth week of the semester	W or WF
Cycle A, B, C, D	Third through eighth class session	W
	After the eighth class session	W or WF
Summer I, II, 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](#)

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:

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

The grade of PR is used only for developmental courses and intensive English as a Second Language (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](https://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.

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

# 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 Advanced Tech.	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	Certificate	599	52.99991, 2

Management			
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 »

## Policies and Rules

# Ownership of Student Work

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

**Policies and Rules**

## Computer Requirements (Minimum)

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

**Policies and Rules**

## Photo Release

Each student agrees that, once admitted to NYIT, the college has his/her permission to take photographs and videos of the student for publicity purposes during class, at class-related functions, on any NYIT campuses, and at all NYIT activities and events. The college 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.

**Policies and Rules**

# Religious Observances and Academic Requirements

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

**Policies and Rules**

## Recreation and Drug Policy

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

**Policies and Rules**

## Identification Cards

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

**Policies and Rules**

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

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

## **Policies and Rules**

# **Parking Stickers**

Parking stickers are mandatory at the Old Westbury campus and Central Islip site. Old Westbury students must apply at the Buildings and Grounds Office at Simonson House. Students at Central Islip must apply at the Office of Campus Security. Stickers are free of charge. View [NYIT parking rules and regulations](#).

## **Policies and Rules**

# **NYIT Policies Affecting Students**

Students who accept enrollment at NYIT are responsible for knowledge of, and compliance with, all policies and rules affecting 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).

## **Policies and Rules**

# **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 Undergraduate Students

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

Requirements For Federal Student Aid  
Federal Verification Requirements

**Go to entry »**

### **Requirements for Determination of Independent Student Status »**

To be considered an independent student for any federal financial aid program, students must meet the following criteria ...

**Go to entry »**

### **Scholarships and Grants »**

First-Year Student Scholarships  
Transfer Scholarships  
Continuing Student Scholarships  
NYIT Grant  
Athletics Service to School Award

**Go to entry »**

### **Applicable to 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 »**

### **Federal Grants »**

Federal Pell Grant  
Federal Supplemental Educational Opportunity Grant (FSEOG)  
Federal College Work-Study Program (CWSP)

## State Grants & Other State Aid Programs »

New York State Tuition Assistance Program (TAP)  
New York State Aid for Part-Time Study (APTS)  
NY State Veterans Tuition Awards  
New York State Aid to Native Americans  
Adult Career and Continuing Educations Services (ACCESS - VR)

## Loans »

Federal Perkins Loans  
Federal Direct Stafford Loans  
Federal Parent Loans for Undergraduate Students (PLUS)  
Private Loans

## Institutional Programs

### Study Abroad Programs »

NYIT's study abroad programs offer exciting and effective ways to learn about the rapidly changing world and offer students opportunities to experience different cultures. NYIT has several study abroad programs administered by various academic departments that enable students to earn credits toward an academic degree ...

**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. Students must be approved by their respective academic department prior to attending another institution for the semester(s) ...

**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. Students must be approved by their respective academic department prior to attending the semester(s) ...

**Go to entry »**

## Cooperative Tuition Award »

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. ...

**Go to entry »**

## Vocational Independence Program (VIP) »

Students enrolled in NYIT's Vocational Independence Program may be eligible to receive federal student aid in the form of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and/or the Federal Work Study Program ...

**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)

**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 Undergraduate 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 at the secondary level as defined by state law ...

**Go to entry »**

Transfer Students »

All students transferring from other institutions will have their credits evaluated by the Office of Admissions prior to admittance to NYIT. The Office of Admissions will notify the Office of Financial Aid of the number of accepted credits ...

**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. 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) ...

**Go to entry »**

## Undergraduate Students Enrolled in Graduate Courses »

A student in an undergraduate degree program is not eligible for graduate loans based on taking graduate coursework as a part of the undergraduate program. An undergraduate student who elects to enroll in graduate coursework must obtain approval from both his/her academic department and the Office of the Registrar ...

**Go to entry »**

## Preparatory Coursework »

Policy

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

**Go to entry »**

## Financial Aid for New York Students Attending Nanjing Campus »

NYIT encourages undergraduate students at its New York campuses to study abroad at its campus in Nanjing, China.

**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.

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

**Go to entry »**

# Federal Application Requirements and Procedures: Undergraduate

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 the 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. They are also eligible for Pell Grants if not incarcerated in a federal or state penal institution.
- Must not be in default on a prior federal student loan.
- Must be a U.S. citizen or permanent resident or other eligible non-citizen.
- Must have a Social Security Number.
- Male students are required to be registered with Selective Service to be eligible for federal financial aid funds. (A male student does not have to register if the student is below the age of 18, or was born before January 1, 1960.)
- With the exception of unsubsidized Stafford Loans and PLUS Loans, all other federal student aid requires students to demonstrate financial need.

## Federal Requirements for Determining Unusual Enrollment History:

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

Office of Financial Aid may request additional information from students with an “unusual enrollment history” flag on FAFSA results and the final receipt of Federal, State, Institutional and or Private aid is dependent upon satisfactory resolution.

## **Federal Verification Requirements**

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.

# Requirements for Determination of Independent Student Status

To be considered an independent student for any federal financial aid program, students must meet one of the following criteria:

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

Students who do not meet the federal definition of an "independent student" and who have extenuating circumstances may request consideration for a "Dependency Override." In such cases, NYIT will require additional certification and documentation to determine that a student is independent for purposes of Federal Financial Aid Programs. A determination of Independent student status for Federal Financial Aid purposes does not automatically translate to the same determination for State Aid Programs and vice versa. Nor does this determination guarantee that an applicant will receive additional Financial Aid that is sufficient to meet the cost of attendance. The NYIT Office of Financial Aid has the right to adjust or change the determination of Independent student status when conflicting information exists.

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 disclosures](#).



# NYIT Undergraduate Scholarships and Grants

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

Most scholarships and grants are renewable each fall and spring semesters and based on eligibility and funding availability. Students must be fulltime and satisfactorily complete 12 credits within their program each semester with no incomplete grades to be eligible for the awards for the upcoming semester. Students must also maintain the minimum cumulative GPA each semester as required by the scholarship and/or grant requirements effective at the time of admission to NYIT. **Scholarships and grants are for tuition only** and divided equally between fall and spring semesters. They are not applicable to any summer session attendance. Any designated 'tuition only' awards cannot exceed the cost of tuition and will be reduced accordingly.

Very limited scholarships and grants may be available based on funding for part-time study. Students may receive two or more NYIT merit-based academic scholarships concurrently if the Office of Admissions at the time of Scholarship offers to new students any renewable or non-renewable additional recognition and/or enrichment awards. It is the student's responsibility to notify the Financial Aid Office of any outside scholarships, grants or loans. Receipt of outside aid may affect currently offered aid. Students should contact the Office of Financial Aid for more information on the availability of scholarships and grants.

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

- must be enrolled full time in undergraduate coursework required for their academic program.
- must maintain continuous enrollment.
- must maintain a minimum cumulative GPA, as required for specific scholarships and be making Satisfactory Academic Progress (SAP).
- should file their [FAFSA](https://www.fafsa.gov) application by the March 1 priority date at [www.fafsa.gov](https://www.fafsa.gov).
- will only be eligible for a scholarship for a maximum of eight full-time semesters of continuous enrollment, unless enrolled in an approved five-year program, or is a transfer student.
- will only be eligible for an undergraduate scholarship if enrolled full time (12 credits or more) in courses applicable to his/her undergraduate program.

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

Students who qualify for special 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 may receive a prorated scholarship, if they are enrolled for less than 12 credits within their program, in their final semester of enrollment, provided all other scholarship renewal criteria are met. Scholarships and grants are only available for fall and spring semesters and cannot be used for attendance during summer periods of attendance.

## First-Year Student Scholarships

## **First-Year Student Scholarships**

The following is a list of the various NYIT scholarships offered to first-year students.

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

### **President's Scholarship**

Renewal Criteria:

- Must complete at least 12 credits within their program per semester with no incomplete grades.
- Must maintain a cumulative GPA as outlined in the Admission's Scholarship Letter.

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

Renewal Criteria:

- Must complete at least 12 credits per semester within their program with no incomplete grades.
- Must maintain a cumulative GPA as outlined in the Admission's Scholarship Letter.

### **NYIT Scholarship**

Renewal Criteria:

- Must complete at least 12 credits per semester within their program with no incomplete grades.
- Must maintain a cumulative GPA as outlined in the Admission's Scholarship Letter.

### **Academic Achievement Award**

Renewal Criteria:

- Must complete at least 12 credits per semester within their program with no incomplete grades.
- Must maintain a cumulative GPA as outlined in the Admission's Scholarship Letter.

# Transfer Scholarship

The following NYIT scholarship is offered to transfer students.

Limited scholarships are available to graduates of accredited two-year colleges and transfer students from four-year colleges who completed a minimum of 24 credits from the prior school and who wish to complete their bachelor's degree at NYIT. Students readmitted to NYIT are not eligible for this scholarship. The minimum required cumulative GPA ranges from 2.5 to 3.35 and award amounts vary accordingly. Transfer scholarships will be granted for a maximum of three years or six semesters of continuous full-time enrollment unless the student is enrolled in an approved five-year program. All renewal criteria must be met.

## **Renewal Criteria:**

Must complete at least 12 credits per semester within their program with no incomplete grades.  
Must maintain a cumulative GPA as outlined in the Admission's Scholarship Letter.

## **Financial Aid**

# Continuing Student Scholarships

## **NYIT Scholarship Incentive Awards**

NYIT has established Scholar Incentive Awards to recognize full-time undergraduate students who have demonstrated their commitment to the college and have achieved academic success after earning 30-59 credits at NYIT. This scholarship is designed specifically for students who were not awarded any other NYIT scholarship upon enrollment. Earned credits must be applicable to the student's degree program of study.

Awards will be granted each semester and based on full-time attendance in the previous term and a cumulative GPA of 3.0 per semester for 30-59 credits earned at NYIT. Students who have earned a minimum cumulative GPA of 3.5 in a semester will receive a higher scholarship amount. Student must complete at least 12 credits per semester with no failing or incomplete grades.

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

## **Academic Achievement Scholarship**

NYIT has established an academic scholarship program to recognize full-time undergraduate students who have demonstrated their commitment to the college and have achieved academic success after earning 60 credits or more at NYIT. The scholarship is designed specifically for students who were not awarded any other NYIT scholarship upon being admitted. Earned credits must be applicable to the enrolled degree program of study.

These awards will be granted each semester and are based on full-time attendance in the previous term

and a cumulative GPA of 3.0 per semester after 60 or more credits have been earned at NYIT. All credits taken must be applied to the student's academic program. Students cannot receive two NYIT merit-based academic scholarships concurrently. In the event that a student qualifies for more than one scholarship, the one with the highest dollar value will be awarded. Students who have earned a minimum cumulative GPA of 3.5 during a semester will receive a higher scholarship amount.

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

## **Financial Aid**

# **NYIT Grant**

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

Eligibility for NYIT institutional scholarships and grants is limited to students whose campus location is Manhattan, Old Westbury or online. The NYIT Grant cannot be used for summer periods of attendance or for intercession-only periods. Eligibility criteria can be viewed at [nyit.edu/financial\\_aid/scholarships/nyit](http://nyit.edu/financial_aid/scholarships/nyit).

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

## **Financial Aid**

# **Athletics Service to School Award**

This Athletic Service to School Award is made in accordance with, and subject to, the rules and regulations of New York Institute of Technology, National Collegiate Athletic Association (NCAA), East Coast Conference (ECC) for all sports including the Great West Conference (applicable for Baseball only).

A summary of terms governing this award may be found in the Athletic Agreement. Please note the following:

Student-athlete must pass a physical administered by the NYIT Athletic Training Department before the first day of scheduled practice.

An athletic service to school award for a freshman may be renewed if the recipient achieves and maintains a 1.8 cumulative grade point average after the first year of college residency and successfully completes 27 credit hours, applicable to the student's academic program, in the given award year. A cumulative grade point average (CGPA) of 2.00 and completion of 27 credits are required every year thereafter. For all student athletes, a semester GPA of at least 1.50 and completion of a maximum of nine credits must be earned at the conclusion of the fall semester of the aid year in order to retain athletic award eligibility for the spring semester. You must be registered as a full-time, matriculated student. All courses must be applicable towards the student athlete's degree program.

Pursuant to NCAA regulations, the athletic award and financial aid cannot exceed a determined limit. In the event that the total financial aid package exceeds the NCAA or NYIT maximum, the athletic award will be reduced in order to comply with NCAA and NYIT regulations. New York Institute of Technology reserves the right to adjust any athletic award due to the receipt of other institutional, state, federal aid including Federal Pell Grant and other exempted Government Grants (as outlined in NCAA Bylaws 15.2.4.1 and 15.02.4.4). A copy of all financial information will be on file in the Office of Intercollegiate Athletics and Recreation.

Student **MUST** complete all required forms as designated by the Office of Financial Aid. A completed FAFSA (Free Application for Federal Student Aid) and Authorization Statement as well as a New York State TAP Grant application (for NY residents only) must be on file prior to the start of your first semester of attendance. Your award will not be posted to your account unless the above mentioned forms have been completed and on file with the Office of Financial Aid. International student-athletes are exempt from FAFSA requirement.

Any New York Institute of Technology student-athlete receiving a New York Institute of Technology Athletic Service to School Award may not be awarded other institutional aid per NCAA Bylaws 15.02.4.1 without prior approval from the Head Coach, Athletic Director and ultimately the Associate Dean of Financial Aid. Other institutional aid is defined as all funds administered by New York Institute of Technology, which include, but are not limited to the following: scholarships, grants, or tuition remission. Institutional grants, scholarships and/or Tuition Remission that is designated as a 'tuition only' resource cannot not exceed the cost of tuition and will be reduced accordingly. Any other aid received from an outside source is subject to usual state and federal aid regulations.

## **Other Terms and Conditions of the Athletic Service to School Award**

All recipients of New York Institute of Technology Athletic Service to School Award shall meet the admissions requirements for New York Institute of Technology as well as the initial and continuing academic eligibility standards set forth the rules and regulations of New York Institute of Technology, National Collegiate Athletic Association (NCAA), East Coast Conference (ECC) for all sports including the Great West Conference (for Baseball only). All New York Institute of Technology Athletic Service to School Awards are awarded by the Office of Financial Aid upon the recommendation of the Director of Athletics. This New York Institute of Technology Athletic Award offer is valid only for the stated academic year (Fall/Spring).

***Renewal of the New York Institute of Technology Athletic Service to School Award will depend on the recipient:***

- Meeting New York Institute of Technology's standards of satisfactory academic progress towards degree completion;
- Meeting all conditions and athletic eligibility requirements as specified by the latest NCAA Division II policy manual; East Coast Conference for all sports including Great West Conference (for Baseball only)
- Meeting all conditions and requirements set forth by the Director of Athletics and the Head Coach of the sport for which the award was granted;



Participating in the sport(s) throughout the season(s). Participation is understood to include trying out for the team, attending all practices and scheduled events, training sessions, and post-season competition. Failure to participate without the prior approval of the coach or Director of Athletics could result in the non-renewal/cancellation of the recipient's Athletic Service to School Award;

Understanding that Athletic Service to School Awards are granted for a maximum of one (1) academic year (Fall/Spring), with renewal contingent upon the student-athlete conforming to the eligibility rules and regulations for athletic participation as determined by New York Institute of Technology, its applicable athletic conference affiliation, and the NCAA Individual team training guidelines for intercollegiate student-athletes, and that all of the above references are also considered rules of the institution;

Completing and filing the appropriate financial aid forms each year (FAFSA, NYS TAP Application, Master Promissory Notes for loans etc.) with New York Institute of Technology's Office of Financial Aid;

***This Athletic Service to School Award may be revoked, cancelled, and/or non-renewed for any of the following reasons:***

Failure to sign and return this New York Institute of Technology Athletic Service to School Award Agreement within two weeks of the date of issue;

Academic dismissal from the College;

Violation of team rules;

Violation of the NCAA drug testing program;

Violation of New York Institute of Technology's Code of Conduct;

Failure to comply with NCAA regulations and/or committing a violation of NCAA regulations;

Failure to meet New York Institute of Technology's academic standards;

Voluntary withdrawal from New York Institute of Technology;

Signing a professional sports contract for this sport;

Agreeing to be represented by an agent;

Receiving other aid that exceeds individual financial aid limits.

***Additionally, per the NCAA Bylaws for the Permitted Reduction or Cancellation of Aid, the New York Institute of Technology Athletic Service to School Award may be reduced or cancelled during the period of the award if the recipient:***

Renders himself or herself ineligible for intercollegiate competition; or

Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or

Engages in serious misconduct warranting substantial disciplinary penalty; or

Voluntarily withdraws, quits, or resigns from a sport/team at any time for personal reasons.

If a student-athlete **voluntarily withdraws** from participation in a sport, their New York Institute of Technology Athletic Service to School Award may be prorated and adjusted as of the date of withdrawal. Any reduction or cancellation of athletic award will be provided in writing to the student-athlete by the Office of Financial Aid.

Per the NCAA Bylaws regarding the *Non-Permitted Reduction or Cancellation of Athletic Service to School Award*, the award cannot be increased, reduced, or canceled during the period of its award on the basis of athletics ability, performance, or contribution to a team's success; because of an injury or illness that prevents a student-athlete from participating in athletics, or for any other athletic reason.

Eligibility for Athletic Service to School Award is limited to students whose campus location is Manhattan or Old Westbury.

# Applicable to 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](#).

## Financial Aid

# Federal Pell Grant

The Federal Pell Grant is for undergraduate, matriculated students who are enrolled in at least one credit and meet the financial need guidelines of the program. Eligibility for the Federal Pell Grant is limited to students who have not received their first bachelor's degree or who are enrolled in certain post-baccalaureate programs that lead to certification or licensure, as well as to those who demonstrate financial need according to the FAFSA results and meet all other eligibility requirements. Students are required to file the Free Application for Federal Student Aid (FAFSA) and will receive the results of their [FAFSA](#) directly from the Federal Processing Center. Shortly thereafter, the NYIT Office of Financial Aid receives the same information electronically. Awards are based on the Expected Family Contribution (EFC) as determined by a federal methodology, the NYIT cost of attendance, the number of credits attempted in a given semester, and the federal appropriation for the program, as determined by Congress. To maintain eligibility for the Federal Pell Grant, students must apply by submitting the FAFSA annually, continue to meet the financial need guidelines and eligibility rules, and maintain the minimum satisfactory academic progress standards as established by NYIT. Students must also not be in default on any student loan, or owe a repayment of Pell Grant funds for attendance in a prior period. Students may not receive a Federal Pell Grant from more than one institution at a time.

## Pell Grant Lifetime Eligibility Used (LEU)

The U.S. Department of Education has established new regulations that reduce the duration of a student's eligibility to receive a Federal Pell Grant from 18 full-time semesters (nine years or its equivalent) to 12 full-time semesters (six years or its equivalent). This change is effective with the 2012-2013 Award Year and applies to all students eligible for Federal Pell Grants HEA section 401(c)

(5) and 34 CFR 690. If the institution receives notification from the U.S. Department of Education that a Federal Pell Grant applicant has reached, or is close to the Lifetime maximum award, the institution and the US Department of Education will notify the student and adjust all awards as necessary.

Reference: [2013-2014 FSA Handbook, Volume 3, Chapter, pp. 3-41 – 3-66, Calculating Awards & Packaging, \(HEA section 401\(c\)\(5\) and 34 CFR 690\).](#)

## Financial Aid

# Federal Supplemental Educational Opportunity Grant (FSEOG)

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

## Financial Aid

# Federal College Work-Study

NYIT participates in the federally sponsored Federal College Work-Study Program (FCWS). Students should complete the [Free Application for Federal Student Aid \(FAFSA\)](#) by the March 1 priority date at [www.fafsa.gov](http://www.fafsa.gov) and indicate a desire to participate in the Federal College Work Study Program on the FAFSA application. The Office of Financial Aid will determine a student's eligibility based on demonstrated financial need and availability of federal funds. If the student is eligible and would like to participate in the Federal College Work-Study Program, they must accept the offer of assistance and contact the Office of Student Employment. If a student fails to contact the Office of Student Employment by the first week in October for the fall semester, or the first week in February for the spring semester, there is a risk that the college work study award may be canceled. Funds are limited and there is usually a waiting list of students who would like to obtain positions.

Please be aware that the amount of FCWS indicated on the financial aid package is not deducted from the student's tuition bill, but rather reflects the amount of money available for the student to earn under the program. It is the student's responsibility to obtain a job through the Office of Student Employment. Renewal is dependent upon continued demonstration of financial need, availability of federal funds and maintenance of the minimum academic standards established by NYIT. Students are

required to file the FAFSA and indicate a desire to participate each year for continued determination of eligibility.

## Financial Aid

# New York State Tuition Assistance Program (TAP)

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

The New York State Tuition Assistance Program (TAP) helps eligible New York State residents pay tuition at approved schools in New York State. Depending upon the academic year in which you begin study, an annual TAP award currently has a maximum eligibility of \$5,165. TAP is a grant from the state. It does not have to be paid back.

To be eligible for TAP, you must:

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

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

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

The award amount is determined by:

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

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

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

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

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

If you are a qualifying New York State resident, you should complete the TAP on the Web application using the New York State link on the FAFSA Submission Confirmation page, or by going to [www.hesc.ny.gov](http://www.hesc.ny.gov).

The application deadline for TAP is June 30 of the academic year for which the aid is sought.

## **Financial Aid**

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

The Aid for Part-Time Study (APTS) program provides grant assistance for eligible part-time students enrolled in *approved undergraduate studies*.

This New York State grant program provides aid amounts up to \$2,000 per year (\$1,000 per semester) for eligible part-time students enrolled in at least 3 but fewer than 12 credit hours per semester. An APTS award cannot exceed tuition charges. Students must be enrolled for the entire 15 weeks of the semester for which they are seeking APTS.

To be considered for an APTS award, you must:

- Be a United States citizen or eligible noncitizen
- Be a legal resident of New York State
- Have graduated from a high school in the United States, earned a high school equivalency diploma by passing a Test Assessing Secondary Completion (TASC) formally known as a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department
- Be enrolled as a part-time student



Be matriculated in an approved program of study in a participating New York State postsecondary institution  
Be in good academic standing  
Be charged at least \$100 tuition per year  
Not have exhausted Tuition Assistance Program (TAP) eligibility  
Not be in default on any Federal or State student loan or on any repayment of state awards  
Meet income eligibility limitations

Funding is limited and students are strongly urged to apply early and [complete the application](#). Students must submit all required documentation to the NYIT Office of Financial Aid as soon as requested.

### **New York State Part-Time TAP**

Part-time TAP helps eligible New York residents attending in-state postsecondary institutions on a part-time basis pay for tuition. Part-time TAP is a grant and does not have to be paid back. Part-time TAP is not the same as [Aid for Part-Time Study](#).

To be eligible for part-time TAP a student must be a first-time freshman in the 2006-07 academic year or later, have earned 12 credits or more in each of two consecutive semesters for a minimum total of 24 credits earned, and maintain a minimum of a “C” average. Additionally, students must be taking at least 6 but fewer than 12 credits per semester to qualify for Part Time TAP and meet all other eligibility requirements for the TAP grant. Part-Time TAP is not the same as Aid for Part-Time Study and both may not be awarded in the same semester.

## **Financial Aid**

# **NY State Veterans Tuition Awards**

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

NOTE: Students previously approved for this award must apply for payment each year. Those students who are attending an approved undergraduate or graduate program may apply for payment for the current academic year by completing the Free Application for Federal Student Aid ([FAFSA](#)) and then linking to the TAP on the Web application. See “How to Apply for Payment” below for additional details.

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

### **Award Amounts**

For full-time study, a recipient shall receive an award of up to the full cost of undergraduate tuition for New York state residents at the State University of New York, or actual tuition charged, whichever is less. Full-time study is defined as twelve or more credits per semester (or the equivalent) in an approved program at a degree-granting institution, or twenty-four or more hours per week in a vocational training program.

For part-time study, awards will be prorated by credit hour. Part-time study is defined as at

least three but fewer than twelve credits per semester (or the equivalent) in an approved program at a degree-granting institution, or six to twenty-three hours per week in a vocational training program.

## **Duplicative Benefits**

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

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

## **VTA Benefits - Duration**

### **Full-time Study**

**Approved Undergraduate Degree-Granting Programs** — Awards are available for up to eight semesters (four years) of undergraduate study. Awards can be made available for up to ten semesters of undergraduate study for enrollment in an approved five-year program or for enrollment in an approved program of remedial study.

**Approved Graduate Degree-Granting Programs** — Awards are available for up to six semesters (three years) of graduate study.

**Approved Vocational Training Programs** — Awards are available for up to a maximum of four semesters (two years) of study in an approved vocational training program.

### **Part-time Study**

**Approved Undergraduate Degree-Granting Programs** — Awards are available for up to the equivalent of eight semesters (four years) of full-time undergraduate study in a four-year program. Awards can be made available for up to the equivalent of ten semesters (five years) of full-time study for enrollment in an approved five-year undergraduate program which normally requires five academic years of full-time study.

**Approved Graduate Degree-Granting Programs** — Awards are available for up to the equivalent of six semesters (three years) of full-time graduate study.

**Approved Vocational Training Programs** — Awards are available for up to a maximum of eight semesters (four years) of part-time study in an approved vocational training program.

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

## **Eligible Veterans**

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

Vietnam Veterans who served in Indochina between December 22, 1961 and May 7, 1975.

Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.

Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.

Veterans of the armed forces of the United States who served in hostilities that occurred after

February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

Students must also:

Establish eligibility by applying to HESC.

Be New York State residents.

Be U.S. Citizens or eligible noncitizens.

Be matriculated full or part-time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York state.

Have applied for the Tuition Assistance Program for all undergraduate or graduate study.

Have graduated from high school in the United States, earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department.

Meet good academic standing requirements.

Be charged at least \$200 tuition per year.

Not be in default on a federal or State made student loan or on any repayment of state awards.

### **How to Establish Eligibility**

Complete the New York State Veterans Tuition Award Supplement or contact [HESC](#). Questions regarding eligible service or how to document service should be directed to the HESC Scholarship Unit at 888.697.4372.

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

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

Apply for payment as follows:

Undergraduate and Graduate, Full-time & Part-time Study - Apply for payment by doing one of the following:

1. Apply online by completing the Free Application for Federal Student Aid ([FAFSA](#))—the form used by most colleges, universities and vocational schools for awarding federal student aid and most state and college aid — and then linking to the TAP on the Web application, or
2. For veterans who do not anticipate filing a FAFSA, complete a Scholarship Grant Payment Application. To receive a copy of the application, please call 888.697.4372; or
3. Vocational Training Program students - Complete only the Veterans Tuition Award Supplement.

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

## **Financial Aid**

# **New York State Aid to Native Americans**

### **Eligibility**

Enrolled members of a New York State tribe and their children who are attending, or planning to

attend, a college in New York State and are New York State residents may apply for this New York State award. Awards are made to all eligible applicants and there is no qualifying examination. Awards are available for 2, 4, or 5-year programs.

### **Available Awards**

Eligible and/or certified American Indian students are eligible to receive grant awards of up to \$2,000 per year for up to four years of full-time study (five years for specific programs requiring five years to complete degree requirements). Students registered for less than 12 credit hours per semester will be considered part-time and will be funded on a prorated basis.

If funding is available, eligible students may receive aid for summer course work. Any aid a student receives for summer school study is deducted from the student's maximum entitlement for four years of full-time college study.

### **Application Process**

Applications must be postmarked by July 15 for the fall semester, by Dec. 31 for the spring semester, and by May 20 for the summer session. There are no fees for submitting an application. Students must apply for each semester (not annually).

### **More Information**

Specific eligibility criteria and information can be found at [NYSED](#), or by writing to:

Native American Education Unit  
New York State Education Department  
Room 461 EBA  
89 Washington Ave.  
Albany, New York 12234  
518.474.0537  
Fax: 518.474.3666

### **Financial Aid**

## **Adult Career and Continuing Educations Services (ACCESS - VR)**

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

### **Financial Aid**

# Federal Perkins Loans

This is a fixed-rate, low-interest loan from the federal government that is provided by NYIT. Eligibility is based on financial need as determined by federal calculations from the Free Application for Federal Student Aid ([FAFSA](#)). Students who demonstrate financial need after all resources are taken into account may be considered for a Perkins Loan. Legislated loan limits are up to \$5,500 for each year of undergraduate study (undergraduate aggregate limit is \$27,500).

Repayment begins nine months after the borrower leaves school or drops below half-time attendance. The interest rate is fixed at 5 percent. For first-time loans disbursed after Oct. 1, 1992, the borrower will make minimum monthly payments of \$40. Annual awarding of Perkins Loans is based on early application, continued demonstration of financial need, availability of federal funds, and maintenance of minimum academic standards. Because Perkins Loans are subsidized by the Federal Government, interest will not accrue until repayment begins.

## Annual and Aggregate Federal Perkins Loan Limits and Amounts

Up to \$5,500 per academic year for freshman, sophomore, junior, and senior. \$11,000 aggregate 0-62 credits, \$27,500 maximum aggregate.

Freshman: 0-30 credits

Sophomore: 31-62 credits

Junior: 63-96 credits

Senior: 97+ credits

## Rights and Responsibilities

### Your Rights As a Federal Perkins Loan Borrower

You are entitled to:

A promissory note, which must be returned to you when the loan is paid in full.

A grace period — the exact length is shown on your promissory note.

Knowing the total amount of your debt, principal, and interest, including your interest rate, total interest charges on your loan, and other fees that may be added if you violate terms.

A loan repayment schedule that lets you know when your first payment is due, and the number, frequency, and amount of repayments.

Knowing where to send your payments.

A list of deferment and cancellation conditions, and the conditions under which the Department of Defense will repay your loan.

An explanation of penalty-free prepayment.

Forbearance if your total loan debt is equal to or greater than 20% of your adjusted gross income.

### Your responsibilities as a Federal Perkins Loan Borrower

You must:

Sign a promissory note.

Repay the loan even if you do not complete your education or are not satisfied with the education you received.

Notify the Federal Perkins Loan Coordinator if you graduate, withdraw, take a leave of absence, drop below half-time status, transfer, change your name, address, or Social Security number.



Repay your loan according to the repayment schedule.  
File properly for deferment or cancellation if you qualify.

### **Benefits of a Federal Perkins Loan**

The Federal Perkins Loan has many benefits that allow you to pay back your loan at a low interest, without fees. There are also many ways to become eligible for loan cancellation.

#### **Benefits**

Interest rate is fixed at 5%, substantially lower than that of other types of loans, and will not accrue until you make the first payment after your grace period.

Compared to a loan forgiveness program (such as the PSLF program, which requires you to be in public service for more than 10 years in order for your loan balance to be cancelled), Perkins Loans are eligible for Federal loan cancellation. This allows 50% of your original debt to be cancelled with 3-year service as a teacher in certain areas or as a volunteer in the Peace Corps.

There are many ways to get Federal Perkins Loans cancelled.

Longer grace periods than Stafford Loans.

No fees, unless you are late on a payment or make less than full payments.

School disbursement

You can cancel the loan if you change your mind, even if you have signed the promissory note.

### **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, easy repayment terms and is geared towards those entering or re-entering the workforce. The loan is not credit based and only requires that student's meet specific eligibility requirements. All students must file a FAFSA in order for the Office of Financial Aid to determine eligibility for a Federal Direct Stafford Loan. Depending on enrollment status, [FAFSA](#) results, Cost of Attendance and other factors, an amount and type (Subsidized or Unsubsidized) of Federal Direct Stafford Loan will be awarded to eligible students. The federal government is the lender for student or parent loans received through the Federal Direct Stafford Loan Program.

Public Law 112-74 amended the Higher Education Act (HEA) to temporarily eliminate the interest subsidy provided on Direct Subsidized Loans during the six month grace period provided to students when they are no longer enrolled on at least a half-time basis. This change will be effective for new Direct Stafford Loans for which the first disbursement is made on or after July 1, 2012, and before July 1, 2014. The federal government will continue to pay interest that accrues on the Direct Subsidized Stafford Loan during "in-school" and other eligible deferment periods.\* The federal government does not pay interest on Direct Unsubsidized Stafford Loans at all. Students have the option to pay interest on the unsubsidized portion of a Direct Stafford loan while in school, or during other eligible periods of deferment or let interest accrue until repayment begins. Deferred interest payments on Direct Unsubsidized Stafford Loans will be added to the principal loan amount and capitalized by the lender (meaning accrued interest will be added to the principal amount borrowed at repayment).

Applicants must be enrolled at least half-time to be eligible for a Federal Direct Stafford Loan and to maintain eligibility for "in-school" deferments (minimum six credits per semester, with all credits

applicable to the degree program of study).

The following charts describe annual and aggregate maximum eligibility for the Federal Direct Stafford Loan Program, based on dependency status and grade level, as well as Perkins Loan Program requirements.

### Annual and Aggregate Federal Direct Stafford Loan Limits

#### Dependent Undergraduate

	<b>Freshman</b> 0-30 Credits	<b>Sophomore</b> 31-62 Credits	<b>Junior</b> 63-96 Credits	<b>Senior</b> 97+ Credits	<b>Aggregate Limit</b>
<b>Stafford (Subsidized / Unsubsidized)</b>	\$3,500	\$4,500	\$5,500	\$5,500	\$23,000
<b>Additional Unsubsidized Stafford</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
<b>Total Stafford</b>	\$5,500	\$6,500	\$7,500	\$7,500	\$31,000

#### Independent Undergraduate/Dependent Undergraduate with PLUS Denial

*Undergraduate students whose parents have been denied the Direct PLUS loan (based on credit), may apply for an additional \$4,000 (first-year and second-year students) or \$5,000 (third-year students and beyond) Direct Unsubsidized Stafford Loan (described under the subheading for Federal Direct Stafford Loans).*

	<b>Freshman</b> 0-30 Credits	<b>Sophomore</b> 31-62 Credits	<b>Junior</b> 63-96 Credits	<b>Senior</b> 97+ Credits	<b>Aggregate Limit</b>
<b>Stafford (Subsidized / Unsubsidized)</b>	\$3,500	\$4,500	\$5,500	\$5,500	\$23,000
<b>Additional Unsubsidized Stafford</b>	\$6,000	\$6,000	\$7,000	\$7,000	\$34,500
<b>Total Stafford</b>	\$9,500	\$10,500	\$12,500	\$12,500	\$57,500

#### Graduate

	<b>Graduate Limit</b>	<b>Aggregate Limit</b>
<b>Unsubsidized Stafford</b>	\$20,500	\$138,500

\*Ineligible for *Subsidized* Stafford Loans first disbursed on or after July 1, 2012

Through the possible combination of Subsidized and Unsubsidized Direct Stafford Loans, every student meeting all academic and eligibility requirements should be able to participate in the Federal Direct Stafford Loan Program. Information about the William D. Ford Direct Loan Program can be found at [NYIT's Office of Financial Aid](#) and at [www.studentloans.gov](http://www.studentloans.gov).

Regulations also require the Office of Financial Aid to offer financial aid based on the results of the needs analysis from the [FAFSA](#) (calculated by the federal government) and to perform an eligibility file review for every student applying for the Federal Direct Stafford Loan. The Office of Financial Aid must review each application and will recommend an amount according to the number of credits attempted, the number of credits completed, the grade level, the cost of attendance, the outside resources available to each student and the expected family contribution (as derived from the FAFSA). Loan repayment will not be required while the student maintains at least half-time attendance (minimum six credits per semester, with all credits applicable to the degree program of study). Repayment of principal and interest begins six months after the student leaves school or drops below half-time attendance.

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

\*Public Law 112-141 also includes a new limit on eligibility for Direct Subsidized Stafford Loans (**SULA – Subsidized Usage Limit Applied**) for new borrowers on or after July 1, 2013. On or after July 1, 2013 a borrower will not be eligible for new Direct Subsidized Stafford Loans if the period during which the borrower has received such loans exceeds 150 percent of the published length of the borrower's educational program. The law also provides that a borrower reaching the 150 percent limit becomes ineligible for interest subsidy benefits on all Direct Subsidized Stafford Loans first disbursed to that borrower on or after July 1, 2013. After you have received Direct Subsidized Loans for your maximum eligibility period, you are no longer eligible to receive additional Direct Subsidized Loans. In addition, if students continue to be enrolled in any undergraduate program after receiving Direct Subsidized Loans for the maximum eligibility period, the Federal Government will no longer (with certain exceptions) pay the interest that accrues on Direct Subsidized Loans for periods when they would have normally done so.

Please see example of calculating the **Maximum Eligibility Period** below:

Program Length	Multiply by	Maximum Eligibility Period
5-Year Bachelor's Degree	1.5	7.5 Years
4-Year Bachelor's Degree	1.5	6 Years
2-Year Associate's Degree	1.5	3 Years

Please see example of calculating the **Subsidized Usage Period**:

*Subsidized Usage Period = Days in Loan Period/Days in Academic Year*

	Begin Date	End Date	Number of Days
Loan Period	August 27, 2013	May 17, 2014	264
Academic Year	August 27, 2013	May 17, 2014	264

*Subsidized Usage Period = 264/264 = 1 Year*

Subsidized Usage Period	Enrollment for Year	Multiply by	Prorated Usage
1 Year	Full-time	1	1 Year

1 Year	Three-quarter time	.75	.75 Year
1 Year	Half-time	.5	.5 Year

Information about the William D. Ford Federal Direct Loan Program can be found at [www.studentloans.gov](http://www.studentloans.gov) or by visiting [www.nyit.edu/financial\\_aid/loans/limits](http://www.nyit.edu/financial_aid/loans/limits).

## **Borrower Based Academic Years and Federal Loans - "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 eligible and are enrolled half time or more during the summer session may request to be awarded Federal 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 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.

**Please download the [Seasonal Loan Request Form](#).**

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 Parent Loans for Undergraduate Students (PLUS)**

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

Creditworthy borrowers (Graduate students, or the parents of dependent students) may borrow up to

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

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

## 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

## Study Abroad Programs

NYIT's study abroad programs offer exciting and effective ways to learn about the rapidly changing world and offer students opportunities to experience different cultures. NYIT has several study abroad programs administered by various academic departments that enable students to earn credits toward an academic degree. Many students choose the summer programs, which have been developed over the years by NYIT's schools. Students who plan to study abroad must contact their respective academic



department for details about program enrollment. Students from other colleges and universities may be eligible to participate in NYIT's study abroad programs. If non-NYIT students want to use federal aid, a completed Consortium Agreement must be on file at NYIT. For more information on financing for any consortiums or study abroad programs, contact the Office of Financial Aid. Students can determine eligibility by contacting the appropriate program director or coordinator of the program.

Reference: [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

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**

NYIT students who want to attend other institutions in the United States or abroad for a semester may be able to use Federal Financial Aid under a consortium agreement. Students must be approved by their respective academic department prior to attending another institution for the semester(s). At least four weeks prior to the start of the semester(s), students must contact the Office of Financial Aid to:

- 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](#))

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

## Financial Aid

# Financial Aid for Contractual Agreements

NYIT students who want to attend other non-Title IV eligible institutions in the United States or abroad for a semester may be able to use federal financial aid under a contractual agreement. Students must be approved by their respective academic department prior to attending the semester(s). 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

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**

# **Vocational Independence Program (VIP)**

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

Students and parents with questions about the financial aid application process for NYIT's Vocational Independence Program are advised to contact the Office of Financial Aid at 516.686.7680 or email at [finaid@nyit.edu](mailto:finaid@nyit.edu).

## **Financial Aid**

# **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)

Yellow Ribbon GI Education Enhancement Program

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

## Financial Aid

# Vocational Independence Program (VIP)

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

Students and parents with questions about the financial aid application process for NYIT's Vocational Independence Program are advised to contact the Office of Financial Aid at 516.686.7680 or email at [finaid@nyit.edu](mailto:finaid@nyit.edu)

## Financial Aid

# Title IV Student Withdrawal Policy:

# Undergraduate 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 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  
Subsidized Federal Direct Student Loans  
Perkins Loans  
Federal Direct PLUS Loans  
Federal Pell Grants for the payment period for which a return of funds is required  
Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required  
Teacher Education Assistance for College and Higher Education Grant (TEACH) for the payment period for which a return of funds is required  
Other assistance under Title IV for which a return of funds is required

### **Refunds by the Student**

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

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

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

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

A student is not considered to have withdrawn if the institution obtains written confirmation at the time of withdrawal of an anticipated return date to a module to begin later in the same payment period or period of enrollment.

A student may change the date of return to a module that begins later in the same payment period or period of enrollment, provided that he/she does so in writing prior to the previously confirmed return date.

If an institution obtains written confirmation of future attendance, but the student does not return as scheduled, he/she is considered to have withdrawn from the payment period or period of enrollment.

A student's withdrawal date and the total number of calendar days in the payment period or period of enrollment will be treated as if he/she had not provided written confirmation of a future date of attendance (original withdrawal date).

If a student withdraws from a program offered in modules during a payment period or period of enrollment and re-enters the same program prior to the end of the period, he/she is eligible to receive Title IV, HEA program funds for which he/she was eligible prior to withdrawal. This includes funds returned by the institution or student, provided the student's enrollment status continues to support the full amount of those funds.

### **Documentation**

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

**Financial Aid**

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

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

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

### **Introduction**

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

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

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

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

Reference: [2014-2015 Federal Student Aid Handbook, Volume 1, Chapter 1, p1-12, Student Eligibility.](#)

### **Guidelines for Academic Progress**

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

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

### **Qualitative Standard**

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

### **Undergraduate Standard**

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

All other undergraduate students must maintain a cumulative GPA of 2.0 at the end of each enrollment period.\*

\*Athletic Award eligibility will continue to be governed by a signed Athletic Agreement. All other

Title IV and institutional aid for athletes will be governed by the NYIT Office of Financial Aid's Satisfactory Academic Progress policy.

The required cumulative GPA is based on the total number of attempted and earned credits, including the grades of "F" (Failure) and "WF" (Withdrawn Failure). Grades of "I" (Incomplete) and "W" (Withdrawn) are not factored into a student's cumulative GPA.

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

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

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

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

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

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

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

For an associate degree program of 60 credits, a student must obtain a degree within 90 attempted credits ( $60 \times 1.50 = 90$ ).

For a graduate program requiring 36 credits, a student must obtain a degree within 54 attempted credits ( $36 \times 1.50 = 54$ ).

The maximum time frame is based upon the student-degree classification in NYIT's academic records.

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

Remedial and/or ESLI coursework does not count toward degree requirements. Remedial courses 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, 3/4 time, etc.).

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.

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

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

During the warning period, a student may receive financial aid despite the determination that he/she is not meeting SAP standards.

A student must meet SAP standards by the end of the warning period. If not, financial aid eligibility will be suspended until a student regains SAP or files an appeal.



For denied appeals, a student must pay for all enrollment periods after the warning period through personal or private funds. A student will regain eligibility when SAP standards are met.

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

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

### **Appeal Process**

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

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

In all cases, the circumstances must be sufficiently documented.

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

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

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

If a student will require more than one enrollment period to become compliant with SAP policy standards, an academic plan may be developed by the academic school designee, specifying the coursework and grades necessary to become compliant each period within a maximum of two enrollment periods.

The SAP Appeals Committee will review progress at the end of each enrollment period. If a student is not meeting the terms of an academic plan, financial aid eligibility will be suspended until he/she regains SAP.

An academic plan to meet SAP policy standards must not exceed two additional enrollment periods.

Students will be granted up to two appeals during their entire academic program.

As a result of a change of major or academic program change, a student may not complete a degree objective within 150% of the normal time frame. If this occurs and a student wishes to appeal the suspension of financial aid eligibility, a Satisfactory Academic Progress Appeal Form must be submitted with an academic plan approved by an academic school designee that identifies remaining coursework and a projected graduation date. Extensions of the maximum time frame may not exceed two additional enrollment terms. Extensions of time frame will not be granted to students who have less than the required cumulative GPA or less than a 67% completion rate at the time of appeal.

Incomplete appeal forms will not be reviewed.

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

## A Student Must

Have Accrued at Least This Many Credits*	0	3	9	21	33	45	60	75	90	105
With at Least This Grade Point Average (GPA)	0	1.1	1.2	1.3	2	2	2	2	2	2

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

### Program: Associate Degree Semester Based Program Chart

- Applies to nonremedial students first receiving aid in 2010-11 and thereafter.

#### Calendar: Semester

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

### Program: Associate Degree Semester Based Program Chart (2006 Standards)

- Applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.

#### Calendar: Semester

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

#### TAP Waivers

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

For more detailed and complete information on the waiver and other requirements, review the Commissioner's Guidelines at [Appendix C: Commissioner's Guidelines on Good Academic Standing](#)

## **High School Diploma: Undergraduate 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](#)

## **Transfer Students**

All students transferring from other institutions will have their credits evaluated by the Office of Admissions prior to admittance to NYIT. The Office of Admissions will notify the Office of Financial Aid of the number of accepted credits.

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

# Combined Degree Programs - Federal Aid Eligibility: Undergraduate

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

## Financial Aid

## Undergraduate Students Enrolled in Graduate Courses

A student in an undergraduate degree program is not eligible for graduate loans based on taking graduate coursework as a part of the undergraduate program. An undergraduate student who elects to enroll in graduate coursework must obtain approval from both his/her academic department and the Office of the Registrar. Once permission is granted, the course cannot be subsequently designated as a graduate course if/when a student officially enters a graduate program.

Additionally, student financial aid cannot be used twice to pay for the same coursework (except as required by law for failed coursework). For example, student financial aid cannot be used to pay for a course designated as undergraduate coursework, then again for the same coursework designated as graduate level. In all cases, the coursework taken must lead to a degree in the enrolled program of



study.

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

Reference: [2013-14 FSA Handbook Vol. 3, Chapter 5, p.3-91, Calculating Awards and Packaging](#)

## **Financial Aid**

# **Preparatory Coursework**

A student may apply for a Federal Direct Stafford Loan for preparatory coursework that the college has documented as necessary for him/her to enroll in an eligible program. Courses must be part of an eligible program otherwise offered by the college. If enrolled at least half-time in these prerequisite courses, a student may be eligible for loans for one consecutive 12-month period beginning on the first day of the loan period.

An Undergraduate student may borrow up to \$12,500 (for the one consecutive 12-month period) in Federal Direct Stafford Loans if they are taking prerequisites coursework.

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

### **Policy**

Eligibility for a federal student loan may be granted to a student for up to one calendar year (one consecutive 12-month period) if he/she is enrolled in coursework required to meet prerequisites for admission into a degree program.

Reference: [2014-2015 FSA Handbook Vol. 1 Student Eligibility, Chapter 1, pp. 1-1 – 1-20](#)

## **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**

# **Financial Aid for New York Students Attending Nanjing Campus**

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

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

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

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

Students must:

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

For more information, contact Office of Financial Aid at 516.686.7680.

**Financial Aid**

## **Financial Aid for Repeated Coursework: Financial Aid Impact**

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

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

Jan. 1: 100% tuition and college fee

\$16,485

**College of Osteopathic Medicine**

Dec. 1, 2014: 100% tuition. Does not include college fees.

\$26,215

**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**

## **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.**

## Tuition

# 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).

### **Tuition**

## **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.

### **Tuition**

## **Completion of Payments**



Students must conform to the payment policies of the controller's office and are not entitled to attend classes or laboratories until all fees 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.

## **Tuition**

# **Collection Agency Fees**

If your account is not paid when due, it may be forwarded to an outside collection agency or attorney. At that time, 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.

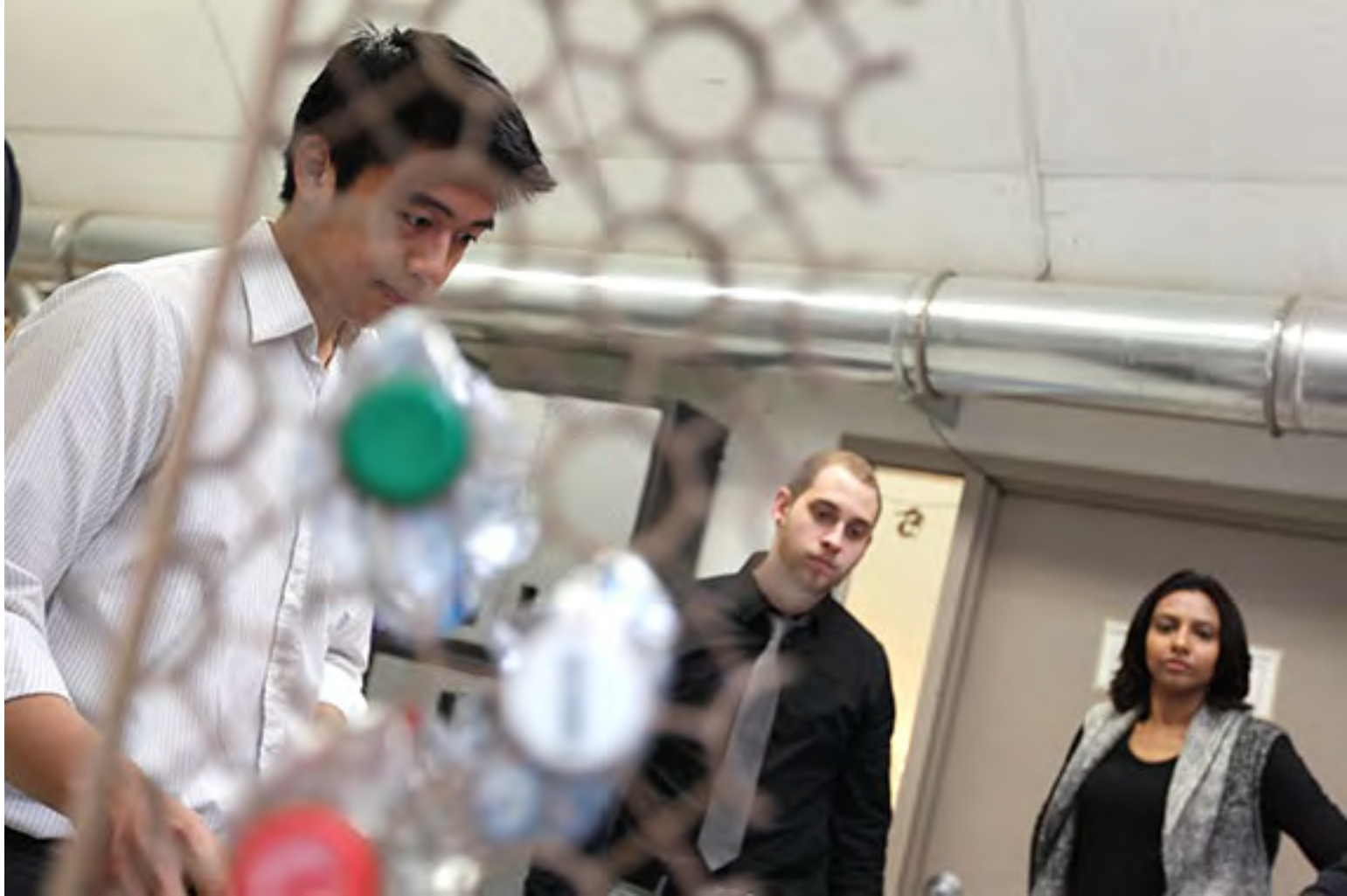
Computer technology is having a profound effect on the planning and design of the built environment as well as on actual construction practices. Consistent with changes occurring in other professions, computers are drastically changing the way that architecture as an art and as a profession is practiced. 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.

**School of Architecture and Design**

## **Architecture**



All students admitted to the architecture program enter the **Bachelor of Science in Architecture Technology (B.S.A.T.)** program and undertake a two-year common core curriculum, including the first-year AAID sequence with interior design students. This curriculum includes design studios and architectural history courses as well as liberal arts courses such as English composition, math, physics, behavioral science, economics, fine arts, and social science. Direct admission into the first year of this curriculum requires a minimum combined SAT score of 1,000 (critical reading and math only) or ACT of 21. Students failing to meet the requirement are permitted to matriculate with an undeclared degree status in the School of Architecture and Design. The designation for both disciplines reads as ARCH Undeclared. During this time, students undertake selected courses that foster the exploration of architecture and design, while providing students the opportunity to demonstrate academic success in a college setting. Completion of the first semester with a minimum cumulative grade average of 2.5 allows the ARCH Undeclared major access to the B.S.A.T. program.

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board, which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a six-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education; however, the pre-professional degree is not, by itself, recognized as an accredited degree.

## **Overview of NYIT's Accredited Bachelor of Architecture Program**

After successful completion of the two-year common core curriculum, students may continue in the four-year B.S.A.T. program, which is accredited by New York state and may lead to New York state licensure, or apply for admission to NYIT's five-year, 160-credit B.Arch. program accredited by the National Architectural Accrediting Board (NAAB) through 2017. The NAAB-certified B.Arch. may lead to New York state licensure and reciprocal licensure in all states except California. Admission to the B.Arch. program requires the submission of a representative portfolio of individual student design



work, called the Foundation Portfolio, which is reviewed by a committee of faculty members. Following acceptance of the Foundation Portfolio by the review committee, the candidate may apply for admission to the B.Arch. program. At the time of application, the student must demonstrate a cumulative grade average of 2.75 for all courses undertaken at NYIT or 3.0 for courses undertaken in architecture exclusively.

Candidates for admission into the B.Arch. program must submit their Foundation Portfolios for review upon completion of ARCH 202. Students must be accepted into the B.Arch. program, which requires both portfolio acceptance and a cumulative grade average of 2.75 prior to enrolling in ARCH 301.

With the B.Arch., the successful student may proceed with the sequence of internship and the professional steps that lead to licensure as well as eligibility for certification from the National Council of Architectural Registration Boards (NCARB). The B.S.A.T. is a non-professional degree offering that permits the successful student to gain a license to practice architecture in the state of New York but does not make the degree holder eligible for NCARB certification. Should the successful B.S.A.T. graduate later seek to gain a first professional degree in architecture, he/she could pursue a first professional B.Arch. or a first professional M.Arch.

Those students who choose to undertake the B.S.A.T. program may wish to consider the opportunity to concentrate their studies in construction management. Upper-level courses in areas such as contract management, construction supervision, and real estate fundamentals make up the offerings of the B.S.A.T. with a concentration in construction management.

Two semesters of Design Fundamentals, the first-year design studios, introduce the student to the basic principles of 3-D design through a series of composition, planning, and introductory design problems. In the second year, progressively more demanding problems, in addition to significant building design analysis exercises, are undertaken. Students accepted into the five-year B.Arch. program are required to complete Design III through Design VIII, or an additional six semesters of design studios. In the third year, students are required to solve architectural problems involving small but increasingly more complex building programs. Urban and community design and building design programs requiring inventive structural systems are emphasized in the fourth year. In the fifth and final year of the program, students undertake a terminal thesis project, individually chosen, which serves to demonstrate a cumulative grasp of all of the factors that influence the design of a complex work of architecture.

In the fourth and final year of the B.S.A.T. curriculum, students are required to complete a Capstone Project Integration Studio, where all aspects of a building design and architectural technology are fully explored and integrated into one comprehensive exercise.

Although design studios form the core of the experience at the School of Architecture and Design, complementary avenues of study and inquiry operate as essential aspects of the program and the training of students. Courses in architectural history introduce students to the history of the built domain from the earliest times to the present. Methods of historical building design analysis and interpretation are introduced to students through the study of great architectural monuments and cities. Architectural history is introduced not only as a chronology of building development but also as a body of knowledge, an anthology that serves as a tool in the design process. In addition to survey courses, the school offers history seminars in areas such as architectural theory, building technology, and urban planning. A coordinated sequence of drawing and computer courses provides students with the skills to visualize and document design ideas starting with an introductory course focusing on hand drawing and the use of art media, and concluding with a course on advanced digital visualization and rendering.

The School of Architecture and Design is widely respected by the professional community for its course offerings in areas of building technology. Technical competence is cultivated by exposure to an array of course offerings that cover all aspects of building materials, structural systems, and mechanical and electrical systems. The management of the construction process is covered by comprehensive upper-level courses that focus on the procedures of professional practice and construction supervision as well as contemporary use of computers in the construction industry. The

technology faculty, as active members of the construction community, bring real-world experience to coursework and maintain an up-to-date bridge between the curriculum and changes in professional practice. The Associate in Applied Science in Architectural Technology is also offered.

Additional Information

Transfer students must complete at least 30 credits with a 2.75 cumulative grade average in all coursework or a 3.0 cumulative average in architecture courses before applying for admission to the B.Arch. A portfolio review by school design faculty is required for all transfer students seeking transfer credit for design coursework.

All work completed in fulfillment of course requirements or in conjunction with a student’s coursework shall be the property of the School of Architecture and Design. The school may waive this right at its discretion. Students reserve the right to gain access to materials for the purpose of making copies and reproductions.

School of Architecture and Design exercises a policy of student redistribution in design studio sections that meet at the same scheduled time period in order to promote diversity in the learning experience. Redistribution is based on the student’s prior experience with design faculty members and their previous academic performance.

Summer Study Abroad

School of Architecture and Design enjoys an international reputation for its summer study abroad programs. These programs are offered under the direction of one or more full-time faculty members. The school offers one to three diverse programs each summer depending upon student interest and faculty availability. Thus far, NYIT has offered programs in China, France, Italy, Germany, Spain, Greece, Turkey, Egypt, the Netherlands, Israel, Finland, and India. These programs put NYIT students and faculty in contact with foreign students and architects while living in another culture, enabling them to understand firsthand the range, diversity, and power of living architecture as individual buildings or as entire cities and spaces. Summer study abroad course credits can be applied to a student’s specific curriculum and field of study. The summer programs are open to students enrolled in any degree program offered by the School of Architecture and Design.

School of Architecture and Design Curriculum

Curriculum Requirements for the Bachelor of Architecture

Discovery Core [?]		
Foundations:		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3

FCWR 303	Communication for Art and Design	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
PHYS 136	Physics for the Modern Architect	4
		Total: 8 credits

## Major Requirements

<b>Architecture and Interior Design:</b>		Credits:
AAID 101	Design Fundamentals I	5
AAID 102	Design Fundamentals II	5
AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory, and Criticism in Architecture and Design	3
AAID 240	Visualization II	3
		Total: 19 credits

<b>Architecture:</b>		Credits:
ARCH 161	Survey History of Architecture I	3
ARCH 162	Survey History of Architecture II	3
ARCH 201	Architectural Design I	5
ARCH 202	Architectural Design II	5
ARCH 211	Statics and Strength of Materials	3
ARCH 221	Building Construction I	3
ARCH 222	Building Construction II	3
ARCH 272	Environmental Site Planning	3
ARCH 301	Architectural Design III	5
ARCH 302	Architectural Design IV	5
ARCH 311	Structural Steel Design	3
ARCH 312	Reinforced Concrete Design	3
ARCH 324	Environmental Systems I	3
ARCH 325	Environmental Systems II	3
ARCH 327	CAD Construction Drawings	3
ARCH 340	Visualization III	3

ARCH 361	Arch History and Theory Sem.	3
ARCH 362	City Planning	3
ARCH 401	Architectural Design V	5
ARCH 402	Architectural Design VI	5
ARCH 411	Advanced Structural Concepts I	3
ARCH 481	Professional Practice I	3
ARCH 501	Architectural Design VII	5
ARCH 502	Architectural Design VIII	5
Architecture Electives		6

Total: 94 credits

<b>Electives (non-ARCH):</b>		Credits:
Electives (non-ARCH)		9

**Total Required Credits: 160**

School of Architecture and Design Curriculum

Curriculum Requirements for the Bachelor of Science in Architectural Technology

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 303	Communication for Art and Design	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4

## Major Requirements

### Architecture and Interior Design:

Credits:

AAID 101	Design Fundamentals I	5
AAID 102	Design Fundamentals II	5
AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory, and Criticism in Architecture and Design	3
AAID 240	Visualization II	3

Total: 19 credits

### Architecture:

Credits:

ARCH 161	Survey History of Architecture I	3
ARCH 162	Survey History of Architecture II	3
ARCH 201	Architectural Design I	5
ARCH 202	Architectural Design II	5
ARCH 211	Statics and Strength of Materials	3
ARCH 221	Building Construction I	3
ARCH 222	Building Construction II	3
ARCH 272	Environmental Site Planning	3
ARCH 311	Structural Steel Design	3
ARCH 312	Reinforced Concrete Design	3
ARCH 324	Environmental Systems I	3
ARCH 325	Environmental Systems II	3
ARCH 327	CAD Construction Drawings	3
ARCH 340	Visualization III	3
ARCH 411	Advanced Structural Concepts I	3
ARCH 412	Advanced Structural Concepts II	2
ARCH 423	Project Integration Studio	5
ARCH 471	Construction Supervision and Mgmt I	3
ARCH 481	Professional Practice I	3
Architecture Electives		3

Total: 65 credits

### Additional Requirements: (Choose one of the following):

Credits:

MATH 161	Basic Applied Calculus	3
MATH 170	Calculus I	4
PHIL 250	Logic and the Scientific Method	3
PHYS 156	Selected Topics in Environmental and Energy Issues for the Modern Architect	3



**Electives:**

Credits:

Electives

6

**Total Required Credits: 131-132****School of Architecture and Design Curriculum**

# Curriculum Requirements: B.S. in Architectural Technology, Minor Concentration in Construction Mgmt

**Discovery Core [?]****Foundations:**

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 303	Communication for Art and Design	3

Total: 18 credits

**Seminars:**

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3

Total: 12 credits

**Math and Science:**

Credits:

MATH 141	Precalculus	4
PHYS 136	Physics for the Modern Architect	4

Total: 8 credits

**Major Requirements****Architecture and Interior Design:**

Credits:

AAID 101	Design Fundamentals I	5
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AAID 102	Design Fundamentals II	5
AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory, and Criticism in Architecture and Design	3
AAID 240	Visualization II	3

Total: 19 credits

**Architecture:**

Credits:

ARCH 161	Survey History of Architecture I	3
ARCH 162	Survey History of Architecture II	3
ARCH 201	Architectural Design I	5
ARCH 202	Architectural Design II	5
ARCH 211	Statics and Strength of Materials	3
ARCH 221	Building Construction I	3
ARCH 222	Building Construction II	3
ARCH 272	Environmental Site Planning	3
ARCH 311	Structural Steel Design	3
ARCH 312	Reinforced Concrete Design	3
ARCH 324	Environmental Systems I	3
ARCH 325	Environmental Systems II	3
ARCH 327	CAD Construction Drawings	3
ARCH 411	Advanced Structural Concepts I	3
ARCH 412	Advanced Structural Concepts II	2
ARCH 423	Project Integration Studio	5
ARCH 471	Construction Supervision and Mgmt I	3
ARCH 481	Professional Practice I	3

Total: 59 credits

**Construction Management:**

Credits:

ARCH 473	Construction Management Contracts	3
ARCH 474	Real Estate Fundamental Development	3
ARCH 475	CAD Management and Administration	3
ARCH 476	Modern Construction Technologies	3

Total: 12 credits

**Additional Requirements: (Choose one of the following):**

Credits:

MATH 161	Basic Applied Calculus	3
MATH 170	Calculus I	4
PHIL 250	Logic and the Scientific Method	3
PHYS 156	Selected Topics in Environmental and Energy Issues for the Modern Architect	3

Total: 3-4 credits

# Curriculum Requirements for the Associate in Applied Science Degree in Architectural Technology

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3

Total: 15 credits

### Math and Science:

Credits:

MATH 141	Precalculus	4
PHYS 136	Physics for the Modern Architect	4

Total: 8 credits

## Major Requirements

### Architecture and Interior Design:

Credits:

AAID 101	Design Fundamentals I	5
AAID 102	Design Fundamentals II	5
AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory, and Criticism in Architecture and Design	3
AAID 240	Visualization II	3

Total: 19 credits

### Architecture:

Credits:

ARCH 201	Architectural Design I	5
ARCH 202	Architectural Design II	5
ARCH 211	Statics and Strength of Materials	3
ARCH 221	Building Construction I	3
ARCH 222	Building Construction II	3

Electives:

Credits:

Electives

3

Total Required Credits: 67

School of Architecture and Design

## Interior Design, B.F.A.



The mission of NYIT's **Bachelor of Fine Arts in Interior Design** program is:

To **CREATE** globally engaged, environmentally sensitive professionals who possess artistic sensibility, intellectual ability, and hands-on technical proficiency;

To **PREPARE** interior designers for a lifelong process of interdisciplinary exploration, reflection, and development and an acute understanding of human relationships and the built environment; and

To **STIMULATE** creativity and **ENGENDER** personal self-confidence, which is the earmark of leadership.

All students admitted to the interior design program begin their studies with the AAID sequence of two semesters of design fundamentals (AAID 101 and 102), two semesters of visualization (AAID 140 and 240), and history and theory (AAID 160), as well as embarking on the required NYIT Discovery Core courses. The AAID studies are designed to cover shared design concepts and principles and are undertaken with combined cohorts of architecture and interior design students.

Direct admission into the first year of this curriculum requires a minimum combined SAT score of 1,000 (critical reading and math only) or ACT of 21. Students failing to meet the requirement are permitted to matriculate with an undeclared degree status in the School of Architecture and Design. The designation for both disciplines reads as ARCH Undeclared. During this time, students take selected courses that foster the exploration of architecture and design and provide them with an opportunity to demonstrate academic success in a college setting. Completion of the first semester with a minimum cumulative grade average of 2.5 allows the ARCH Undeclared major access to the Bachelor of Fine Arts in Interior Design program.

Interior design has taken on a multifaceted identity. Interior designers create human environments that enhance the function and quality of public and private spaces as opposed to the decoration of interior rooms. Interior design is the expression of human values and a context for human activity. Interior designers' work, based upon aesthetics, improves the quality of life, increases productivity, and protects health and safety.

This course of study, leading to the Bachelor of Fine Arts in Interior Design, prepares students for the rewarding challenges of designing for the 21st century. The program focuses on the relationship between human performance and environment through an innovative mix of studio design projects, profession-specific coursework, community-oriented projects, and externships in the field.

Complementing these experiences, the program also incorporates study abroad and multiple site visits to furniture, fabric/textile, lighting, and other material showrooms. This is easily accomplished because the New York City metropolitan area is a major center of design, including showrooms of products, thousands of practitioners' offices, and access to many public spaces. Links for the student are established with professionals through office visits and, wherever possible, with project sites. To enhance student learning, the program reaches out, not only locally and regionally, but also globally. In April 2012, the program was one of 18 schools from around the world invited to participate in the celebrated SaloneSatellite exhibition in Milan, Italy, one of the world's most exclusive design and furniture fairs. "This opportunity has really opened my eyes to realize that there is an entire world of design happening around me that I am going to see firsthand," expressed a second-year interior design student who was one of the students selected to travel to Milan.

The curriculum includes coursework that covers all aspects of professional interior design. A unique aspect of the program is that during the course of their studies, students of interior design and architecture join in classes that emphasize design fundamentals, building technology, and the history of architecture, thus introducing the close working partnership between the two professions. Advanced courses in interior design cover such topics as materials, perspective, color, computer-aided drawing (CAD), building codes, history of interior design, furniture design, lighting, business procedures, and special projects. There is a strong correlation between the different levels of courses. The curriculum is sequential, with the knowledge that the skills and design sensibilities gained at each level directly affect succeeding levels as they advance through the program.

A special aspect of the program is that faculty members are often practicing professionals in the fields of interior design, architecture, and other related professions. This cross-disciplinary approach mirrors real-world interaction and relationships. As the professions of interior design and architecture cross-reference each other more and more, this becomes a critical and important distinction for both programs.

Students' cultural diversity and broad life experiences are integral to the program. To ensure opportunity for students with diverse backgrounds, freshmen are not required to submit portfolios as part of their admission process. However, all students are required to submit a portfolio for review, and have a 2.75 cumulative index or a 3.0 average in interior design coursework after completion of DSGN 202 (Interior Design II). Since acceptance of portfolios is required prior to admittance to DSGN 301 (Interior Design Problems I), students must submit portfolios for review while enrolled in DSGN 202. Portfolio reviews are required for transfer students who are applying for interior design, architecture, or fine arts credits.

In order to realize the department's commitment to a cross-disciplinary approach that fosters



professionalism and other human values critical to a successful career in interior design, each student seeking admission to DSGN 301 will also be evaluated by faculty on presentation skills, interpersonal skills, and attitude, and the department reserves the right to deny or delay a student's admission to DSGN 301 on that basis.

Students work closely with a faculty advisor who serves as an academic and professional mentor throughout their years at NYIT. During junior or senior year, they will be required to complete a 256-hour externship in a professional design studio. In the final year of study, students will develop a capstone thesis, which serves to showcase their skills and accrued knowledge in the design program. They develop and research a program, select a site, and conceptualize and design an interior environment. The research, drawings, and images that result are presented to a professional jury of practitioners and professors.

NYIT's four-year Bachelor of Fine Arts in Interior Design is based at the Old Westbury campus and puts the student on a professional career path. Upon graduation and two years of interior design work experience, graduates of the program are eligible to sit for the National Council of Interior Design Qualification exam. Passage of this exam, in conjunction with one additional year of work experience, allows for application to New York state to be licensed as a CID, Certified Interior Designer. Other states have similar certification and licensing requirements.

The interior design program at NYIT-Old Westbury has been continuously accredited by the Council for Interior Design Accreditation since March 1984. The 2013 CIDA visit for the Old Westbury campus resulted in a six-year professional level accreditation through 2019.

School of Architecture and Design Curriculum

Curriculum Requirements for the Bachelor of Fine Arts in Interior Design

Discovery Core [?]		
Foundations:		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 303	Communication for Art and Design	3
		Total: 18 credits
Seminars:		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3

ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

## Major Requirements

<b>Architecture and Interior Design:</b>		Credits:
AAID 101	Design Fundamentals I	5
AAID 102	Design Fundamentals II	5
AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory and Criticism in Architecture and Design	3
AAID 240	Visualization II	3
		Total: 19 credits

<b>Architecture:</b>		Credits:
ARCH 325	Environmental Systems II	3
		Total: 3 credits

<b>Interior Design:</b>		Credits:
DSGN 201	Interior Design I	4
DSGN 202	Interior Design II	4
DSGN 211	Structures	2
DSGN 221	Working Drawings	3
DSGN 222	Materials I	2
DSGN 223	Materials II (Specs and Systems)	2
DSGN 232	Color in Space	2
DSGN 242	Interior Design CAD II	3
DSGN 260	Philosophy of Design	2
DSGN 301	Interior Design Problems I	4
DSGN 302	Interior Design Problems II	4
DSGN 362	History of Interiors I	3
DSGN 363	History of Interiors II	3
DSGN 370	Lighting Strategies for Interiors	3
DSGN 382	Building Codes and Regulations	3
DSGN 401	Interior Design Problems III	4
DSGN 402	Senior Project in Interior Design	4
DSGN 420	Furniture Design	3
DSGN 482	Business Procedures in Interior Design	2

Fine Arts:		Credits:
ARTH 111	Introduction to the Arts	2
ARTW 101	Drawing I	3
		Total: 5 credits

Electives :		Credits:
Electives		11

Total Required Credits: 131

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**

# **Advertising, B.S.**





The rapid growth of integrated communications has created an unprecedented demand for professional practitioners pursuing fast-track careers in advertising, public relations, direct marketing, and sales promotion. This quick expansion within the contemporary media environment is being met by NYIT's [Department of Communication Arts](#) and its **Bachelor of Science in Advertising program**.

Students gain real-world knowledge and skills through a rich variety of hands-on/minds-on experiences in our career-oriented, liberal arts-based curriculum and our award-winning, student-managed advertising and public relations agencies, serving a prestigious client list of local, regional, and national organizations.

Our program emphasizes professional specialization areas encompassing account management, advertising research, media planning, creative and art direction, copywriting, and workplace literacy skills in applicable multimedia technologies and professionally oriented computer programs.

Practical training is enhanced by a balance of studies in the humanities and the sciences, incorporating the college's liberal arts curriculum with a complementary concentration of business and marketing courses. While students anchor their work with us in progressing through the requirements of the advertising degree, each individual is encouraged to explore appropriate elective offerings in other related programs, including:

- Communication Arts
- Fine Arts
- Behavioral Sciences
- Hospitality Management
- Interdisciplinary Studies

In addition, advertising majors who qualify are advised to take advantage of our internship program, structured for upper-level students to earn as many as 12 academic credits while working off-campus, on-site at for-profit and nonprofit organizations; as well as participating in local, regional, and national competitions sponsored by non-profit organizations such as the Advertising Club of New York, the Long Island Advertising Club, Advertising Women of New York, the American Advertising Federation, and other corporations and businesses. Before graduation, each student, working with an advertising program mentor, develops a professional portfolio, which then becomes an integral



component of his or her personal employment and/or graduate school search.

The B.S. in Advertising program is offered at the Old Westbury and Manhattan campuses. A specialization in advertising is also available in the B.F.A. program on both campuses.

Students earning baccalaureate degrees in the humanities and interdisciplinary studies at NYIT can include a concentration in advertising as a part of their degree programs. Transfer students considering the advertising major at NYIT should immediately inquire about the acceptance of transfer credits into our program.

College of Arts and Sciences Curriculum

Curriculum Requirements for the Bachelor of Science in Advertising

Discovery Core [?]		
Foundations:		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3xx	Professional Communication choice	3
		Total: 18 credits
Seminars:		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
Math and Science:		Credits:
MATH 125	Finite Mathematics	3
	Science choice	3
		Total: 6 credits

Major Requirements

<b>Advertising:</b>		Credits:
ADVG 101	Introduction to Advertising	3
ADVG 150	Plan and Create Ad Campaign	3
ADVG 160	Media Planning and Buying	3
ADVG 201	Advertising Design Concepts	3
ADVG 210	Computer Application in Advertising	3
ADVG 220	Media Production Workshop	4
ADVG 240	Advertising Copywriting	3
ADVG 301	Agency Workshop I	4
ADVG 330	Advertising and Public Policy	3
ADVG 450	Advertising Portfolio Workshop (Capstone)	3
		Total: 32 credits

<b>Upper Electives (Strongly Recommended):</b>		Credits:
ADVG 320	Business to Business Advertising	3
ADVG 401	Agency Workshop II	4
PREL 101	Public Relations and Publicity I	3
		Total: 10 credits

<b>Business:</b>		Credits:
MGMT 102	Principles of Management	3
MRKT 102	Introduction to Marketing	3
MRKT 305	Direct Response Marketing	3
MRKT 401	Marketing Research	3
		Total: 12 credits

<b>Electives:</b>		Credits:
Advertising/Communication Arts Electives	(consult with advisor)	9
Liberal Arts Electives	(consult with advisor)	15
Electives		11

Total Required Credits: 125

**College of Arts and Sciences**

## Behavioral Sciences



The **Department of Behavioral Sciences** offers a B.S. in Psychology, a B.S. in Criminal Justice, and a B.S. in Behavioral Sciences with a social work/sociology option. These programs prepare students for a variety of careers in clinical, social, educational, industrial, and law enforcement environments.

Graduates become eligible for positions such as human relations specialist, caseworker, psychological technician, police officer, investigator, corporate security positions, emergency management positions, and various government positions. Similarly, graduates are prepared by means of these programs for post-graduate study and advanced training in the fields of psychology, sociology, social work, counseling, criminal justice, and law.

Traditional courses, online courses, and summer courses are offered.

The Department of Behavioral Sciences promotes the various research fields of its faculty, including biopsychology, addiction, criminology, group interactions, social psychology, psychological-physiological interrelationships, and crime, gender, and the media.

**College of Arts and Sciences Curriculum**

## **Curriculum Requirements for Bachelor of Science in Behavioral Sciences, Social Work/Sociology Option**

<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3XX	Professional Communication choice	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

## Major Requirements

<b>Behavioral Sciences Core:</b>		Credits:
PSYC 101	Introduction to Psychology	3
PSYC 205	Theories of Personality	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
PSYC 370	Introductory Research Methods	4
PSYC 410	Physiological Basis of Behavior	3
SOCI 101	Introduction to Sociology	3
		Total: 23 credits

<b>Social Work/Sociology:</b>		Credits:
PSYC 495	Field Placement	4

<b>Social Work/Sociology Select any six courses from below::</b>		Credits:
SOCI 150	American Urban Minorities	3
SOCI 175	Social Problems	3

<b>Social Work/Sociology Select any six courses from below::</b>		Credits:
ANTH 101	Introduction to Anthropology	3
SOCI 273	Juvenile Delinquency	3

**Social Work/Sociology Select any six courses from below::**

Credits:

SOCI 278	Criminology	3
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**Social Work/Sociology Select any six courses from below::**

Credits:

SOCI 301	Marriage and the Family	3
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**Social Work/Sociology Select any six courses from below::**

Credits:

SOCI 460	Social Work II	3
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**Social Work/Sociology Select any six courses from below::**

Credits:

PSYC 330	Communication and Interviewing Techniques	3
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SOCI 376	Medical Sociology	3
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SOCI 410	Introduction to Social Work	3
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Total: 18 credits

**Additional Requirements:**

Credits:

Behavioral Science Elective		3
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MIST 101	Intro to Computer Applications	3
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Total: 6 credits

**Electives:**

Credits:

Electives		36
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Total Required Credits: 123

**College of Arts and Sciences Curriculum**

# Curriculum Requirements for the Bachelor of Science in Criminal Justice

**Discovery Core** [?]**Foundations:**

Credits:

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



<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 115	Introductory Concepts of Mathematics	3
Science choice		3
		Total: 6 credits

## Major Requirements

<b>Behavioral Sciences Core:</b>		Credits:
PSYC 101	Introduction to Psychology	3
PSYC 205	Theories of Personality	3
PSYC 210	Statistical Analysis	4
PSYC 251	Measurement Concepts	3
PSYC 310	Abnormal Psychology	3
PSYC 370	Introductory Research Methods	4
PSYC 410	Physiological Basis of Behavior	3
SOCI 101	Introduction to Sociology	3
		Total: 26 credits

<b>Criminal Justice Core:</b>		Credits:
CRIM 101	Introduction to Criminal Justice	3
CRIM 111	Police and Society	3
CRIM 150	Principles of Correction	3
SOCI 278	Criminology	3
CRIM 230	Constitutional Case Law	3
CRIM 280	Private Security	3
CRIM 300	Ethics in Criminal Justice	3
		Total: 21 credits

<b>Criminal Justice Electives Select any six courses from below::</b>		Credits:
SOCI 150	American Urban Minorities	3
SOCI 175	Social Problems	3
SOCI 273	Juvenile Delinquency	3
CRIM 301	Criminal Investigation	3
CRIM 305	Police and Community Relations	3
CRIM 320	Probation and Parole	3

CRIM 325	Forensic Technology	3
CRIM 335	Policing	3
CRIM 340	Comparative Criminology	3
CRIM 354	Organized Crime	3
CRIM 375	Criminal Law and Proceedings	3
CRIM 495	Field Placement	4
Total: 18 credits		

<b>Additional Requirements::</b>		Credits:
MIST 101	Intro to Computer Applications	3
PSCI 110	American Government & Politics	3
Total: 6 credits		

<b>Electives:</b>		Credits:
Electives		15

**Total Required Credits: 122**

## College of Arts and Sciences Curriculum

# Curriculum Requirements for the Bachelor of Science in Psychology

### 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:
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Mathematics choice		3
Science choice		3
Total: 6 credits		

## Major Requirements

### Behavioral Sciences Core:

Credits:

PSYC 101	Introduction to Psychology	3
PSYC 205	Theories of Personality	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
PSYC 370	Introductory Research Methods	4
PSYC 410	Physiological Basis of Behavior	3
SOCI 101	Introduction to Sociology	3

Total: 23 credits

### Psychology:

Credits:

PSYC 251	Measurement Concepts	3
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### Psychology - Select any six courses:

Credits:

ANTH 101	Introduction to Anthropology	3
PSYC 220	Child Psychology	3
PSYC 240	Educational Psychology	3
PSYC 245	Learning Theory	3
PSYC 250	Environmental Psychology	3
PSYC 260	Social Psychology	3
PSYC 265	Organizational Psychology	3
PSYC 330	Communication and Interviewing Techniques	3
PSYC 335	Personnel Psychology	3
PSYC 425	Introduction to Counseling	3
PSYC 431, 432, 440, 443, or 445	Seminar	3

Total: 18 credits

### Additional Requirements:

Credits:

Behavioral Science Elective		3
MIST 101	Intro to Computer Applications	3

Total: 6 credits

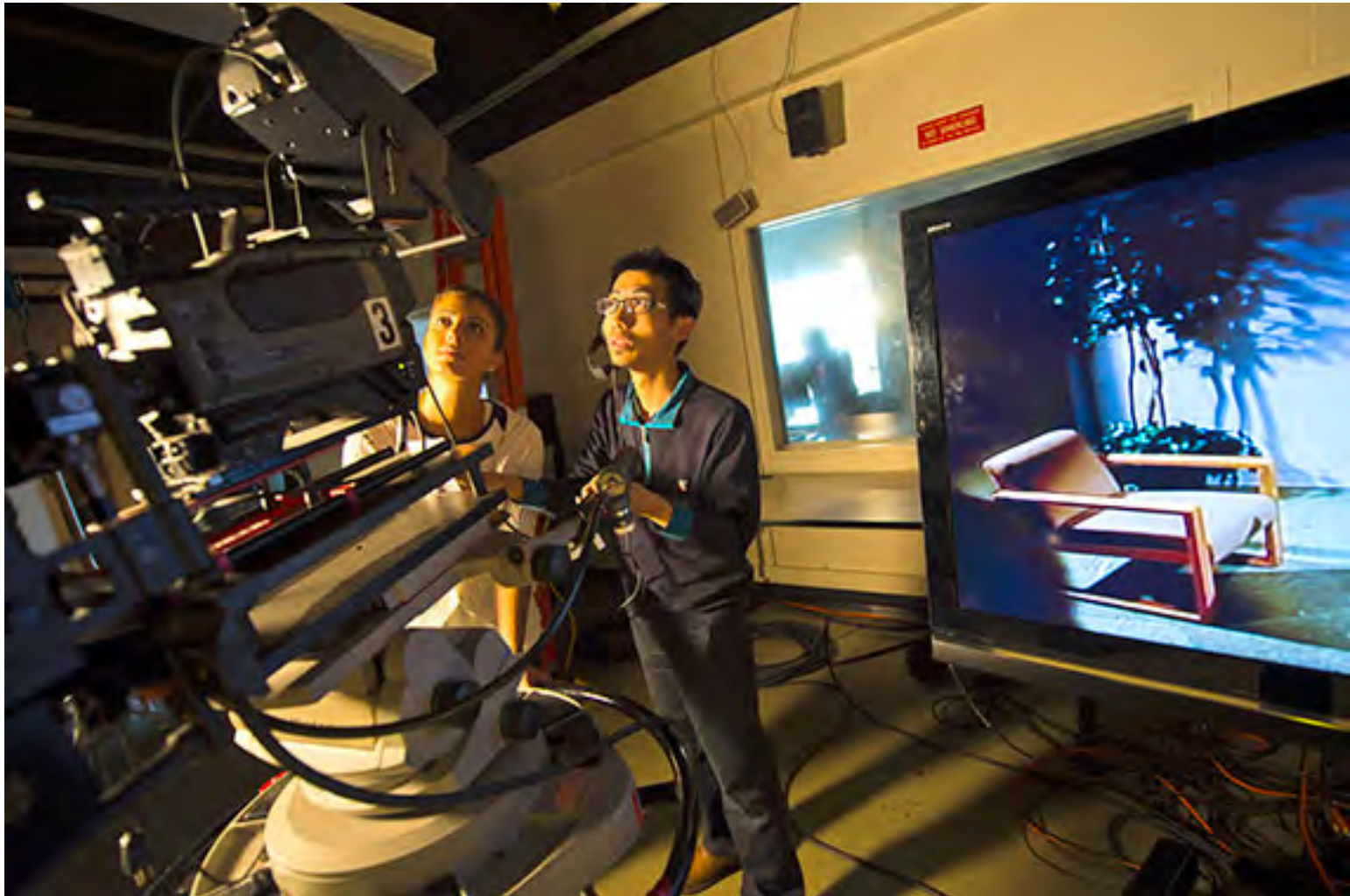
### Electives:

Credits:

Electives		36
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Total Required Credits: 122

# Communication Arts Undergraduate Program



The distance between Madison Avenue and Hollywood, or between the blogosphere and the editing suite, is closer than ever. The communications industry of the 21st century demands professionals who can span that distance. Successful media professionals have diverse skills and know how to use multiple platforms—digital, visual, written—to produce and disseminate their messages.

This versatility is characteristic of **NYIT communication arts** graduates: newspeople who can write, edit, and deliver a news story on-air and on the Internet; new media specialists who design, digitize, animate, and publish websites; television specialists and filmmakers who write, direct, and edit for television, cinema, and the Web.

Communication arts students may focus on the converging aspects of traditional media, programming and production for television and film, audio recording and radio, advertising/public relations, print and electronic journalism, corporate, and international communication.

Our newly equipped laboratories also permit study and experimentation in the latest aspects of digital and motion graphics, Web design, and new media that may be integrated into multiple media platforms, including the Web.

All NYIT, communication arts students receive a solid conceptual grounding, hands-on instruction in the practical aspects of the discipline, and digital literacy on the latest equipment. Through this combination of learning and doing, of time-honored principles and timely applications, our students learn how to function successfully in the new, integrated world of communications.

## Degree Programs

NYIT's Department of Communication Arts offers four options:

1. Associate in Applied Science (A.A.S.) with a major in communication arts for those students unsure about their career plans. This program offers the opportunity to take select courses in different areas. It's a two-year, 60-credit program with basic coursework in all media, a humanities core, and some specialization.
2. Bachelor of Fine Arts (B.F.A.) with a major in communication arts is a four-year program with specializations in advertising, and public relations, radio, digital film, print and electronic journalism, video and television production, web design and new media.
3. Bachelor of Science (B.S.) with a major in advertising and public relations.
4. [Master of Arts \(M.A.\) in Communication Arts](#) is a graduate degree with a number of media specializations. In special cases, individualized degree programs are customized to meet the special needs and interests of registrants.

### Communication Arts Combined B.F.A./M.A. Program

The communication arts combined B.F.A./M.A. program allows students to achieve a Bachelor of Fine Arts in Communication Arts and a Master of Arts in Communication Arts in five years. The program creates a fast track to our master's degree by allowing accomplished communication arts students to complete a total of 109 undergraduate credits, and then move into the 36-credit Master of Arts program. This combined degree is intended for students who wish to be recognized as graduates of a highly competitive and unique program. It also offers students an opportunity to gain an "edge" in the marketplace while incurring less time and expense.

### Admissions

Entering freshmen who wish to apply for admission to the combined B.F.A./M.A. program must:

Have a minimum combined SAT score of 1,100 and/or a 90 (3.5) average in high school. Students in the regular undergraduate degree program who demonstrate academic success as evidenced by their academic performance (3.0 GPA or better) may request consideration for transfer into the five-year program at the beginning of their second academic year, or completion of 30 credits. Communication arts majors from other institutions may transfer into this program provided that they have a 3.0 GPA and transfer no more than 30 credits.

Submit two letters of recommendation.

Be interviewed by the chairperson and members of the graduate committee of the Department of Communication Arts in order to ascertain their ability to meet the challenges of the program.

Students who apply for admission but are not accepted into the combined B.F.A./M.A. program will automatically be considered for admission into the four-year B.F.A. program in communication arts. All students in this combined program will be reviewed at the end of each of the first three academic years. Students whose grade point averages fall below 3.0 will be notified that their standing in the program is in jeopardy and they will be reevaluated at the end of the following semester. Students will progress to the graduate phase of the combined degree program after completing all 109 undergraduate credits with a cumulative GPA of 3.0.

### Specialized Professional Opportunities

**Center for Global Media:** Students who have an interest in newswriting, reporting, and production may register for specific courses in the production of a cable and internet news program under professional supervision. Registrants must be available at least one full day a week. Special features and news stories are also produced by students in Manhattan enrolled in the TV news writing and production courses.

**Externship Program:** To further enhance student professionalism grounded in coursework, NYIT administers an extensive internship program. Qualified advanced students are placed in professional work environments. Working for a semester or more within an organization, students acquire a sense



of the real world for which they are preparing, and receive academic credit for their efforts. On many occasions, externships lead to full-time employment. NYIT externs are actively sought in all areas of communication: web-based organizations; broadcast networks and independent television and radio stations; cable networks and public broadcast stations; advertising and public relations agencies; international corporations; newspapers; magazines; and production companies.

To qualify, students must have junior or senior status, a GPA of 3.0 or better, and be recommended by academic advisors. Student interns can register for two, three, four, or five externship credits. Credit varies depending upon the scope of the assignment and time commitment by the student. You may repeat the externship in the same company if your responsibilities are diverse and expanded. Students should plan about 150 hours as the minimum commitment for a three-credit externship. The department sets the credit allocation and there is a 12-credit limit to the number of externship credits allowed on the undergraduate level.

**Advertising and Public Relations Agency:** The department provides a professional full-service agency environment in conjunction with advertising and public relations curriculum offerings. In Manhattan, the Agency Workshop and, on the Old Westbury campus, the Carleton Group serve this function for those majoring in advertising and public relations in the B.S. programs and those taking a specialization in this area in the B.F.A. program. On the graduate level, students work in an agency environment in the production house class.

## **Facilities**

The Department of Communication Arts maintains studios and laboratories for all production classes in Web design and new media, television, digital filmmaking, radio and sound, and advertising/public relations.

**Television:** Both campuses have digital studio cameras with ultimate live compositing capabilities as well as state-of-the-art AVID and Final Cut Pro editing suites. In Old Westbury, a TV news room is equipped with AP wire service and web-based research services.

**Filmmaking:** On both campuses, digital filmmaking laboratories include HD digital cameras, editing stations, and screening facilities.

**Radio:** On both campuses, radio laboratories are equipped with digital stereo consoles, digital recording equipment, and digital audio editing programs. The sound processing laboratories have voice recording, sound transfer, and digital mixing facilities.

**Motion Graphics:** State-of-the art, multi-platform computer labs are available on both campuses to support all communication arts specializations including new media capabilities.

**Radio Station:** An Internet-based radio station is operated by students in Old Westbury.

## **Quality of Academic Experience**

Opportunities exist to broaden a student's exposure to communications by participating in NYIT academic, social, and service activities such as the campus newspapers, radio station, student government, and special events such as weekly free classic film series. Not all course offerings are available at each campus every semester. However, faculty and administration are always available for advisement and to discuss special needs.

## **Rights to Media Productions Developed in NYIT Coursework**

Essentially, this policy covers films, video and audio productions, and other nonprint media. All films and videotapes, audio tapes and websites produced in the Department of Communication Arts in fulfillment of class assignments, or as advanced individual study projects, whether made on NYIT premises or elsewhere, with or without departmental equipment, with or without extra funds, are subject to the following ownership policy:

1. All such projects are co-owned by the student and NYIT. In each case the students who originate the project should decide which student or students co-own it with NYIT.
2. Either the student or NYIT may arrange distribution. Students who do not wish to have their

- project distributed or published may veto distribution.
3. NYIT will decide whether or not to put its name on the given project.
  4. Distribution deals, whether arranged by NYIT or by the student, must be approved and signed by the dean.
  5. All income, and other up-front obligations are paid, will go directly from the distributor to the student and NYIT on a 50/50 basis. Outside funding is not considered to be an up-front obligation.
  6. NYIT's income will be used for scholarships, for funding future student projects, and for fees and expenses in connection with placing student work in festivals. If a project wins a prize, that prize goes to the student, less the cost of placing it in competition.
  7. Projects may be distributed only after a faculty advisor is certain that all necessary clearances have been obtained by the student.
  8. The student and NYIT each have a right to prints (copies) at cost as such prints (copies) are needed for NYIT or student use. Such prints (copies) may not be rented or sold.

## College of Arts and Sciences Curriculum

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

### Discovery Core [?]

#### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3XX	Professional Communication choice	3

Total: 18 credits

#### Seminars:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3

Total: 12 credits

#### Math and Science:

Credits:

Mathematics Choice		3
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## Major Requirements

### Undergraduate Course Requirements:

Credits:

COMM 101	Communication: Principles and Process	3
COMM 301	Communications Law	3
COMM 401	Mass Communication in Society	3
DGIM 101	Introduction to Digital Imaging	3
FILM 101	Fundamentals of Film Production	3
JOUR 101	Introduction to Journalism	3
TEVE 101	Fundamentals of TV Production	3

Total: 21 credits

### Select One of the Following: Advertising:

Credits:

ADVG 101	Introduction to Advertising	3
PREL 101	Public Relations and Publicity I	3

Total: 3 credits

### Select One of the Following: History:

Credits:

COMM 210	Broadcasting History and Criticism	3
FILM 210	History of Motion Pictures	3

Total: 3 credits

### Select One of the Following: Writing:

Credits:

COMM 240	Writing for the Mass Media	3
TEVE 340	Scriptwriting I	3

Total: 3 credits

### Communication Arts Electives:

Credits:

CA Electives	(consult with advisor)	23
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### Non-Major Electives:

Credits:

Non-Major Electives	(consult with advisor)	20
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**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
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**Graduate Required Credits: 36**

**Total Required Credits: 145 credits**

## College of Arts and Sciences Curriculum

# Curriculum Requirements for the Bachelor of Fine Arts in Communication Arts

### Discovery Core [?]

**Foundations:** Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3XX	Professional Communication choice	3

Total: 18 credits

**Seminars:** Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3

Total: 12 credits

**Math and Science:**

Credits:

Mathematics choice

3

Science choice

3

Total: 6 credits

**Major Requirements****Communication Arts:**

Credits:

ADVG 101	Introduction to Advertising	3
COMM 101	Communication: Principles and Process	3
COMM 210	Broadcasting History and Criticism	3
COMM 240	Writing for the Mass Media	3
COMM 301	Communications Law	3
COMM 401	Mass Communication in Society	3
DGIM 101	Introduction to Digital Imaging	3
FILM 101	Fundamentals of Film Production	3
FILM 210	History of Motion Pictures	3
JOUR 101	Introduction to Journalism	3
PREL 101	Public Relations and Publicity I	3
RADI 101	Fundamentals of Radio Production	3
TEVE 101	Fundamentals of TV Production	3

Total: 39 credits

**Communication Arts Electives:**

Credits:

Communication Electives	Arts (consult with advisor)	26
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**Non-Major Electives :**

Credits:

Non-Major Electives	(consult with advisor)	27
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**Total Required Credits: 128****College of Arts and Sciences Curriculum**

# Curriculum Requirements for the Associate in Applied Science Degree in Communication Arts

**Discovery Core [?]****Foundations:**

Credits:



FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
		Total: 15 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

## Major Requirements

<b>Communication Arts:</b>		Credits:
ADV G 101	Introduction to Advertising	3
COMM 101	Communication: Principles and Process	3
COMM 210	Broadcasting History and Criticism	3
DGIM 101	Introduction to Digital Imaging	3
FILM 101	Fundamentals of Film Production (FILM I)	3
FILM 210	History of Motion Pictures	3
JOUR 101	Introduction to Journalism	3
RADI 101	Fundamentals of Radio Production	3
TEVE 101	Fundamentals of TV Production (TV I)	3
		Total: 27 credits
<b>Electives:</b>		Credits:
Electives		12

**Total Required Credits: 60**

**College of Arts and Sciences**

# English and Speech



The **Bachelor of Arts in English** prepares graduates to be creative thinkers and articulate workers in the changing world of the 21st century. Students take core and advanced classes in literature and culture, drama, and/or professional writing. The rigorous and structured curriculum offers students the opportunity to pursue their own professional interests and to personally shape their education through work in a second field and through the opportunity to take a large number of elective courses. The curriculum reflects attention to multiculturalism and takes advantage of NYIT's strengths in using computers to teach professional writing, multimedia, and theater, as well as literature.

NYIT's distinctive English program incorporates technology of all kinds into the education process. While students meet routinely in conventional classes, they also use computers and emerging technologies throughout their study. Many of their courses meet in "computer classrooms" and distance learning labs supported by NYIT's fiber optic network.

Employment opportunities for English majors have traditionally been excellent. The skills and flexibility the study of English provides is an asset in our changing economy and world. The world economy will demand an ever-greater number of candidates with strong writing, editing, and speaking skills, as well as computer literacy, software skills, and Internet training. The NYIT English program helps students develop not only intellectual skills and cultural literacy, but also applied critical thinking, graphic communication, and computer application competencies. NYIT English majors develop a competitive edge.

Bachelor of Arts students register for 36 credits of core curriculum courses, 30 credits of English courses beyond the freshman/sophomore level, 24 credits of Liberal Arts electives, and 30 general elective credits. In the English area, students take five required core courses in English plus 15 credits (five courses) in one of three areas: literature and culture, drama, and professional writing. The B.A. in English is offered at NYIT's Old Westbury and Manhattan campuses, and courses taken at either campus apply toward the degree.

# Curriculum Requirements for Bachelor of Arts in English

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3XX	Professional Communication choice	3

Total: 18 credits

### Seminars:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3

Total: 12 credits

### Math and Science:

Credits:

Mathematics choice		3
Science choice		3

Total: 6 credits

## Major Requirements

### Required English Core:

Credits:

LITR 420	Literature Survey	3
LITR 430	Major Author	3
LITR 440	Multicultural Literature	3
LITR 450	Special Topics in Literature	3
LITR 460	Capstone Seminar	3

Total: 15 credits

**Subspecialty Courses:** Students select 15 credits from one of three subspecialties: literature and culture, drama, or professional writing.

**Literature and Culture:**

Credits:

LITR 310	Modern Poetry	3
LITR 315	Modern Drama	3
LITR 320	Shakespeare	3
LITR 330	Survey of World Literature	3
LITR 331	Art of the Novel	3
LITR 340	African American Literature	3
LITR 341	20th Century American Literature	3
LITR 342	19th Century American Literature	3
LITR 360	Irish Literature	3
LITR 410	Literature Seminar	3

Total: 15 credits

**Drama:**

Credits:

LITR 315	Modern Drama	3
LITR 320	Shakespeare	3
LITR 410	Literature Seminar (drama topics)	3
THEA 110	Intro to Theater Arts	3
THEA 210	Principles of Acting	3
THEA 260	Advanced Acting	3
THEA 265	Wkshp in Theatrical Performance	2
THEA 270	Wkshp in Theatrical Performance	3
THEA 275	Wkshp in Theatrical Performance	4

Total: 15 credits

**Note:** In fulfilling the drama subspecialty, students may choose a maximum of 6 acting/performance credits; additional credits may be taken as part of the students' pool of elective credits.

**Professional Writing:**

Credits:

SPCH 205	Professional Speaking	3
WRIT 210	Workshop in Publication	2
WRIT 220	Workshop in Publication	3
WRIT 230	Workshop in Publication	4
WRIT 335	Writing for Publication	3
WRIT 351	Advanced Technical Writing	3
WRIT 355	Advanced Writing and Editing	3
WRIT 360	Seminar Professional Writing	3
WRIT 363	Writing for the Web	3
WRIT 366	Survey of Technical and Professional Document Production	3
WRIT 415	Internship in Technical and Professional Writing	3

Total: 15 credits

<b>Electives:</b>		Credits:
Liberal Arts Electives <sup>1</sup>		24
Electives <sup>1</sup>		30
(1) Electives are chosen in consultation with faculty advisors.		

No single course can satisfy two or more requirements.

Total credits required: 120

College of Arts and Sciences Curriculum

# Curriculum Requirements for Technical Writing Certificate Program

## Major Requirements

<b>Foundation Class:</b>		Credits:
FCWR 304	Communication for Technical Professions *	3
		Total: 3 credits

\* Although FCWR 304 is preferred, other professional writing courses are also acceptable.

<b>Intermediate Level *:</b>		Credits:
DGIM 101	Introduction to Digital Imaging	3
WRIT 366	Survey of Technical and Professional Document Production	3
		Total: 6 credits

\* **Prerequisite:** FCWR 304 or any Professional Writing Course

<b>Advanced Level:</b>		Credits:
WRIT 351	Advanced Technical Writing	3
WRIT 363	Writing for the Web	3
		Total: 6 credits

<b>Plus one of the following advanced courses::</b>		Credits:
LITR 240	The Art of Prose: Scientific and Technical Literature	3
SPCH 205	Professional Speaking and Advanced Oral Communication	3
WRIT 220	Workshop in Publication	3
WRIT 355	Advanced Writing and Editing Techniques	3
WRIT 360	Seminar in Professional Writing	3



Students seeking to earn a Certificate in Technical Writing are required to complete 18 credits of coursework in the technical writing/professional communications area. Students from any major can opt for the Technical Writing Certificate. It is also open to working professionals, who can take the classes on a part-time basis.

### NOTE

- 1) A student may earn up to three credits by challenging for life experience.
- 2) Those entering the program without sufficient technical background must take six additional credits in a technical area. Members of the faculty will determine what constitutes an appropriate background.

**Total Required Credits: 18**

**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

# Fine Arts, B.F.A.



The Fine Arts Program of the College of Arts and Sciences is offered in two areas: computer graphics and graphic design. Both lead to the Bachelor of Fine Arts.

A distinguished faculty of practicing artists and designers expose the student to a meaningful and rigorous academic experience that fosters creative exploration, critical thinking, refined craftsmanship, and professional development as they prepare for their art and design careers. Admission is

competitive. Fine Arts applicants are required to submit a portfolio of previous artwork in which samples are evaluated for artistic skills, potential, and overall presentation.

All curriculums are designed to increase student awareness of the entire field of visual arts. Prior to specialized study, each area requires the same first-year foundation curriculum which establishes principles of artistic concepts through emphasis on color, design, drawing, motion, time, and visual presentation. In addition, foundation courses provide an art historical and theoretical context. This is followed by a focused course of study that allows students to refine their crafts in areas of computer graphics/animation and graphic design.

The Department of Fine Arts' facility promotes the synthesis of technological tools and artistic expression. In the classroom and art media labs, students use state-of-the-art hardware, as well as a wide variety of two-dimensional, three-dimensional and graphics software applications. Advanced tools, including motion capture, gaming, 3D printing, and emerging technologies, are considered among the most advanced in the metropolitan area.

In addition to receiving an academically rich course experience, the student of fine arts will be introduced to practical concerns related to the professions of computer graphics and graphic design. This takes place through the integration of industry-driven content into the classroom in the forms of real-world projects, internships, site visits, and industry presentations. Fine Arts students' academic research is further enhanced with multi-disciplinary, practical, and global experiences in the context of NYIT's diverse regional and international communities.

## **Computer Graphics**

Computer graphics is an artist's medium that has emerged as a powerful imaging tool. Today, computer graphics is a much sought-after field of study due to its expansive use in a variety of visualization applications throughout the world. Without the foundations in the principles of design, studio practice, and a portfolio of critiqued work, the application rarely produces professional results.

Our goal is to help students understand the relationship of design and technology. This allows the student to develop the ability to create and compose content that communicates ideas in an effective manner for both general and specific markets. Successful presentations will educate, inform, motivate, entertain, persuade, challenge, and inspire audiences while transcending the medium of delivery.

The computer graphics major will take courses in areas including 2d and 3d animation, character development, digital sculpture, game design, modeling, motion capture, motion graphics, stop motion, and storyboarding.

## **Graphic Design**

Graphic design as an industry has become a significant growth area worldwide. With the rapid changes taking hold in the way business and advertising is being conducted today, it is no wonder that experts have targeted graphic design as the profession to manage and deliver the volume of information which is exponentially produced and consumed.

The new graphic designers must be able to design and direct a multitude of media without being lost in the avalanche. The graphic design sequence of courses prepares our students to accept the challenge by integrating and interpreting the language and syntax of visualization within emerging technology. This knowledge and skill has become the current entry level requirement of the industry. NYIT students will be well prepared at their first employment interview with portfolio in hand[] and on a Web page.

The graphic design major will take courses in areas including advertising, currency, editorial, information graphics, logo/branding, layout, motion graphics, packaging, typography, and web/interactive design.

# Curriculum Requirements for the Bachelor of Fine Arts in Graphic Design

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 303	Communication for Art and Design	3

Total: 18 credits

### Seminars:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3

Total: 12 credits

### Math and Science:

Credits:

Mathematics choice		3
Science choice		3

Total: 6 credits

## Major Requirements

### Freshman Art Foundation:

Credits:

ARTD 101	Two-Dimensional Design I	3
ARTD 102	Three-Dimensional Design I	3
ARTD 151	Two-Dimensional Design II	3
ARTD 152	Three-Dimensional Design II	3
ARTW 101	Drawing I	3
ARTW 151	Drawing II	3

Total: 18 credits



**Graphic Design Sequence:**

Credits:

ARTC 201	Computer Graphics I *	3
ARTC 251	Computer Graphics II *	3
ARTC 301	Computer Graphics III *	3
ARTG 201	Graphic Design I	3
ARTG 251	Graphic Design II	3
ARTG 301	Graphic Design III	3
ARTG 302	Typography	3
ARTG 303	Illustration	3
ARTG 351	Package Design	3
ARTG 352	Editorial Design	3
ARTG 401	Advertising Design Problems	3
ARTG 402	Book Design	3
ARTG 451	Portfolio	3

Total: 39 credits

\* All computer graphics courses require department permission prior to registration.

**Studio Options (choose 3):**

Credits:

ARTP 201	Painting I	3
ARTR 201	Printing I	3
ARTS 201	Sculpture I	3
ARTW 201	Drawing III	3
ARTW 251	Drawing IV	3
ARTY 201	Photography I	3

Total: 9 credits

**Art History:**

Credits:

ARTH 101	Art History I	3
ARTH 151	Art History II	3
ARTH 201	Art History III	3

Total: 9 credits

**Department Electives:**

Credits:

Department Electives	Choose fine arts courses in consultation with advisor	3
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**Electives:**

Credits:

Electives		14
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**Total Required Credits: 128**



# Curriculum Requirements for Bachelor of Fine Arts in Computer Graphics

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 303	Communication for Art and Design	3

Total: 18 credits

### Seminars:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3

Total: 12 credits

### Math and Science:

Credits:

Mathematics choice		3
Science choice		3

Total: 6 credits

## Major Requirements

### Freshman Art Foundation:

Credits:

ARTD 101	Two-Dimensional Design I	3
ARTD 102	Three-Dimensional Design I	3
ARTD 151	Two-Dimensional Design II	3
ARTD 152	Three-Dimensional Design II	3
ARTW 101	Drawing I	3
ARTW 151	Drawing II	3

Total: 18 credits

### Computer Graphics Sequence \* :

Credits:

ARTC 201	Computer Graphics I	3
ARTC 251	Computer Graphics II	3
ARTC 301	Computer Graphics III	3

ARTC 351	Computer Graphics IV	3
ARTC 401	Sr. Project Computer Graphics I	4
ARTC 402	Sr. Thesis Computer Graphics I	3
ARTC 451	Sr. Project Computer Graphics II	4
ARTC 452	Sr. Thesis Computer Graphics II	3
ARTC 404	Special Project A	4

Total: 30 credits

\* All computer graphics courses require department permission prior to registration.

**Studio Options (choose 5):** Credits:

ARTJ 403	Special Project B	3
ARTP 201	Painting I	3
ARTR 201	Printing I	3
ARTS 201	Sculpture I	3
ARTW 201	Drawing III	3
ARTW 251	Drawing IV	3
ARTY 201	Photography I	3

Total: 15 credits

**Art History:** Credits:

ARTH 101	Art History I	3
ARTH 151	Art History II	3
ARTH 201	Art History III	3
ARTH 301	Aesthetics I	3

Total: 12 credits

**Department Electives:** Credits:

Department Electives	Choose fine arts course in consultation with advisor	3
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**Electives:** Credits:

Electives		14
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**Total Required Credits: 128**

**College of Arts and Sciences**

## Interdisciplinary Studies



The degree program in **Interdisciplinary Studies** educates students for a wide variety of careers and graduate study. The program offers students a choice of three concentrations. A degree that develops competencies in several disciplines may, in fact, be the best preparation for the shifting demands of the modern workplace

The wealth of elective and online credits available in Interdisciplinary Studies affords excellent opportunities for students with prior learning experience (transfer students, veterans, and working adults) who need to complete their degrees in a compressed period of time. Through transfer credits taken at other institutions or through life experience, students may also have their learning experiences converted to NYIT credits.

This flexible degree program is also ideal for NYIT students changing majors who would like to have many of their pre-professional credits from other NYIT programs counted toward their degree. The ability to use these courses in Interdisciplinary Studies concentrations can allow students to graduate in a timely manner even if they have spent one or two years in a different major.

## **Program Components**

A program of academic advisement matches a student with a faculty advisor, and together they design a degree map. The course of study is built around a required liberal arts core curriculum (36 credits), which introduces students to the various areas of study at the college. In addition to the core courses, each student selects three subject areas of concentration, taking at least 12 credits in each area. The 39 remaining elective credits are chosen to complete and complement the student's individual degree plan. An additional 18 elective credits may be taken in one of these areas of concentration (for a total of 30 credits), and an additional six elective credits in each of the other two areas (for a total of 18 credits in each).

Interdisciplinary Studies has only three required courses offered by the program:

Foundations of Interdisciplinary Research (IDSP 310) introduces students to the historical contexts of Interdisciplinary Studies and the development of academic disciplines.

Capstone Seminar (IDSP 410) rounds out the college experience by involving students in

research activities related to their concentrations.  
Students must also complete an Internship (IDSP 450).

Areas of concentration may be selected from 16 categories:

- Architecture
- Behavioral Sciences
- Business
- Communication Arts
- Computer Science
- English
- Fine Arts
- Hospitality Management
- Humanities\*
- Labor Relations
- Life Sciences
- Mathematics/Physics
- Social Sciences
- Technical Writing
- Technology
- Telecommunications Management

\*The humanities concentration may include courses in such areas as literature, philosophy, art history, architectural history, or film history.

The program in Interdisciplinary Studies offers three degrees:

- Bachelor of Arts
- Bachelor of Science
- Bachelor of Professional Studies

Although all students complete the same core courses, individual degree plans differ significantly:

Students who complete at least 75 percent (90 credits or more) of liberal arts courses will be granted the Bachelor of Arts.  
Those who complete at least 50 percent (60-89 credits) of liberal arts courses will be awarded the Bachelor of Science.  
The Bachelor of Professional Studies is granted to those students with fewer than 60 credits of liberal arts courses.

College of Arts and Sciences Curriculum

Curriculum Requirements for the Bachelor's Degree in Interdisciplinary Studies \*

Discovery Core [?]		
Foundations:		Credits:
FCWR 101	Writing I: Foundations of College Composition	3

FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3xx	Professional Communication choice	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

## Major Requirements

<b>Interdisciplinary Studies:</b>		Credits:
IDSP 310	Foundations of IS Research	3
IDSP 410	Capstone Seminar	3
IDSP 450	Internship/Service Learning <b>or</b>	3
IDSP 403	Senior Project	
		Total: 9 credits

<b>Interdisciplinary Studies Concentrations:</b>		Credits:
Concentration Credits		36

At least 36 credits in three permitted areas of concentration, with a minimum of 12 credits in each area. Up to 18 additional elective credits in any one of the three areas (a possible total of 30 credits) will count toward the IS degree; up to six additional elective credits in each of the other two areas (a possible total of 18 credits each) are also allowed.

### Concentrations:

Architecture, Behavioral Science, Business, Communication Arts, Computer Science, English, Fine Arts, Hospitality Management, Humanities, Labor Relations, Life Sciences, Math/Physics, Social Sciences, Technical Writing, Technology, Telecommunications Management.

<b>Electives:</b>		Credits:
Electives		39

Electives chosen in consultation with advisor and in the context of concentration restrictions.

**Total Required Credits: 120**



\* The specific type of bachelor's degree is dependent upon the percent of liberal arts credits completed:

Bachelor of Arts  
requires 75% Liberal Arts  
(90 credits out of 120)

Bachelor of Science  
requires 50% Liberal Arts  
(60 credits out of 120)

Bachelor of Professional Studies  
requires 25% Liberal Arts  
(30 credits out of 120)

**College of Arts and Sciences**

## Life Sciences



**Life Sciences** encompass several areas of study concerned with how living organisms function, survive, adapt, and evolve. Biology and chemistry are the core disciplines from which additional subfields arise, including biochemistry, biomedical engineering, physiology, and cell and molecular biology. People in these fields include physicians and other health care professionals, college professors, researchers, chemists, laboratory technicians, biomedical engineers, biologists, and K-12 science teachers. They begin their education by studying general life sciences or one of its more specialized subfields.

NYIT's Department of Life Sciences offers a variety of degree options as well as combined

educational programs to train and prepare students to enter the exciting world of life sciences. Our faculty members actively conduct research in various fields, such as molecular and cellular biology, biochemistry, genetics, microbiology, stereochemistry, cancer biology, and animal behavior. Their research projects provide students with broad training opportunities.

Our goal is to create a stimulating learning environment committed to providing NYIT students with a highly interactive educational environment and many research experiences.

Biology  
Biotechnology  
Chemistry  
Biomedical Engineering  
Combined Bachelor of Science in Life Sciences/Doctor of Osteopathic Medicine  
B.S./D.P.T. - Combined Bachelor of Science in Life Sciences, Physical Therapy  
Option/Doctor of Physical Therapy  
B.S./M.S. - Combined Bachelor of Science in Life Sciences, Occupational Therapy  
Option/Master of Science in Occupational Therapy  
B.S./M.S. - Combined Bachelor of Science in Life Sciences, Physician Assistant  
Option/Master of Science in Physician Assistant Studies

### **Bachelor of Science Programs**

The Department of Life Sciences offers several majors, including biology, biotechnology, chemistry, and biomedical engineering.

The flexible curriculum comprises a required core of basic studies in pertinent sciences, engineering, and the humanities as well as advanced courses in chemistry, biology, and engineering that include a selection of electives to fulfill each student's baccalaureate goals.

### **Curriculum Requirements**

Biology  
Biotechnology  
Chemistry  
Biomedical Engineering

### **Combined Programs**

In addition, the Department of Life Sciences also offers a number of combined degree programs:

Bachelor of Science in Life Sciences/Doctor of Osteopathic Medicine, B.S./D.O.  
Bachelor of Science in Life Sciences/Doctor of Physical Therapy, B.S./D.P.T.  
Bachelor of Science in Life Sciences/Master of Science in Occupational Therapy, B.S./M.S.  
Bachelor of Science in Life Sciences/Master of Science in Physician Assistant Studies, B.S./M.S.

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

This accredited program is for talented, highly motivated students. After completing their baccalaureate preparation in three years, they may be admitted directly into NYIT College of Osteopathic Medicine, which requires four years to complete the Doctor of Osteopathic Medicine. The Bachelor of Science in Life Sciences is conferred upon successful completion of the student's first year of medical school.

For admission into this program, students must submit SAT and/or ACT results with a combined SAT score of 1200 or above an ACT total of at least 28. In addition, they need a high school average of 90 or above and a high class standing. To enter NYIT College of Osteopathic Medicine, students must complete a personal interview and application, including this criteria:

1. GPA

All NYIT B.S./D.O. students must maintain a cumulative and semester 3.5 GPA in the program.

If a student falls below the cumulative and/or semester 3.5 GPA, she/he will be placed on probationary status. Only one probation is allowed.

If the student fails to achieve the 3.5 cumulative and semester GPA in the semester following probation, she/he will automatically be dismissed from the B.S./D.O. program.

If a student falls below the cumulative and/or semester 3.5 GPA for a second time, she/he will be dismissed from the program.

2. MCAT score within median range of NYIT's preceding College of Osteopathic Medicine class.
3. Favorable letters of recommendation from NYIT's departmental B.S./D.O. committee.
4. Application package submitted by Feb. 1 prior to August start (must include MCAT score).
5. Supportive interview from NYIT College of Osteopathic Medicine admissions committee.

## Curriculum Requirements

Combined Bachelor of Science in Life Sciences/Doctor of Osteopathic Medicine Program

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

This six-year program includes a three-year phase of pre-professional courses and a three-year professional phase. It is accredited by the Commission on Accreditation in Physical Therapy. The combined degree program is designed for high school seniors who wish to be admitted to the professional Doctor of Physical Therapy program following completion of three years of undergraduate work.

Admissions requirements for high school students include:

High School GPA of 90.

Combined SAT score in verbal and math sections of 1100.

A minimum of 100 hours of volunteer/paid experience under the direct supervision of a physical therapist. These hours must be completed at the time of application.

The combined B.S./D.P.T. program does not accept undergraduate transfer students. To successfully transition into the professional phase of the curriculum, pre-professional students must demonstrate:

3.2 overall cumulative GPA.

No science or math grade lower than B.

Only one math or science course can be retaken one time to achieve the required grade.

No grade of D or F in any course.

100 hours of volunteer/paid experience under the direct supervision of a physical therapist each year of undergraduate study. Documentation must be submitted to the Department of Physical Therapy by May 20 of each year.

Recommendation from the NYIT Physical Therapy Admissions Committee.

The B.S. in Life Sciences is conferred upon successful completion of the first professional year of the [Doctor of Physical Therapy program](#). Each student must complete the undergraduate portion of the curriculum within 3.5 years. If a student needs to take a leave of absence from the undergraduate phase of the curriculum, extenuating circumstances will be considered and upon departmental approval, she/he may be admitted into the professional phase when prerequisite coursework is completed. If prerequisite coursework cannot be completed in the 3.5-year time frame, the student

must change to an alternate major and apply for admission through the Physical Therapy Centralized Application Service for entry as a graduate student.

Two semesters of organic chemistry with lab work are required for admission to medical schools and most other professional and graduate programs in the health professions, behavioral, and life sciences fields. In addition, employment in the life sciences field usually requires knowledge of organic chemistry and biochemistry at a level greater than that offered by the single semester of bio-organic chemistry (CHEM 215). We recommend that students who do not complete the B.S./D.P.T. take CHEM 210/250 and BIO 340.

### **Curriculum Requirements**

B.S./D.P.T. - Combined Bachelor of Science in Life Sciences, Physical Therapy Option/Doctor of Physical Therapy

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

The combined Bachelor of Science in Life Sciences/Master of Science in Occupational Therapy is a 5.5-year program, which includes three years of pre-professional courses and a 2.5-year professional phase. The [Master of Science in Occupational Therapy](#) program provides entry-level professional education in the field of study. The program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association, 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824 1220, 301.652.2682, [aota.org](http://aota.org). It is also approved by the New York State Education Department. Graduates of the master's degree program are eligible to take the national certification exam for occupational therapists administered by the National Board for Certification of Occupational Therapy. After successful completion of the exam, Individuals become OTRs, occupational therapists registered. Most states also require licensure to practice; however, eligibility for state licenses is usually based on exam results and other requirements.

This program is designed for undergraduates who wish to enter the master's program (professional phase) following three years of undergraduate work. To apply to the master's program, they must have finished all prerequisite courses, maintained an overall GPA of 3.0, received no grade below a C+ in undergraduate courses, and completed an interview with and received a recommendation from the Occupational Therapy Admissions Committee. In addition, admission requirements include:

Documentation of 100 volunteer hours under the supervision of a licensed occupational therapist to be completed by the undergraduate's sophomore year (at least 50 hours must be completed at time of application).

Essay on motivation to pursue occupational therapy as a career.

Two professional recommendations on letterhead, including one from a licensed occupational therapist.

Students may submit their applications online via the [Occupational Therapy Centralized Application Service](#). The B.S. in Life Sciences will be conferred upon successful completion of the first professional year of the Master of Science in Occupational Therapy. [View Technical Standards for the Master of Science in Occupational Therapy](#).

Students in this track not accepted into the professional phase of the occupational therapy program must complete requirements for another undergraduate major to receive a baccalaureate degree.

### **Curriculum Requirements**

B.S./M.S. - Combined Bachelor of Science in Life Sciences, Occupational Therapy Option/Master of Science in Occupational Therapy

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



This six-year program includes three years of undergraduate courses in the B.S. in Life Sciences curriculum, followed by three years in the M.S. in Physician Assistant Studies program, which provides professional education for an entry-level position in the field of study.

The program is designed for exceptional high school students who wish to be admitted to the master's program. High school students applying to the undergraduate phase are required to have a minimum SAT score of 1100 or an ACT of 24 and a high school minimum cumulative average grade of 90

To advance to the master's-level professional phase, students must submit a Centralized Application Service for Physician Assistants (CASPA) application. Admissions criteria includes:

- Completion of prerequisite undergraduate courses and minimum 3.0 overall cumulative GPA.
- No math or science grade lower than B-.
- In-person progression evaluation and recommendation from the program director.
- Fulfillment of [Technical Standards of the Physician Assistant Studies program](#).

In addition, the following qualifying criteria must be submitted via the CASPA application:

- Completion of at least 100 hours of verifiable direct patient health care experience.
- Three professional letters of recommendation, including at least one from a health care practitioner with D.O., M.D., or P.A. credentials.

The Bachelor of Science in Life Sciences is conferred upon successful completion of the first year of the [Master of Science in Physician Assistant Studies program](#). Students not accepted into the program's professional phase must complete the requirements for another life sciences option to receive a baccalaureate degree.

Graduates of the master's degree program are eligible to take the Physician Assistant National Certification Examination administered by the National Commission on Certification of Physician Assistants. All states require applicants for physician assistant licensure to pass the certification examination. NYIT's program is accredited by the Accreditation Review Commission on Education for the Physician Assistant.

### Curriculum Requirements

B.S./M.S. - Combined Bachelor of Science in Life Sciences, Physician Assistant Option/Master of Science in Physician Assistant Studies

### College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Science in Life Sciences, Physical Therapy Option

#### Discovery Core [?]

#### Foundations:

Credits:

FCWR 101

Writing I: Foundations of College Composition

3



FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Healthcare Careers	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
BIOL 110	General Biology I	4
		Total: 8 credits

## Major Requirements

<b>Life Sciences:</b>		Credits:
BIOL 150	General Biology II	4
BIOL 210	Human Gross Anatomy	4
BIOL 310	Human Physiology	4
BIOL 235	Microbiology	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 215	Bio-Organic Chemistry	4
		Total: 28 credits
<b>Behavioral Sciences:</b>		Credits:
PSYC 101	Introductory Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
		Total: 10 credits
<b>Mathematics:</b>		Credits:
MATH 161	Basic Applied Calculus	3
		Total: 3 credits
<b>Physics:</b>		Credits:
PHYS 140	Physics for Life Sciences I	3

PHYS 141	Physics I Laboratory	1
PHYS 160	Physics for Life Sciences II	3
PHYS 161	Physics II Laboratory	1
		Total: 8 credits

<b>Electives:</b>	Credits:	
Electives		3

<b>B.S. degree credits to be completed within the Doctor of Physical Therapy program.:</b>		Credits:
PHTH 601	Introduction to Physical Therapy	1
PHTH 603	Gross Anatomy	5
PHTH 605	Kinesiology	4
PHTH 607	Neuroscience	3
PHTH 610	Biomechanics	2
PHTH 615	Modalities	3
PHTH 620	Massage	1
PHTH 626	Physical Therapy Practice I	4
PHTH 630	Motor Learning	2
PHTH 635	Rehab/ADL	2
PHTH 640	Administration and Delivery of Health Care	2
PHTH 645	Seminar in Physical Therapy I	1
PHTH 650	Seminar in Physical Therapy II	4
PHTH 655	Prosthetics and Orthotics	2
PHTH 665	Pathophysiology	3
		Total: 39 credits

**Total Required Credits: 129**

**College of Arts and Sciences Curriculum**

**Curriculum Requirements for the Bachelor of Science in Life Sciences, Biomedical Engineering Option**

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 304	Communication for Technical Professions	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 170	Calculus I	4
PHYS 170	General Physics I	4
		Total: 8 credits

## Major Requirements

<b>Life Sciences:</b>		Credits:
BIOL 110	General Biology I	4
BIOL 150	General Biology II	4
BIOL 210	Human Gross Anatomy	4
BIOL 310	Human Physiology	4
BIOL 340	Biochemistry	4
BIOL 430	Cell Physiology	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4
		Total: 40 credits
<b>Biomedical Engineering Option:</b>		Credits:
BIOL 495	Bioinstrumentation (Capstone)	3
CHEM 310	Quantitative Analysis	4
CHEM 410	Physical Chemistry I	4
EENG 130	Introduction to Computer Hardware	3
EENG 211	Electrical Circuits I	3
EENG 270	Intro to Electronic Circuits	3
EENG 275	Electronics Lab I	1
EENG 281	Electrical Circuits II	3
EENG 310	Electronic Circuit Applications	3

EENG 315	Electronics Lab II	1
EENG 370	Microprocessors	3

Total: 31 credits

#### Computer Science:

Credits:

CSCI 120	Programming I	3
CSCI 180	Programming II	3

Total: 6 credits

#### Mathematics:

Credits:

MATH 180	Calculus II	4
MATH 260	Calculus III	4
MATH 320	Differential Equations	3

Total: 11 credits

#### Physics:

Credits:

PHYS 180	General Physics II	4
PHYS 225	Introduction to Modern Physics	3

Total: 7 credits

#### Electives:

Credits:

Electives		3
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**Total Required Credits: 136**

### College of Arts and Sciences Curriculum

# Curriculum Requirements for Bachelor of Science in Life Sciences, Physician Assistant Studies Option

## Discovery Core [?]

#### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Healthcare Careers	3

Total: 18 credits

<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
BIOL 110	General Biology I	4
		Total: 8 credits

## Major Requirements

<b>Life Sciences:</b>		Credits:
BIOL 150	General Biology II	4
BIOL 210	Human Gross Anatomy	4
BIOL 235	Microbiology	4
BIOL 245	Histology	4
BIOL 310	Human Physiology	4
BIOL 312	Pathophysiology	3
BIOL 410	Genetics	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 215	Bio-Organic Chemistry	4
		Total: 39 credits
<b>Behavioral Sciences:</b>		Credits:
PSYC 101	Introductory Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
		Total: 10 credits
<b>Physics:</b>		Credits:
PHYS 140	Physics for Life Sciences I	3
PHYS 141	Physics I Laboratory	1
		Total: 4 credits
<b>Electives:</b>		Credits:
Electives		3

**Undergraduate Required Credits: 94**



B.S./M.S. students must complete the first year of the professional phase of the Master of Science in Physician Assistant Studies program to be awarded a B.S.

**Total Required Credits for Degree: 123**

**College of Arts and Sciences Curriculum**

# Curriculum Requirements for the Bachelor of Science in Life Sciences, Occupational Therapy Option

Discovery Core [?]		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Healthcare Careers	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 309	Anthropological Approaches to Health	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
BIOL 110	General Biology I	4
		Total: 8 credits

Major Requirements		
<b>Life Sciences:</b>		Credits:
BIOL 150	General Biology II	4
BIOL 210	Human Gross Anatomy	4
BIOL 235	Microbiology	4

BIOL 310	Human Physiology	4
CHEM 105	Applied Chemistry	3
CHEM 215	Bio-Organic Chemistry	4

Total: 23 credits

**Behavioral Sciences:**

Credits:

ANTH 101	Anthropology	3
PSYC 101	Introductory Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
PSYC 220	Child Psychology <b>OR</b>	3
PSYC 221	Human Development <b>OR</b>	3
PSYC 223	Adolescent Psychology <b>OR</b>	3
PSYC 225	Psychology of Adulthood and Aging	3

Total: 16 credits

Select one of PSYC 220, PSYC 221, PSYC 223, or PSYC 225.

**Mathematics and Physics:**

Credits:

MATH 161	Basic Applied Calculus	3
PHYS 140	Physics for Life Sciences I	3
PHYS 141	Physics I Laboratory	1

Total: 7 credits

**Science Electives Choose two courses from the following::**

Credits:

BIOL 260	Nutrition and Diet Therapy	3
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**Science Electives Choose two courses from the following::**

Credits:

BIOL 312	Pathophysiology	3
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**Science Electives Choose two courses from the following::**

Credits:

BIOL 315	Neuroscience	3
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**Science Electives Choose two courses from the following::**

Credits:

Total: 6 credits

**Electives:**

Credits:

Electives		3
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**B.S. degree credits to be completed within the M.S. in Occupational Therapy program:**

Credits:

OCTH 655	OT Theory II	3
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**B.S. degree credits to be completed within the M.S. in Occupational Therapy program.:**

Credits:

OCTH 601	Community Health	3
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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 660	Psychosocial Studies II	3
OCTH 665	Pathophysiology	3
OCTH 670	Human Growth and Development II	3
OCTH 690	Fieldwork II Psychosocial	3

Total: 41 credits

**Undergraduate Required Credits: 93**

**Total Required Credits for Degree: 134**

**College of Arts and Sciences Curriculum**

## Curriculum Requirements for the Bachelor of Science in Life Sciences, Premedical Option

### Discovery Core [?]

#### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Healthcare Careers	3

Total: 18 credits

#### Seminars:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3

Total: 12 credits

#### Math and Science:

Credits:

MATH 141	Precalculus	4
BIOL 230	Ecology	3
		Total: 7 credits

## Major Requirements

### Life Sciences: Credits:

BIOL 110	General Biology I	4
BIOL 150	General Biology II	4
BIOL 340	Biochemistry	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4

Total: 28 credits

### Premedical Option: Credits:

BIOL 220	Comparative Anatomy	4
BIOL 240	Embryology	4
BIOL 245	Histology	4
BIOL 310	Human Physiology	4
BIOL 235	Microbiology	4
BIOL 410	Genetics	4
BIOL 425	Biomedical Research I (Capstone)	4
BIOL 430	Cell Physiology	4
CHEM 310	Quantitative Analysis	4

Total: 36 credits

### Mathematics: Credits:

MATH 170	Calculus I	4
MATH 180	Calculus II	4

Total: 8 credits

### Physics: Credits:

PHYS 175	Physics for Pre-Med I	5
PHYS 185	Physics for Pre-Med II	5

Total: 10 credits

### Electives: Credits:

Electives		9
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**Total Required Credits: 128**

# Curriculum Requirements for the Bachelor of Science in Biotechnology

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: College Composition	3
FCWR 151	Writing II: Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3
FCSC 101	Foundations of Scientific Process	3
FCWR 304	Comm for Technical Professions	3

Total: 18 credits

### Seminars:

Credits:

ICBS 3XX	Behavioral Science	3
ICLT 3XX	Literature	3
ICPH 3XX	Philosophy	3
ICSS 3XX	Social Science/Economics	3

Total: 12 credits

### Mathematics and Science:

Credits:

MATH 141	Precalculus	4
BIOL 110	General Biology I	4

Total: 8 credits

## Major Requirements

### Biology:

Credits:

BIOL 150	General Biology II	4
BIOL 235	Microbiology	4
BIOL 331	Virology	3
BIOL 355	Recombinant DNA Lab	3
BIOL 340	Biochemistry	4
BIOL 410	Genetics	4
BIOL 431	Cell Biology	4
BIOL 440	Genetic Engineering	3
BIOL 441	Contemporary Biotechnology	3
BIOL 442	Bioprocessing	3



BIOL 491-4	Independent Research I - IV	1 - 4
BIOL 491-4	Independent Research I - IV	1 - 4
		Total: 37 - 43 credits
<b>Chemistry:</b>		Credits:
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4
CHEM 320	Environmental Chemistry	3
CHEM 420	Pharmaceutical Chemistry	3
		Total: 22 credits
<b>Mathematics:</b>		Credits:
MATH 161	Applied Calculus	3
		Total: 3 credits
<b>Management (choose one):</b>		Credits:
SBES 420	Entrepreneurial Technology and Innovation Mgmt	3
MRKT 102	Introduction to Marketing	3
		Total: 3 credits
<b>Physics:</b>		Credits:
PHYS 140	Physics for Life Sciences I	3
PHYS 141	Physics I Lab	1
PHYS 160	Physics for Life Sciences II	3
PHYS 161	Physics II Lab	1
		Total: 8 credits
<b>Science Electives:</b>		Credits:
		6 - 8
<b>Electives:</b>		Credits:
		6

**Total Required Credits: 123 - 131**

**College of Arts and Sciences Curriculum**

# Curriculum Requirements for B.S. in Biology

**Foundations:**

Credits:

FCWR 101	Writing I: College Composition	3
FCWR 151	Writing II: Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3
FCSC 101	Foundations of Scientific Process	3
FCWR 304	Communication for Technical Professions	3

Total: 18 credits

**Seminars:**

Credits:

ICBS 3XX	Behavioral Science choice	3
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science / Economics choice	3

Total: 12 credits

**Mathematics and Science:**

Credits:

MATH 141	Precalculus	4
BIOL 110	General Biology I	4

Total: 8 credits

**Major Requirements****Biology:**

Credits:

BIOL 150	General Biology II	4
BIOL 220	Comparative Anatomy	4
BIOL 235	Microbiology	4
BIOL 311	Comparative Animal Physiology	4
BIOL 340	Biochemistry	4
BIOL 410	Genetics	4
BIOL 431	Cell Biology	4
BIOL 435	Evolutionary Biology	3
BIOL 491-4	Independent Research I-IV	1-4
BIOL 491-4	Independent Research I-IV	1-4

Total: 33-39 credits

**Chemistry:**

Credits:

CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4

Total: 16 credits

**Mathematics:**

Credits:

MATH 170	Calculus I	4
MATH 180	Calculus II	4

Total: 8 credits

**Physics:**

Credits:

PHYS 170	General Physics I	4
PHYS 180	General Physics II	4

Total: 8 credits

**Science Electives:**

Credits:

		9-12
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**Electives :**

Credits:

		9
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**Total Required Credits: 121-130****College of Arts and Sciences Curriculum**

# Curriculum Requirements for Bachelor of Science in Life Sciences, Combined/Osteopathic Physician

**Discovery Core** [?]**Foundations:**

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Healthcare Careers	3

Total: 18 credits

**Seminars:**

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3

Total: 12 credits

**Math and Science:**

Credits:

MATH 235	Applied Statistics	3
BIOL 315	Neuroscience	3

Total: 6 credits

**Major Requirements****Life Sciences:**

Credits:

BIOL 110	General Biology I	4
BIOL 150	General Biology II	4
BIOL 155	Osteopathic Principles and Practices	1
BIOL 220	Comparative Anatomy	4
BIOL 310	Human Physiology	4
BIOL 235	Microbiology	4
BIOL 340	Biochemistry	4
BIOL 410	Genetics	4
BIOL 425	Biomedical Research I (Capstone)	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4

**Life Sciences-One of the following::**

Credits:

BIOL 240	Embryology <b>or</b>	4
BIOL 245	Histology <b>or</b>	
BIOL 430	Cell Physiology <b>or</b>	
CHEM 310	Quantitative Analysis	

Total: 53 credits

**Mathematics:**

Credits:

MATH 170	Calculus I	4
MATH 180	Calculus II	4

Total: 8 credits

**Physics:**

Credits:

PHYS 175	Physics for Pre-Med I	5
PHYS 185	Physics for Pre-Med II	5

Total: 10 credits

**Electives:**

Credits:

Electives		8
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**Total credits required: 115\***

\* Additional 13 credits granted upon successful completion of first year at NYIT COM.

**College of Arts and Sciences Curriculum**

# Curriculum Requirements for B.S. in Chemistry

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: College Composition	3
FCWR 151	Writing II: Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3
FCSC 101	Foundations of Scientific Process	3
FCWR 304	Communication for Technical Professions	3

Total: 18 credits

### Seminars:

Credits:

ICBS 3XX	Behavioral Science	3
ICLT 3XX	Literature	3
ICPH 3XX	Philosophy	3
ICSS 3XX	Social Science/Economics	3

Total: 12 credits

### Mathematics and Science :

Credits:

MATH 141	Precalculus	4
BIOL 110	General Biology I	4

Total: 8 credits

## Major Requirements

### Chemistry:

Credits:

CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4
CHEM 310	Quantitative Analysis	4



CHEM 350	Instrumental Analysis	3
CHEM 410	Physical Chemistry I	4
CHEM 450	Physical Chemistry II	4
CHEM 491-4	Independent Research I-IV	1-4
CHEM 491-4	Independent Research I-IV	1-4
		Total: 33-39 credits

<b>Biology:</b>		Credits:
BIOL 340	Biochemistry	4
		Total: 4 credits

<b>Mathematics:</b>		Credits:
MATH 170	Calculus I	4
MATH 180	Calculus II	4
		Total: 8 credits

<b>Mathematics (choose one):</b>		Credits:
MATH 235	Applied Statistics	3
MATH 310	Linear Algebra	3
		Total: 3 credits

<b>Physics:</b>		Credits:
PHYS 170	General Physics I	4
PHYS 180	General Physics II	4
		Total: 8 credits

<b>Science Electives:</b>		Credits:
		Total: 14-16 credits

<b>General Electives:</b>		Credits:
		Total: 12 credits

**Total Required Credits: 120-128**

**College of Arts and Sciences**

# Mathematics



Coursework in **Mathematics** is a key area of study at NYIT. Required and elective mathematics courses are prominent in every NYIT curriculum.

For science and technology majors, mathematics essentially represents a "second language" without which comprehension of the laws of science would be impossible. The curriculum provides a meaningful sequence of courses to help technically oriented students grasp the quantitative elements of physics, life sciences, and electrical, computer, mechanical, architectural, and aerospace technology. Courses give students of nontechnical subjects an understanding of the basic tools of algebra, trigonometry, and elements of calculus for application in their professional fields. Use of technology is stressed throughout the curriculum. Most mathematics courses require the use of a pocket computer.

In addition to the prescribed mathematics courses, advanced electives provide further study and enrichment.

**Math Minor:** NYIT students with a strong interest in mathematics have an opportunity to enhance their undergraduate program by pursuing a Minor in Mathematics.

Course Requirements for a Minor in Mathematics:

16 or more credits in Mathematics (MATH) at or above the 200 level. MATH 260 (Calculus III).

Two or more courses at or above the 300 level. At least one of these courses must not be required for the major.

At least 6 credits taken in residence at NYIT that are in addition to major requirements.

Grade Requirements for a Minor in Mathematics:

The grade received for each mathematics course counted toward the minor is C or higher.

The combined GPA for all mathematics courses used for the minor must be 2.7 or higher.

Students interested in pursuing a Math Minor should discuss this option with the academic advisor for their major discipline and notify the chair of the Department of Mathematics on their campus.

**Math Placement Exams:** Most students taking college mathematics for the first time, whether currently enrolled, entering freshmen, or transferring from another institution, are required to take a mathematics examination prior to registration. Registration in the appropriate level mathematics class will be determined by the results of the examination and consultation with the mathematics faculty. Students whose mathematics diagnostic test results indicate they need a developmental mathematics course will be enrolled in either MATH 096 or MATH 101 in order to receive intensive assistance in developing the basic skills required to study mathematics.

College of Arts and Sciences Curriculum

# Curriculum Requirements for Minor in Mathematics

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College of Arts and Sciences

## Physics





The objective of the core curriculum in **Physics** is to provide students with an understanding of the fundamental laws and basic principles that govern the physical world. Classes are conducted in lecture and laboratory sessions for appropriate correlation of theory and experiment.

[View courses in Physics](#)

**College of Arts and Sciences**

## **Social Sciences**



Social sciences at NYIT include [History](#), [Philosophy](#), and [Political Science](#). These disciplines impart appreciation for intellectual, historical, and political accomplishments of humankind and aid students in assuming civic and social responsibility. Students who major in political science are prepared for public service and policy formation, graduate programs in political science and related areas, and careers in law, international service, and politics.

# Curriculum Requirements for the Bachelor of Science in Political Science

## Discovery Core [?]

Foundations:		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3XX	Professional Communication choice	3
		Total: 18 credits
Seminars:		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
Math and Science:		Credits:
MATH 115 or 141	Introductory Concepts of Math or Precalculus	3 or 4
	Science choice	3
		Total: 6-7 credits

## Major Requirements

Political Science Core Courses:		Credits:
PSCI 110	American Gov. and Politics	3
PSCI 210	Comparative Government	3
PSCI 230	International Relations	3
PSCI 305	Politics and Society	3
PSCI 325	Public Administration	3
		Total: 15 credits



**Political Science Non-Core Courses (Choose at least 15 credits in consultation with your advisor):**

Credits:

PSCI 350	Government and Metropolitan Problems	3
PSCI 355	Government and Business	3
PSCI 390	Research Topics in Political Science	3
PSCI 470	Political Science Internship	3

**Political Science Non-Core Courses (Choose at least 15 credits in consultation with your advisor.):**

Credits:

PSCI 220	History of Political Thought	3
PSCI 240	Basic Legal Concepts and Administration of Justice	3
PSCI 310	Politics of Change	3
PSCI 315	American Society and Judicial Behavior	3
PSCI 320	Foreign Policy of the U.S.	3
PSCI 360	International Law and Organization	3
PSCI 365	Public Policy Analysis	3
PSCI 410	Selected Topics in American Government and Politics	3
PSCI 420	Selected Topics in Comparative Government	3
PSCI 430	Selected Topics in International Relations and Foreign Policy	3
PSCI 440	Selected Topics in Public Administration and Policy	3
PSCI 450	Selected Topics in Political Theory and Methodology	3
PSCI 480	Public Administration Internship	3

Total: 15 credits

**Behavioral Sciences:**

Credits:

ANTH 101	Introduction to Anthropology	3
PSYC 101	Introduction to Psychology	3
SOCI 101	Introduction to Sociology	3

Total: 9 credits

**Economics:**

Credits:

ECON 202	Principles of Economics I	3
ECON 204	Principles of Economics II	3

Total: 6 credits

**Social Sciences:**

Credits:

HIST 110	American History I	3
HIST 150	American History II	3
HIST 210	Contemporary World	3
	History Electives	6

Total: 15 credits

**Total Required Credits: 120-121**

**College of Arts and Sciences**

## **Urban Administration, B.S.**



The Urban Administration program develops competent entry-level urban administrators with both general knowledge and specific career skills. The Urban Administration program prepares graduates in four major areas essential to city and nonprofit administration:

Public administration, including tools for quantitative and qualitative analysis, budgeting, grants, and communication.

Knowledge of administrative office flow and demonstrated ability to work successfully in government/nonprofit settings.

Knowledge of urban infrastructure and its requirements.

Awareness of the social, economic, political, and cultural factors shaping life of cities.

All students complete three internships by graduation in any of three major categories: Urban Infrastructure, Public Administration and Communication, and Urban Culture and Society.

The program in Urban Administration capitalizes on NYIT's strengths as an institution, including:

A dynamic urban campus located in Columbus Circle, New York City. Students benefit from location with their courses, internships, and service projects.

Faculty experts and diverse courses in architecture, behavioral science, engineering, politics,

social policy, business, career services, and communication.  
Commitment to internships, service-learning, and civic engagement. New York has few rivals when it comes to potential internships and service projects.  
A global footprint in a world undergoing rapid urbanization as it offers opportunities for study abroad exchanges and international internships.

College of Arts and Sciences Curriculum

Curriculum Requirements for Bachelor of Science in Urban Administration

Discovery Core [?]		
Foundations:		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3
FCSC 101	Foundations of Scientific Process	3
FCWR 302	Communication for Business	3
		Total: 18 credits
Seminars:		Credits:
ICBS 3XX	Behavioral Science	3
ICLT 3XX	Literature	3
ICPH 3XX	Philosophy	3
ICSS 306	History of Modern New York	3
		Total: 12 credits
Mathematics and Science:		Credits:
	Mathematics Choice: Math 115 or higher	3
	Science Choice	3
		Total: 6 credits

Major Requirements		
Internship, Capstone, and Service Learning:		Credits:
URBA 201	Internship A	3
URBA 300	Service Project	3

URBA 301	Internship B	3
URBA 400	Capstone	3
URBA 401	Internship C	3

Total: 15 credits

**Public Administration and Communication:**

Credits:

PSCI 325	Public Administration	3
PSCI 350	Government and Metropolitan Problems	3
PSYC 210	Statistical Analysis	4
ACCT 101	Accounting 1	3
ECON 204	Principles of Economics II: Microeconomics	3
ECON 345	Urban Economics	3
PREL 101	Public Relations and Publicity	3
COMM 350	Social Media	3

Total: 25 credits

**Urban Infrastructure (Choose 3 Courses):**

Credits:

ICSS 301	Environmental History	3
ICSS 304	Great Cities Past and Present	3
ARCH 362	City Planning	3
ENVT 210	Hydro/Groundwater	3
ENVT 301	Air/Noise Pollution	3
ICBS 304	Beyond Shelter: Housing, Social Processes & Community Development	3

Total: 9 credits

**Urban Culture and Society:**

Credits:

SOCI 101	Introduction to Sociology	3
SOCI 355	Urban Society	3
ICBS 306	The Real New York: Sociology and the City	3
PSYC 250	Environmental Psychology	3

Total: 12 credits

**Electives:**

Credits:

ACCT 110	Managerial Accounting	3
HRMT 315	HR Management	3
LLAW 110	Legal Environment of Business	3
MRKT 102	Introduction to Marketing	3
ICLT 310	Neoyorquinos! - Latino Culture	3
ICLT 322	New York Literature	3
SPCH 205	Professional Speaking	3
SOCI 150	American Urban Minorities	3
SOCI 373	Juvenile Delinquency	3

SOCI 379	Social Policy	3
SOCI 210	Social Problems	3
PSYC 225	Psychology of Adulthood and Aging	3
PSYC 250	Environmental Psychology	3
CRIM 305	Police and Community Relations	3
CRIM 379	Special Problems in Criminal Justice	3
COMM 240	Writing for the Mass Media	3
COMM 401	Mass Communication in Society	3
PSCI 305	Politics and Society	3
PSCI 230	International Relations	3
PSCI 355	Government and Business	3
AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory, and Criticism	3
ARCH 302	Architectural Design IV	5
ARCH 401	Architectural Design V	5
ARCH 483	Building and Zoning Codes	3

Total: 24 credits

The above are recommended elective courses (24 credits required). Students may also choose other electives in consultation with their advisor. Students must meet all school/college prerequisites for electives but may seek permission to take a course without prerequisites completed.

**Total Required Courses: 121**

**School of Education**

# 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.

**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**

# **Undergraduate Programs: School of Engineering and Computing Sciences**



**Nada Marie Anid, Ph.D., Dean**

## **UNDERGRADUATE PROGRAMS**

Computer Science, B.S. »

Electrical and Computer Engineering, B.S. »

Information Technology, B.S. »

Frank Lee, Ph.D., Chair - Old Westbury

Yoshikazu Saito, Ph.D., Chair - Manhattan

Electrical and Computer Engineering Technology, B.S. »

Telecommunications Network Management, B.S. »

Telecommunications Technology, A.A.S. »

Professor L. Amara, Chair - Manhattan

Engineering Management, B.S. »

Mechanical Engineering, B.S. »

Steven Lu, Ph.D., Chair - Old Westbury

## **Undergraduate Minor**

Energy Science, Technology, and Policy

## **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. The school is 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.

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 our mission, the School of Engineering and Computing Sciences:

- Offers a broad range of outstanding, accredited academic programs.

- Supports faculty members who are effective teacher-scholars committed to a student-centered, stimulating learning and research environment.

- Engages students in applied projects, innovative design, and computing solutions to real industry questions.

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

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

## **Vision - Engineering for Society: Innovating for a Better World!**

At NYIT's School of Engineering and Computing Sciences, students have the opportunity to work on 21st-century technological challenges that directly affect the world in which they live. The school is known as "the place" where innovators, engineering firms, public utilities, and federal and state agencies seek talented faculty and students to advance their projects, inventions and technologies in the classroom, the lab, the field, or onsite. By the time they graduate, our "industry ready" students are equipped with the fundamentals needed to pursue graduate studies and are prepared to join the workforce with minimal on-the-job training.

## **Degrees**

The School of Engineering and Computing Sciences offers baccalaureate degrees in computer science, electrical and computer engineering, information technology, mechanical engineering, engineering management, electrical and computer engineering technology, and telecommunications network management. An associate's degree in telecommunications technology is also offered. Students who have not chosen a specific branch of engineering as a major, or who do not fully satisfy the entrance requirements for engineering, may be classified with an "undeclared" status in the School of Engineering and Computing Sciences up to the end of their second year. Transfer students and students who have completed more than two years of coursework should check with both their academic and financial aid advisors regarding their status as majors. The school also offers master's degrees in computer science, environmental technology, electrical and computer engineering, energy management, and information, network and computer security.

## **Accelerated Master's Degree Program and Honors Program**

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

**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.

**Dean of Engineering Honors Program** - Established in 2012, this program broadens and enriches the academic learning experience, create an environment of excellence and excitement, and puts students on the path for success. Incoming freshman will be admitted to the program based on academic excellence in high school. For more information, visit [nyit.edu/engineering/honors\\_program](http://nyit.edu/engineering/honors_program).

For more information about scholarship and honors programs, visit the [Dean of Engineering Honors Program webpage](#).



## School of Engineering and Computing Sciences

# Computer Science, B.S.



**Full-time Faculty:** K. Balagani, S. Barone, S. Billis, M. Colef, X. Cui, W. Ding, P. Gasti, H. Gu, H. Heskiaoff, A. Jafari, F. Lee, Y. Saito, J. Wu, T. Zhang

Computer science is the stimulating force at the center of the information revolution of the 21st century. Advancements in computer science have transformed all aspects of society and new fields of study have emerged such as bioinformatics, robotics, network security, computer graphics, telemedicine, big data and information management, cybersecurity, artificial intelligence, biometrics, the interaction between computers and humans, and software engineering. As a field of study, computer science encompasses the analysis, design, and implementation of computer-based systems as well as their maintenance and advancement.

The **Bachelor of Science in Computer Science** offered by NYIT prepares graduates to be creative, inquisitive, analytical, and detail-oriented. The program is designed to allow students to gain theoretical knowledge and apply it to developing an in-depth specialization in one area of concentration, ensuring they become proficient in developing computer applications in a number of frameworks.

**Concentrations in Network Security and Big Data Management and Analytics**



By the end of the first term of junior year, computer science majors may select a concentration in consultation with an advisor. Areas of concentration include Network Security and Big Data Management and Analytics..

The concentration in **Network Security** focuses on network infrastructure and network security aspects and prepares students to handle information technology (IT) security infrastructure challenges that arise in the design, analysis, and implementation of computer networks. This concentration emphasizes the theory and technology behind network design, operation, performance, and defense against security threats. Courses study a variety of topics such as defense-in-depth, firewalls, intrusion detection systems, cryptography, and virtual private networks.

The concentration in **Big Data Management and Analytics** focuses on the management and analysis of big data and provides students with deep analytic skills to design and implement information systems that can discover and decode relevant information. Courses cover a variety of topics such as data collection, data organization, information retrieval, and data mining. Industry application areas include finance, crime, energy, politics, banking, defense, and health.

Within this general direction and the mission of the School of Engineering and Computing Sciences, our program faculty, with input from stakeholders such as employers, alumni, and industrial advisory board members, have determined **Program Educational Objectives** to prepare versatile computer scientists who:

Are successfully employed in computer science or their chosen career path;  
Pursue graduate studies and/or continued education in their field; and  
Function as responsible members of society through engagement in community or professional organizations.

In support of these objectives, the curriculum has been developed to provide student outcomes describing what degree candidates are expected to know and be able to do by the time they graduate. Upon graduation, students are expected to acquire the ability to:

Apply knowledge of computing and mathematics appropriate to the discipline.  
Analyze a problem and identify and define the computing requirements appropriate to its solution.  
Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.  
Function effectively on teams to accomplish a common goal.  
Understand professional, ethical, legal, security, and social issues and responsibilities.  
Communicate effectively with a range of audiences.  
Analyze the local and global impacts of computing on individuals, organizations, and society.  
Engage in and recognize the need for continuing professional development.  
Use current techniques, skills, and tools necessary for computing practice.  
Apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices.  
Apply design and development principles in the construction of software systems of varying complexity.

Courses conform with Information Assurance (IA) standards of the National Security Agency which lists NYIT as an [IA Course Institution](#). IA Training standards 4011 and 4013E of the Committee on National Security Systems provide course content for the training of information systems security (INFOSEC) professionals and 4013E provide training for systems administrators.

To ensure that degree candidates can successfully apply these outcomes, all students in the Computer Science program are required to complete a substantial project, which utilizes the full extent of the technical skills and knowledge gained throughout the curriculum as well as an understanding of the relevant economic, societal, and ethical issues appropriate for effective computer science practice.

Projects will be evaluated based on teamwork, when appropriate, and the effective written and oral presentation of ideas.

The Department of Computer Science also offers two graduate programs leading to a [Master of Science in Computer Science](#) and a [Master of Science in Information, Network, and Computer Security](#).

School of Engineering and Computing Sciences Curriculum

Curriculum Requirements for Bachelor of Science in Computer Science

Discovery Core [?]		
Foundations:		Credits:
FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits
(1) Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.		
Seminars:		Credits:
ICLT 3XX	Literature choice <sup>2</sup>	3
ICPH 3XX	Philosophy choice <sup>2</sup>	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>3</sup>	3
		Total: 12 credits
(2) Students are strongly encouraged to take at least one seminar course with an ethics component. Options are: ICLT 302, ICLT 303, ICPH 304, or ICPH 306. Depending on the choice, it will satisfy either the Literature or Philosophy core requirement.		
(3) Cross-listed with IENG 400.		
Math:		Credits:
MATH 170	Calculus I	4
		Total: 4 credits

**Science (Choose One Course Based on Sciences Choice under Major Requirements):**

Credits:

PHYS 170	General Physics I	4
CHEM 110	General Chemistry I	4
BIOL 110	General Biology I	4

Total: 4 credits

**Major Requirements****Engineering Technology & Computer Science:**

Credits:

ETCS 105	Career Discovery <sup>4</sup>	2
ETCS 108	Computer, Internet and Society	3

Total: 5 credits

(4) This course may be waived for students and transfer students with sophomore or higher status. All course substitutions must be approved by department chairperson.

**Computer Science:**

Credits:

CSCI 125	Computer Programming I	3
CSCI 155	Computer Organization and Architecture	3
CSCI 185	Computer Programming II	3
CSCI 235	Elements of Discrete Structures	3
CSCI 260	Data Structures	3
CSCI 270	Probability and Statistics for CS	3
CSCI 312	Theory of Computation	3
CSCI 318	Programming Language Concepts	3
CSCI 330	Operating Systems	3
CSCI 335	Design and Analysis of Algorithm	3
CSCI 345	Computer Networks	3
CSCI 380	Introduction to Software Engineering	3
CSCI 455	Senior Project	3
CSCI xxx	Electives <sup>5</sup>	6

Total: 45 credits

(5) All electives must be approved by the department.

**General Option / Concentrations**

**Choose ONE from: Network Security Concentration, Big Data Management and Analytics Concentration, or General Option.**

**Network Security Concentration (Choose 4 Courses From the Following):**

Credits:

CSCI 352	Introduction to Network and Internet Security	3
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CSCI 357	CISCO Academy Level 1	3
CSCI 440	Network Security and Perimeter Protection	3
CSCI 445	Operating System Security	3
CSCI 460	Special Topics I	3
CSCI 470	Special Topics II	3

Total: 12 credits

**Big Data Management and Analytics Concentration (Choose 4 Courses From the Following):**

Credits:

CSCI 365	Information Retrieval	3
CSCI 372	Big Data Analytics – <b>required</b> <sup>6</sup>	3
CSCI 401	Database Interfaces and Programming	3
CSCI 405	Distributed Database Systems	3
CSCI 415	Introduction to Data Mining	3

Total: 12 credits

**(6)** Must take CSCI 300 as Computer Science elective to meet prerequisite for CSCI 372.

**General Option:**

Credits:

CSCI / ITEC	Select 4 CSCI / ITEC 300-400 level courses	12
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Total: 12 credits

**Mathematics:**

Credits:

MATH 180	Calculus II	4
MATH 310	Linear Algebra	3

Total: 7 credits

**Sciences (Choose One Grouping of Courses from PHYS, CHEM, or BIOL):**

Credits:

PHYS 170	General Physics I (applied from Discovery Core Curriculum above)	n/a
PHYS 180	General Physics II	4
Life Science/Biology	Elective	3

**OR**

CHEM 110	General Chemistry I (applied from Discovery Core Curriculum above)	n/a
CHEM 150	General Chemistry II	4
Physics	Elective	3

**OR**

BIOL 110	General Biology I (applied from Discovery Core Curriculum above)	n/a
BIOL 150	General Biology II	4
Physics	Elective	3

Total: 7 credits

**Mathematics/Science Electives:**

Credits:

Mathematics/Science Electives		6
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Total: 6 credits

**General Elective:**

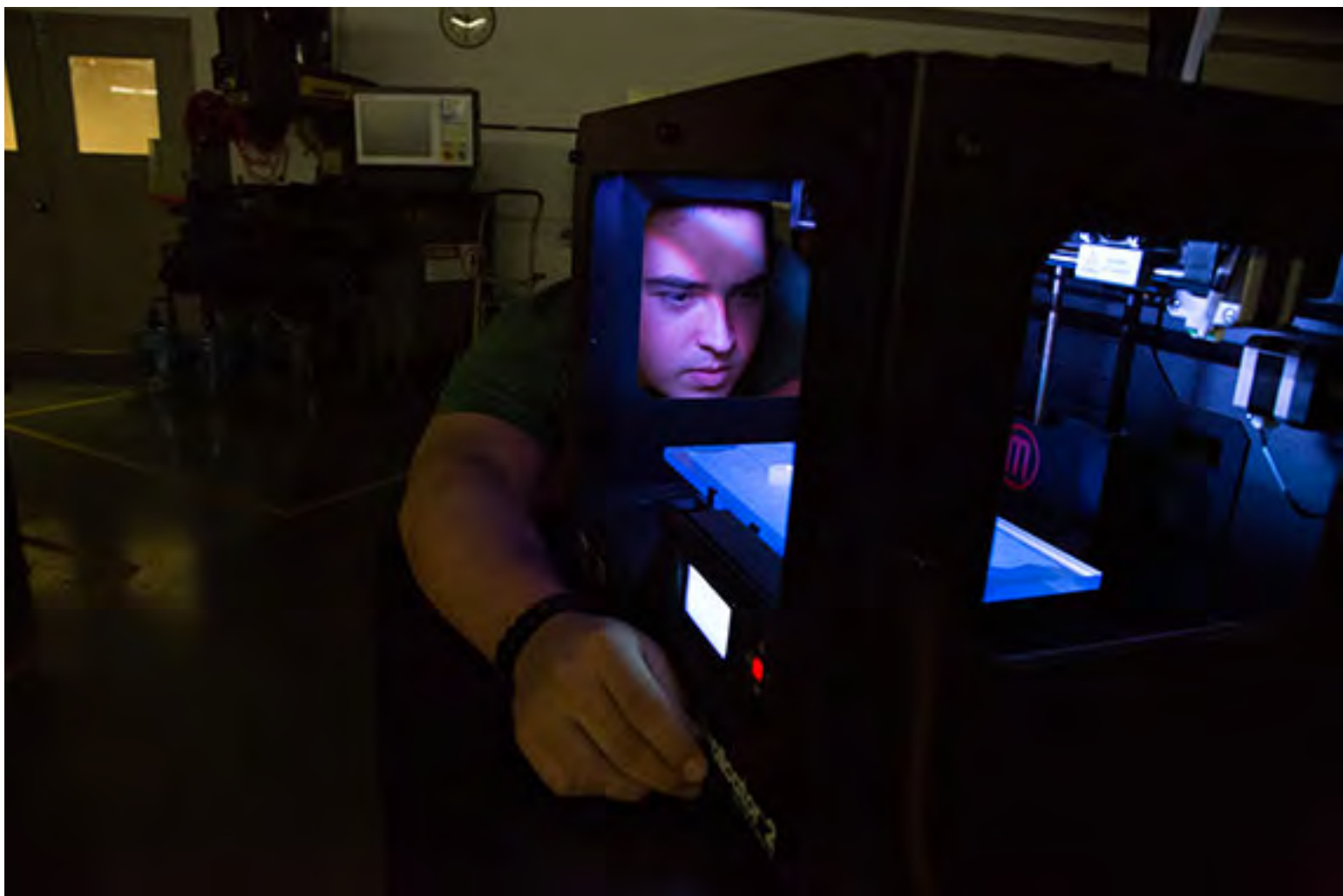
Credits:

General Elective		3
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Total: 3 credits

**Total Required Credits: 121-123****School of Engineering and Computing Sciences**

# Electrical and Computer Engineering, B.S.



**Full-time Faculty:** S. Barone, S. Billis, S. Blank, M. Colef, F. Delgosha, Z. Dong, A. Farajidavar, A. Jafari, H. Park, Y. Saito, R. Simpson, S. Wadoo, M. Wernicki, T. Zhang

The primary goals of the **Bachelor of Science in Electrical and Computer Engineering** program at NYIT are to produce well-rounded graduates with a broad range of skills, aptitudes and interests who are prepared for successful careers in industry, government, or the pursuit of graduate studies.

These goals are satisfied by required and elective courses in liberal arts, humanities, science, mathematics, computer science, and electrical engineering with an increasing emphasis on design. Established sequences provide both depth and breadth in the major areas of study and offer a degree of flexibility through the choice of elective courses.



Today's engineering students must understand both hardware and software used in controls, signal processing, integrated circuits, communication networks, wireless communication, and computer operating systems. NYIT's Electrical and Computer Engineering program addresses this need through a sequence of course requirements. The use of modern engineering tools and computers is integrated into nearly all engineering courses.

Two Capstone courses provide students with a design experience under the guidance of a faculty advisor. This experience draws significantly on knowledge and skills acquired in previous coursework in digital control, embedded systems, and other areas. While projects may be self-contained, they incorporate engineering standards and practices and provide a major design experience as required by the Engineering Accreditation Commission of the ABET, Inc. Students work in teams to design a system or component of a system. Teams work independently, with the instructor serving as a mentor. Designs incorporate engineering standards and multiple realistic constraints such as their impact on society, health and environmental considerations, literature and patent search, and project management. Weekly progress reports and a final oral and written presentation are required.

NYIT's liberal arts and humanities core curriculum is designed to provide students with skills related to career and graduate school success and prepare them to be responsible citizens and engineers. To achieve this goal, the core curriculum offers a broad perspective of advanced courses in social science, philosophy, and literature. Written and oral presentation skills are intended to carry over into major areas of study.

Within this general direction and the mission of the School of Engineering and Computing Sciences, our program faculty, with input from stakeholders such as employers, alumni, and industrial advisory board members, have determined **Program Educational Objectives** to prepare versatile engineers who:

- Are successfully employed in engineering or their chosen career path;
- Pursue graduate studies and/or continued education in their field; and
- Function as responsible members of society through engagement in community or professional organizations.

To support these objectives, the curriculum has been developed to provide student outcomes describing what degree candidates are expected to know and be able to do by the time they graduate. Upon graduation, students are expected to acquire the ability to:

- Apply knowledge of mathematics, science, and engineering.
- Design and conduct experiments as well as analyze and interpret data.
- Design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.
- Function on multidisciplinary teams.
- Identify, formulate, and solve engineering problems.
- Understand professional and ethical responsibility.
- Communicate effectively.
- Understand the larger-scale impact of engineering solutions in global, economic, environmental, and societal contexts.
- Engage in and recognize the need for lifelong learning.
- Understand and know about contemporary issues.
- Use techniques, skills, and modern engineering tools necessary for engineering practice.

Since its inception in 1982, the Electrical and Computer Engineering program has been accredited by the Engineering Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202, phone: 410.347.7700, [abet.org](http://abet.org).

The Department of Electrical and Computer Engineering also offers a graduate program leading to a [Master of Science in Electrical and Computer Engineering](#).

# Graduation Requirements

Students enrolled in the Electrical and Computer Engineering program must:

Earn a grade of C (2.0) or higher in MATH-170 and PHYS-170.

Have a minimum cumulative GPA of C (2.0) in mathematics courses.

Have a minimum cumulative GPA of C (2.0) in physics courses.

Students enrolled in the Electrical and Computer Engineering program are permitted no more than three grades below a C (2.0) in engineering major courses. If a student earns less than a C in more than three engineering major courses, he/she must repeat one or more of them with a grade of C or better. Once a course is repeated and a grade of C or better is attained, that course will no longer be counted in fulfillment of this requirement. Courses to be repeated will be determined in consultation with and approved by an engineering academic advisor.

Repeating courses may impact eligibility for financial aid. Students should consult with a financial aid advisor before registering for a repeated course.

## School of Engineering and Computing Sciences Curriculum

# Curriculum Requirements for Bachelor of Science in Electrical and Computer Engineering

### Discovery Core [?]

#### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3

Total: 18 credits

(1) Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

#### Seminars:

Credits:

ICLT 3XX	Literature choice <sup>2</sup>	3
ICPH 3XX	Philosophy choice <sup>2</sup>	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>3</sup>	3

(2) Students are strongly encouraged to take at least one seminar course with an ethics component. Options are: ICLT 302, ICLT 303, ICPH 304, or ICPH 306. Depending on the choice, it will satisfy either the Literature or Philosophy core requirement.

(3) Cross-listed with IENG 400.

**Math and Science:**

Credits:

MATH 170	Calculus I	4
CHEM 107	Engineering Chemistry I	4

Total: 8 credits

## Major Requirements

**ETCS 105 Career Discovery:**

Credits:

ETCS 105	Career Discovery <sup>4</sup>	2
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(4) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

**Electrical Engineering:**

Credits:

EENG 125	Fundamentals of Digital Logic	3
EENG 212	Electrical Circuits I and Eng. Tools	4
EENG 270	Introduction to Electronic Circuits	3
EENG 275	Electronics Laboratory I	1
EENG 281	Electrical Circuits II	3
EENG 310	Electronic Circuit Applications	3
EENG 315	Electronics Laboratory II	1
EENG 320	Control Systems	3
EENG 330	Electromagnetic Theory I	3
EENG 341	Signal and Systems	3
EENG 360	Electronics Laboratory III	1
EENG 370	Microprocessors	3
EENG 382	Random Signals and Statistics	3
EENG 401	Communication Theory	3
EENG 403	Electronics Laboratory IV	1
EENG 489	Design Project	2
EENG 491	Senior Design Project	2
EENG/CSCI XXX	Electives <sup>5</sup>	6

Total: 48 credits

(5) All electives must be approved by the department.

**Computer Science:**

Credits:

CSCI 125	Computer Programming I	3
CSCI 155	Computer Organization and Architecture	3
CSCI 185	Computer Programming I	3
CSCI 235	Elements of Discrete Structures	3
CSCI 260	Data Structures	3
CSCI 330	Operating Systems	3
		Total: 18 credits

<b>Mechanical Engineering:</b>		Credits:
MENG 211	Engineering Mechanics I (Statics)	3
		Total: 3 credits

<b>Mathematics:</b>		Credits:
MATH 180	Calculus II	4
MATH 260	Calculus III	4
MATH 310	Linear Algebra	3
MATH 320	Differential Equations	3
		Total: 14 credits

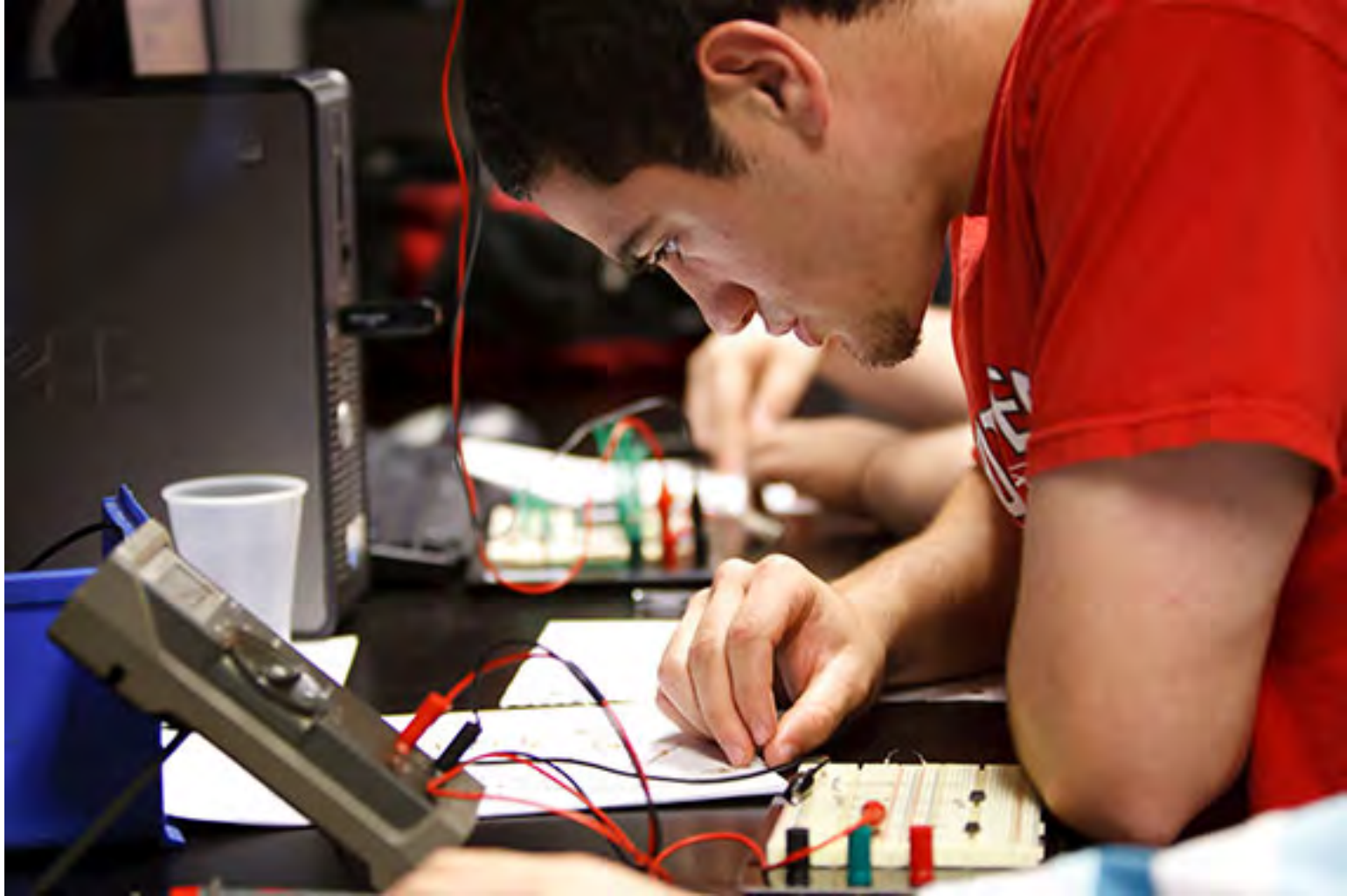
<b>Physics:</b>		Credits:
PHYS 170	General Physics I	4
PHYS 180	General Physics II	4
PHYS 225	Intro to Modern Physics	3
		Total: 11 credits

<b>Liberal Arts Electives :</b>		Credits:
Liberal Arts Electives		3

**Total Required Credits: 135-137**

**School of Engineering and Computing Sciences**

# Electrical and Computer Engineering Technology, B.S.



**Full-time Faculty:** L. Amani, L. Amara, B. Beheshti, A. Kashani, R. Meyers, L. Pavlidis, G. Salayka

The Department of Electrical and Computer Engineering Technology offers courses leading to a **Bachelor of Science in Electrical and Computer Engineering Technology**. Our hands-on program provides students with knowledge of the tools, applications, and implementations of engineering theories and practices. Electrical and Computer Engineering Technology education is based on a combination of classroom and laboratory instruction resulting in a knowledge which is more applied. Students acquire skills to build electrical and computer based systems, program devices and systems, design micro-based based systems, run engineering projects and much more. Graduates with degrees in Electrical and Computer Engineering Technology, or Electrical Engineering Technologists, work in areas that deal with design, implementation, testing and manufacturing of engineering products; alternatively they can work in engineering operations, sales and technical services.

Entering students enroll directly in the program which leads to a Bachelor of Science. Graduates from community colleges and technical institutes with an A.A.S. in engineering technology may transfer into the upper two years of the corresponding program leading to a Bachelor of Science.

Graduates of electrical and computer engineering technology programs often hold positions as electrical, computer, and electronics technologists. Alumni surveys have shown entry-level positions for new graduates in product design, testing, development, and sales as well as field engineering, technical operations, quality control, and information technology. Graduate studies in related technical fields are accessible through this degree, and eligibility to become a registered professional engineer is another possibility offered in many states.

Within this general direction and the mission of the School of Engineering and Computing Sciences, our program faculty, with input from stakeholders such as employers, alumni and industrial advisory board members, have determined **Program Educational Objectives** to prepare versatile electrical and computer engineering technology graduates who:

- Are successfully employed in electrical and computer engineering technology or their chosen career path;
- Pursue graduate studies and/or continued education in their field; and
- Function as responsible members of society through engagement in community or professional



organizations.

To support these objectives, our curriculum articulates student outcomes. Upon graduation, students are expected to:

- Select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined engineering technology activities;
- Select and apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require the application of principles and applied procedures or methodologies;
- Conduct standard tests and measurements; to conduct, analyze, and interpret experiments; and to apply experimental results to improve processes;
- Design systems, components, or processes for broadly-defined engineering technology problems appropriate to program educational objectives;
- Function effectively as a member or leader on a technical team;
- Identify, analyze, and solve broadly-defined engineering technology problems;
- Apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature;
- Understand the need for and be poised to engage in self-directed continuing professional development;
- Understand and commit to addressing professional and ethical responsibilities, including a respect for diversity;
- Have knowledge of the impact of engineering technology solutions in societal and global contexts; and
- Commit to quality, timely, continuous improvement.

The Electrical and Computer Engineering Technology program is accredited by the Engineering Technology Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, phone: 410.347.7700, [abet.org](http://abet.org).

## School of Engineering and Computing Sciences Curriculum

# Curriculum Requirements for Bachelor of Science in Electrical and Computer Engineering Technology

### Discovery Core [?]

#### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3

**(1)** Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

**Seminars:**

Credits:

ICLT 3XX	Literature Choice <sup>2</sup>	3
ICPH 3XX	Philosophy Choice <sup>2</sup>	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>3</sup>	3

Total: 12 credits

**(2)** Students are strongly encouraged to take at least one seminar course with an ethics component. Options are: ICLT 302, ICLT 303, ICPH 304, or ICPH 306. Depending on the choice, it will satisfy either the Literature or Philosophy core requirement.

**(3)** Cross-listed with IENG 400

**Math and Science:**

Credits:

TMAT 135	Technical Mathematics I	4
PHYS 130	Introductory Physics	3

Total: 7 credits

## Major Requirements

**ETCS 105 Career Discovery:**

Credits:

ETCS 105	Career Discovery <sup>4</sup>	2
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**(4)** This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

**Electrical Technology:**

Credits:

ETEC 110	Electrical Technology I	4
ETEC 120	Electrical Technology II	4
ETEC 131	Electronics Technology I	4
ETEC 231	Electronics Technology II	4
ETEC 310	Communication Circuits	4
ETEC 410	Control Systems Technology	4
ETEC 495	Seminar Project	3

**OR**

CTEC 495	Seminar Project	3
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Total: 27 credits

**Computer Technology:**

Credits:

CTEC 204	Programming Techniques I	3
CTEC 206	Programming Techniques II	3

CTEC 216	Digital Electronics	4
CTEC 235	Microcomputers I	4
CTEC 241	Circuit Design and Fabrication	4
CTEC 243	Applied Computational Analysis I	3
CTEC 247	Applied Computational Analysis II	3
CTEC 335	Microcomputers II	4
CTEC 350	Microcontroller Based Systems	3

Total: 31 credits

**Electrical and Computer Technology Electives (Choose 9 elective credits from the following<sup>5</sup>):**

Credits:

CTEC 430	Digital Signal Processing	3
CTEC 460	Computer Networking Technology	3
CTEC 471	Internet Development	3
ETEC 240	Energy Technology	3
ETEC 420	Communication Circuits II	3
ETEC 470	Fiber-Optic Communication Technology	3
ETEC 490	Special Topics	3
ETEC 491	Special Topics II	3
MTEC 210	Introduction to Computer Aided Design	3

Total: 9 credits

**(5)** Other advanced ETEC/CTEC electives with the approval of the Chairperson.

**Engineering Management:**

Credits:

IENG 240	Engineering Economics	3
IENG 251	Project Engineering	3

Total: 6 credits

**Social Sciences and Economics:**

Credits:

ECON 101	Economics	3
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**Mathematics and Physics:**

Credits:

TMAT 155	Technical Mathematics II	4
MATH 161	Basic Applied Calculus	3
PHYS 150	Introductory Physics II	3
CHEM 107	Engineering Chemistry	4

Total: 14 credits

**Liberal Arts:**

Credits:

Liberal Arts Elective		3
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**Total Required Credits: 130-132**

# Curriculum Requirements for Associate in Applied Science, Electrical Technology

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3

Total: 12 credits

(1) Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

### Math and Science:

Credits:

TMAT 135	Technical Mathematics I	4
PHYS 130	Introductory Physics	3

Total: 7 credits

## Major Requirements

### ETCS 105 Career Discovery:

Credits:

ETCS 105	Career Discovery <sup>2</sup>	2
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(2) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

### Electrical Technology:

Credits:

ETEC 110	Electrical Technology I	4
ETEC 120	Electrical Technology II	4
ETEC 131	Electronics Technology I	4
ETEC 231	Electronics Technology II	4

Total: 16 credits

### Computer Technology:

Credits:

CTEC 204	Programming Techniques I	3
CTEC 206	Programming Techniques II	3
CTEC 216	Digital Electronics	4

CTEC 235	Microcomputers I	4
CTEC 241	Circuit Design and Fabrication	4
CTEC 243	Applied Computational Analysis I	3

Total: 21 credits

**Mathematics and Science:**

Credits:

TMAT 155	Technical Mathematics II	4
MATH161	Basic Applied Calculus	3

Total: 7 credits

**Total Required Credits: 63-65**

**School of Engineering and Computing Sciences**

# Information Technology, B.S.



**Full-time Faculty:** K. Balagani, S. Billis, M. Colef, X. Cui, W. Ding, P. Gasti, A. Jafari, F. Lee, Y. Saito, J. Wu, T. Zhang

NYIT's **Bachelor of Science in Information Technology with a Concentration in Computer Security** produces well-rounded graduates with a range of skills, aptitudes and interests. Our graduates pursue successful careers in industry and government and/or advanced graduate studies. Our courses prepare students in information technology, computer science, liberal arts, humanities, and life sciences. Established sequences provide depth and breadth in the major areas of study and offer a degree of flexibility through a choice of elective courses allowing students to specialize in areas of interest.



Students can select a minor concentration in an area of interest such as communication arts, business, architecture, and others. The minor concentration provides students with an opportunity to focus in an area of application and interest. In addition to NYIT's extensive computer facilities, students have access to state-of-the-art laboratories in computer and network security, electronics, telecommunications, and more.

Graduates find employment in a variety of technical career roles such as software engineer, network administrator, systems analyst, computer programmers, sales engineers, and technical consultants.

Within this general direction and the mission of the School of Engineering and Computing Sciences, our faculty members, with input from stakeholders such as employers, alumni and industrial advisory board members, have determined **Program Educational Objectives** to prepare versatile information technologists who:

Are successfully employed in information technology or their chosen career path;  
Pursue graduate studies and/or continued education in their field; and  
Function as responsible members of society through engagement in community or professional organizations.

To support these objectives, the curriculum has been developed to provide student outcomes describing what degree candidates are expected to know and be able to do by the time they graduate. Upon graduation, students are expected to acquire the ability to:

Apply knowledge of computing and mathematics appropriate to the discipline.  
Analyze a problem and identify and define the computing requirements appropriate to its solution.  
Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.  
Collaborate effectively on teams to accomplish a common goal.  
Understand professional, ethical, legal, security, and social issues and responsibilities.  
Communicate effectively with a range of audiences.  
Analyze the local and global impacts of computing on individuals, organizations, and society.  
Engage in and recognize the need for continuing professional development.  
Use current techniques, skills, and tools necessary for computing practice.  
Use and apply current technical concepts and practices in the core information technologies.  
Identify and analyze user needs and take them into account in the selection, creation, evaluation, and administration of computer-based systems.  
Effectively integrate IT-based solutions into the user environment.  
Understand best practices and standards and their application.  
Assist in the creation of an effective project plan.

## School of Engineering and Computing Sciences Curriculum

# Curriculum for B.S. in Information Technology, Information & Network Security Concentration

Discovery Core [?]

Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3

Total: 18 credits

(1) Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

#### Seminars:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>2</sup>	3

Total: 12 credits

(2) Cross-listed with IENG 400.

#### Math and Science:

Credits:

MATH 161	Basic Applied Calculus	3
Physics		3

Total: 6 credits

## Major Requirements

#### ETCS 105 Career Discovery:

Credits:

ETCS 105	Career Discovery <sup>3</sup>	2
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(3) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

#### ETCS 108 Computer, Internet, and Society:

Credits:

ETCS 108	Computer, Internet, and Society	3
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#### Computer Science:

Credits:

CSCI 125	Computer Programming I	3
CSCI 155	Computer Organization and Architecture	3
CSCI 185	Computer Programming II	3
CSCI 235	Elements of Discrete Structures	3
CSCI 260	Data Structures	3
CSCI 330	Operating Systems	3
CSCI 345	Computer Networks	3

Total: 21 credits

**Information Technology:**

Credits:

ITEC 251	Applied Discrete Structures I	3
ITEC 290	Database Systems	3
ITEC 305	Internet Programming I	3
ITEC 320	Web-based Multimedia Development I	3
ITEC 410	Internetworking Lab	1

Total: 13 credits

**Professional Concentration Options (choose one): Information and Network Security Option or General Option.**
**Information and Network Security Option Choose 3 courses::**

Credits:

ITEC 365	Secure Programming	3
ITEC 310	Intro to Network and Internet Security	3
ITEC 440	Network Security and Perimeter Protection	3
ITEC 445	Operating System Security	3
ITEC 450	Seminar Project	3
ITEC 460	Topics in Information Technology	3
ITEC Elective		3

Total: 9 credits

**General Option:**

Credits:

CSCI/ITEC XXX	Electives <sup>4</sup>	9
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Total: 9 credits

**(4)** All electives must be approved by the department.

**Engineering Management:**

Credits:

IENG 251	Project Engineering	3
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**Management:**

Credits:

MGMT 421	Cyber Law, Policy and Ethics	3
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**Math Elective:**

Credits:

Math Elective		3
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**Electives:**

Credits:

Electives		15
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**Science Elective:**

Credits:

Science Elective		3
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**Science and Technology Electives :**

Credits:

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Science and Technology Electives		6
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<b>Liberal Arts Elective:</b>		Credits:
Liberal Arts Elective		6

**Total Required Credits: 121-123**

**School of Engineering and Computing Sciences**

## **Mechanical Engineering, B.S.**



**Full-time Faculty:** F. Li, S. Lu, J. Ma, J. Scire, R. Tabi

NYIT offers courses leading to the **Bachelor of Science in Mechanical Engineering** at the Old Westbury campus. This program was initially implemented at NYIT in 1982 and first accredited in 1986 by the Engineering Accreditation Commission of ABET. Students have the option of selecting a concentration of courses in aerospace engineering in the mechanical engineering option.

The primary objectives of the mechanical engineering curriculum (as written in the college catalog and on the department's website) are to produce versatile engineering graduates capable of growth within industry or prepared to pursue advanced studies. The objectives listed below reflect NYIT's overall mission: career-oriented education to prepare students for successful careers in an information-age society and applications-oriented research expanding the knowledge base of society and contributing to economic development of the region, state, and nation.

The important mission element to emphasize is the applied orientation of the college in general, and the engineering programs in particular. Emphasis is on the design/computer/applications components

in the spectrum of mechanical engineering programs, and objectives are fulfilled by courses in the sciences, humanities and mechanical engineering, with increasing emphasis on design. Established sequences for students provide them with a broad education and the flexibility to allow some degree of depth in an area of interest.

Providing the curriculum's backbone are the sciences, mathematics and the basic levels of mechanical engineering courses, which constitute the fundamental knowledge base needed by students for an array of advanced courses. NYIT's liberal arts and humanities core curriculum is designed to provide students with additional knowledge and skills related to job and graduate school success. It is concerned with the student as a citizen and community leader; to that end, it provides a broad perspective of history, philosophy, and literature. One of the major features of the core curriculum is an emphasis on learning through written, oral, and electronic presentations. These communication skills carry over effectively into advanced mechanical engineering courses.

For the mechanical engineering major, students take courses in both the thermal/fluids and solid mechanics tracks. In both stems of the curriculum, the sequence of courses has increasing emphasis on computer usage and design, requiring students to take 12 credits of designated design courses.

Design courses include a capstone course and electives, the latter chosen depending on a student's interests. Design projects encompass engineering components using the skills developed throughout the curriculum, economic issues appropriate to the effective practice of engineering, and written language and oral communication skills.

Within this general direction and the mission and vision of the School of Engineering and Computing Sciences, our program faculty, with input from stakeholders such as employers, alumni, and industrial advisory board members, have determined **Program Educational Objectives** to prepare versatile engineers who:

- Are successfully employed in engineering or their chosen career path;
- Pursue graduate studies and/or continued education in their field; and
- Function as responsible members of society through engagement in community or professional organizations.

To support these objectives, the curriculum has been developed to provide student outcomes that describe what degree candidates are expected to know and be able to do by the time they graduate. Upon graduation, students are expected to acquire an ability to:

- Apply knowledge of mathematics, science, and engineering.
- Design and conduct experiments and analyze and interpret data.
- Design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.
- Collaborate on multidisciplinary teams.
- Identify, formulate, and solve engineering problems.
- Understand professional and ethical responsibility.
- Communicate effectively.
- Understand with broad education the impact of engineering solutions in global, economic, environmental, and societal contexts.
- Engage in and recognize the need for lifelong learning.
- Understand and know about contemporary issues.
- Use the techniques, skills, and modern engineering tools necessary for engineering practice.

## Graduation Requirements

Students enrolled in Mechanical Engineering must:

- Earn a grade of C (2.0 GPA) or higher in MATH-170 and PHYS-170.
- Have a minimum cumulative GPA of C (2.0) in mathematics courses.



Have a minimum cumulative GPA of C (2.0) in physics courses.

Students enrolled in mechanical engineering are permitted no more than three grades below a C (2.0) in engineering major courses. If a student earns less than a C in more than three engineering major courses, he/she must repeat one or more of them to earn a C or better. Once a course is repeated and a grade of C or better is obtained, that course will no longer be counted in fulfillment of this requirement. The course(s) to be repeated will be determined in consultation with and approved by an engineering academic advisor.

Repeating courses may impact eligibility for financial aid. Students should consult with a financial aid advisor before registering for a repeated course.

## Aerospace Engineering Concentration

The concentration in Aerospace Engineering is designed to give mechanical engineers the opportunity to focus on aircraft and space vehicle design. Material capabilities, production, and propulsion are emphasized to enable an engineer to meet the changing priorities of the aerospace industry.

## Five-Year Combined Program: B.S. in Mechanical Engineering and M.S. in Energy Management

NYIT offers a five-year combined degree program leading to a Bachelor of Science in Mechanical Engineering and a [Master of Science in Energy Management](#). As an interdisciplinary program, the curriculum is designed to train students who intend to function in engineering and leadership roles in various energy-related industries. For program details, please contact the chairperson of the Department of Mechanical Engineering.

### School of Engineering and Computing Sciences Curriculum

# Curriculum requirements for Bachelor of Science in Mechanical Engineering - Aerospace Concentration

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3

Total: 18 credits

(1) Intensive English as a second language is not acceptable as a permissible substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

**Seminars:**

Credits:

ICLT 3XX	Literature choice <sup>2</sup>	3
ICPH 3XX	Philosophy choice <sup>2</sup>	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>3</sup>	3

Total: 12 credits

(2) Students are strongly encouraged to take at least one seminar course with an ethics component. Options are: ICLT 302, ICLT 303, ICPH 304, or ICPH 306. Depending on the choice, it will satisfy either the Literature or Philosophy core requirement.

(3) Cross-listed with IENG 400.

**Math and Science:**

Credits:

MATH 170	Calculus I <sup>4</sup>	4
PHYS 170	General Physics I <sup>4</sup>	4

Total: 8 credits

(4) M.E. students are permitted to register concurrently for Calculus I and Physics I and Calculus II and Physics II.

## Major Requirements

**ETCS 105 Career Discovery:**

Credits:

ETCS 105	Career Discovery <sup>5</sup>	2
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(5) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

**Mechanical Engineering:**

Credits:

MENG 105	Engineering Graphics	2
MENG 211	Engineering Mechanics I (Statics)	3
MENG 212	Engineering Mechanics II (Dynamics)	3
MENG 221	Strength of Materials	4
MENG 240	Thermodynamics	3
MENG 270	Instrumentation and Measurement	1
MENG 310	Introduction to Material Science	3
MENG 321	Intro to Computer Aided Design	3
MENG 324	Vibrations and System Dynamics	3
MENG 340	Fluid Mechanics	3
MENG 346	Energy Conversion	4
MENG 349	Heat Transfer	3

MENG 370	Machine Design	4
MENG 373	Engineering Analysis	3
		Total: 42 credits

<b>Aerospace Engineering:</b>	Credits:
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AENG 360	Aerodynamics	3
MENG 343	Thermofluids Laboratory	1
	<b>OR</b>	
AENG 466	Aerospace Laboratory	1
AENG 463	Propulsion	3
AENG 490	Flight Vehicle Design	4
AENG 492	Senior Aerospace Design	4
		Total: 15 credits

<b>Computer Science:</b>	Credits:
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CSCI 125	Computer Programming I	3
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<b>Electrical Engineering:</b>	Credits:
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EENG 201	Introduction to Electrical Engineering	4
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<b>Engineering Management:</b>	Credits:
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IENG 240	Engineering Economics	3
IENG 245	Statistical Design I	3
		Total: 6 credits

<b>Mathematics and Science:</b>	Credits:
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MATH 180	Calculus II <sup>4</sup>	4
MATH 260	Calculus III	4
MATH 320	Differential Equations	3
PHYS 180	General Physics II <sup>4</sup>	4
PHYS 225	Introduction to Modern Physics	3
CHEM 107	Engineering Chemistry	4
		Total: 22 credits

All students are required to take a mathematics placement examination prior to registration, and may have to take a developmental mathematics course (MATH 096-MATH 100, or MATH 101) before taking required mathematics courses.

<b>Liberal Arts:</b>	Credits:
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Liberal Arts		3
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**Total Required Credits: 133-135 credits**

# Curriculum Requirements for Bachelor of Science in Engineering Management

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3

Total: 18 credits

(1) Intensive English as a second language is not accepted as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

### Seminars:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>2</sup>	3

Total: 12 credits

(2) Cross-listed with IENG 400.

### Math and Science:

Credits:

MATH 170	Calculus I	4
CHEM 107	Engineering Chemistry I	4

Total: 8 credits

## Major Requirements

### ETCS 105 Career Discovery:

Credits:

ETCS 105	Career Discovery <sup>3</sup>	2
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(3) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

### Industrial Engineering:

Credits:

IENG 240	Engineering Economics	3
IENG 245	Statistical Design I	3

IENG 251	Project Engineering	3
IENG 345	Statistical Design II	3
IENG 350	Quality Control and Reliability	3
IENG 380	Operations Research I	3
IENG 425	Systems Simulation	3
IENG 475	Industrial Engineering Design I	3
IENG 476	Industrial Engineering Design II	3
IENG 510	Energy Management	3
IENG 590	Energy Policy, Econ, and Tech	3
IE Electives		6

Total: 39 credits

**Management <sup>4</sup>:** Credits:

ACCT 101	Accounting I	3
ECON 202	Principles Economics I	3
FINC 201	Corporation Finance	3
MGMT 102	Principles of Management	3
MRKT 102	Introduction to Marketing	3

Total: 15 credits

**Computer Science:** Credits:

CSCI 125	Computer Programming I	3
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**Mechanical Engineering:** Credits:

MENG 105	Engineering Graphics	2
MENG 310	Intro to Material Sciences	3

Total: 5 credits

**Mathematics and Physics:** Credits:

MATH 180	Calculus II	4
MATH 310	Linear Algebra	3
PHYS 170	General Physics I	4
PHYS 180	General Physics II	4

Total: 15 credits

**Technical Electives:** Credits:

Technical Electives <sup>5</sup>		3
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(5) Electives may be advanced level mathematics such as MATH 260, 320 or advanced level engineering or industrial engineering courses, or other approved electives.

**Liberal Arts:** Credits:

Liberal Arts		6
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# Curriculum Requirements for Bachelor of Science in Mechanical Engineering

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3
FCSC 101	Foundations of Scientific Process	3
FCWR 304	Communication for Technical Professions	3

Total: 18 credits

(1) Intensive English as a second language is not acceptable as a permissible substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

### Seminars:

Credits:

ICLT 3XX	Literature choice <sup>2</sup>	3
ICPH 3XX	Philosophy choice <sup>2</sup>	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>3</sup>	3

Total: 12 credits

(2) Students are strongly encouraged to take at least one seminar course with an ethics component. Options are: ICLT 302, ICLT 303, ICPH 304, or ICPH 306. Depending on the choice, it will satisfy either the Literature or Philosophy core requirement.

(3) Cross-listed with IENG 400.

### Math and Science:

Credits:

MATH 170	Calculus I	4
PHYS 170	General Physics I	4

Total: 8 credits

## Major Requirements

**ETCS 105 Career Discovery:**

Credits:

ETCS 105	Career Discovery <sup>4</sup>	2
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**(4)** This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

**Mechanical Engineering:**

Credits:

MENG 105	Engineering Graphics	2
MENG 211	Engineering Mechanics I (Statics)	3
MENG 212	Engineering Mechanics II (Dynamics)	3
MENG 221	Strength of Materials	4
MENG 240	Thermodynamics	3
MENG 270	Instrumentation & Measurement	1
MENG 310	Introduction to Materials Science	3
MENG 320	Materials Mechanics Laboratory	1
	<b>OR</b>	
MENG 343	Thermofluids Laboratory	1
MENG 321	Introduction to Computer Aided Design	3
MENG 324	Vibrations and System Dynamics	3
MENG 340	Fluid Mechanics	3
MENG 346	Energy Conversion	4
MENG 349	Heat Transfer	3
MENG 370	Machine Design	4
MENG 373	Engineering Analysis	3
MENG 470	Senior Mechanical Engineering Design	4

Total: 47 credits

**Design Electives (Choose 2 courses from the following):**

Credits:

AENG 490	Flight Vehicle Design	4
MENG 443	Energy System Analysis & Design	4
MENG 446	Heating, Ventilation, & Air Conditioning	4
MENG 486	Advanced Machine Design	4

Total: 8 credits

**Mechanical Engineering Electives:**

Credits:

Electives		3
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Choose from non-required AENG, IENG, MENG or graduate MENG courses, with approval of the Academic Department Chairperson.

**Computer Science:**

Credits:

CSCI 125	Computer Programming I	3
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**Electrical Engineering:**

Credits:

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EENG 201	Introduction to Electrical Engineering	4
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<b>Engineering Management:</b>		Credits:
IENG 240	Engineering Economics	3
IENG 245	Statistical Design I	3
		Total: 6 credits

<b>Mathematics and Sciences:</b>		Credits:
MATH 180	Calculus II	4
MATH 260	Calculus III	4
MATH 320	Differential Equations	3
PHYS 180	General Physics II	4
PHYS 225	Introduction to Modern Physics	3
CHEM 107	Engineering Chemistry I	4
		Total: 22 credits

<b>Liberal Arts Electives:</b>		Credits:
Liberal Arts Electives		3

**Total Required Credits: 134-136**

**School of Engineering and Computing Sciences**

# Telecommunications Network Management, B.S.



**Full-time Faculty:** L. Amani, L. Amara, B. Beheshti, A. Kashani, R. Meyers, L. Pavlidis, G. Salayka

NYIT offers courses leading to the **Bachelor of Science in Telecommunications Network Management** that meets the increasing need of the telecommunications industry for current principles, applications, technology, and regulatory policies. The telecommunications industry undergoes constantly dramatic changes such as convergence toward computing and needs graduates who are capable of understanding consumer needs, planning according to market needs, and utilizing equipment to its maximum performance with a focus in network management, and analysis.

The program not only covers the basic Operations, Administration, and Maintenance aspects of network management but also emphasizes the changes implemented in the Telecommunications Management Network protocol model.

The curriculum discusses the applications and equipment used in industry. This includes courses in the areas of telecommunications and wireless technology as well as electrical and computer engineering technology, and Internet application development. A business perspective is provided with courses in accounting, finance, and law.

Entering students enroll directly in the program leading to the Bachelor of Science in Telecommunications Network Management. Graduates from community colleges with an A.A.S. in Telecommunications Technology and related areas may transfer into the upper two years of the Bachelor of Science program in Telecommunications Management.

**School of Engineering and Computing Sciences Curriculum**

## **Curriculum Requirements for Bachelor of**

# Science in Telecommunications Network Management

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3

Total: 18 credits

(1) Intensive English as a second language is not acceptable as a 161 substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

### Seminars:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>2</sup>	3

Total: 12 credits

(2) Cross-listed with IENG 400.

### Math and Science:

Credits:

TMAT 135	Technical Mathematics I	4
PHYS 130	Introductory Physics	3

Total: 7 credits

## Major Requirements

### ETCS 105 Career Discovery:

Credits:

ETCS 105	Career Discovery <sup>3</sup>	2
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(3) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

### Telecommunications:

Credits:

TELE 110	Telecomm. Fundamentals	3
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TELE 210	Data Networking Fundamentals	3
TELE 220	Applied Telecommunications	3
TELE 310	Telecomm. Law and Policy	3
TELE 321	Cellular and Wireless Technologies	3
TELE 420	Internetworking Technology I	3
TELE 431	Internetworking Technology II	4

Total: 22 credits

**Telecommunications Networks Electives (Choose two courses from the following):**

Credits:

TELE 330	High Speed Information Networks	3
TELE 340	Advanced Topics in Telecomm	3
TELE 345	LAN and Internetworking	3
ETEC 470	Fiber-Optic Communication Technology	3
ETEC 490	Special Topics	3

Elective Course <sup>4</sup>		3
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Total: 6 credits

**(4)** Electives must be approved by the department chairperson.

**Computer Technology:**

Credits:

CTEC 204	Programming Techniques I	3
CTEC 206	Programming Techniques II	3
CTEC 216	Digital Electronics	4
CTEC 311	Introduction to Operating Systems	3
CTEC 471	Internet Development	3

Total: 16 credits

**Electrical Technology:**

Credits:

ETEC 110	Electrical Technology I	4
ETEC 120	Electrical Technology II	4
ETEC 131	Electronics Technology I	4

Total: 12 credits

**Technology Electives:**

Credits:

(CSCI, ITEC, ETEC, CTEC, TELE, etc.)		3
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**Management:**

Credits:

ACCT 101	Accounting I	3
ECON 101	Basic Economics	3
ECON 201	Money and Banking	3
QANT 201	Statistical Sampling Theory	3
QANT 405	Management Science	3

Total: 15 credits

<b>Mathematics and Physics:</b>		Credits:
TMAT 155	Technical Mathematics II	4
MATH 151	Fundamentals of Calculus	3
CHEM 107	Engineering Chemistry	4
		Total: 11 credits

<b>Liberal Arts Electives:</b>		Credits:
Liberal Arts Electives		3

**Total Required Credits: 125-127**

**School of Engineering and Computing Sciences**

# Telecommunications Technology, A.A.S.



**Full-time Faculty:** L. Amani, L. Amara, B. Beheshti, A. Kashani, R. Meyers, L. Pavlidis, G. Salayka

NYIT offers courses leading to the **Associate in Applied Science in Telecommunications Technology** taught exclusively as a corporate-specific option for Verizon.

The Associate in Applied Science in Telecommunications Technology meets the increasing need of the telecommunications industry by preparing students for careers as telecommunications technologists. Our curriculum discusses applications and equipment used in the telecommunications industry and includes courses in the areas of telecommunications and electrical and computer technologies.

Graduates with an associate's degree may choose to continue their academic studies toward NYIT's [Bachelor of Science in Telecommunications Network Management](#). Credits earned in the Verizon option can be transferred to the Bachelor of Science in Telecommunications Network Management.

**Note:** The Associate in Applied Science in Telecommunications Technology program is no longer accepting new applicants and will be phased out by 2016.

## School of Engineering and Computing Sciences Curriculum

# Curriculum Requirements for Associate in Applied Science, Telecommunications Technology

### Discovery Core [?]

#### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3

Total: 12 credits

**(1)** Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

#### Math and Science:

Credits:

TMAT 135	Technical Mathematics I	4
PHYS 130	Introductory Physics	3

Total: 7 credits

### Major Requirements

#### ETCS 105 Career Discovery:

Credits:

Career Discovery <sup>2</sup>	2
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ETCS 105		
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(2) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

<b>Telecommunications:</b>		Credits:
TELE 110	Telecommunications Fundamentals	3
TELE 210	Data Networking Fundamentals	3
TELE 220	Applied Telecommunications	3
Approved TELE Electives		3
		Total: 12 credits

<b>Computer Technology:</b>		Credits:
CTEC 204	Programming Techniques I	3
CTEC 206	Programming Techniques II	3
CTEC 216	Digital Electronics	4
		Total: 10 credits

<b>Electrical Technology:</b>		Credits:
ETEC 110	Electrical Technology I	4
ETEC 120	Electrical Technology II	4
ETEC 131	Electronics Technology I	4
		Total: 12 credits

<b>Mathematics:</b>		Credits:
TMAT 155	Technical Mathematics II	4

<b>Management:</b>		Credits:
QANT 201	Statistical Sampling Theory	3

**Total Required Credits: 60-62**

### School of Engineering and Computing Sciences Curriculum

# Curriculum Requirements for Associate in Applied Science, Telecommunications Technology Verizon

Discovery Core [?]		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3

FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
		Total: 6 credits
<b>Math and Science:</b>		Credits:
TMAT 135	Technical Mathematics I	4
PHYS 165	Physics for Telecommunications	4
		Total: 8 credits

## Major Requirements

<b>Telecommunications:</b>		Credits:
TELE 182	Telecommunications I	4
TELE 287	Telecommunications II	4
TELE 292	Telecommunications III	4
TELE 297	Telecommunications IV	4
		Total: 16 credits

<b>Electrical Technology:</b>		Credits:
TELE 165	Telecommunications Electrical Circuits	4
TELE 172	Electronic Systems for Telecomm I	4
TELE 272	Electronic Systems for Telecomm II	4
TELE 276	Digital Systems for Telecomm I	4
TELE 281	Digital Systems for Telecomm II	4
		Total: 20 credits

<b>Computer Technology:</b>		Credits:
CTEC 201	Computer Applications in Telecomm	3
		Total: 3 credits

<b>Industrial Engineering:</b>		Credits:
IENG 280	Technology and Labor Issues	3
		Total: 3 credits

<b>Mathematics:</b>		Credits:
TMAT 155	Technical Mathematics II	4
		Total: 4 credits

### Total Required Credits: 60

The A.A.S. degree program in Telecommunications Technology: Verizon option, an eight semester day sequence, is offered exclusively for selected employees at Verizon. All credits earned toward the A.A.S. degree program can be transferred to New York Institute of Technology's Bachelor of Science degree program in Telecommunications Management.



# Minor in Energy Science, Technology, and Policy



The **Minor in Energy Science, Technology, and Policy** enables students in all majors to develop “green skills” in their chosen field. Many employers seek to reduce their carbon footprint and promote cleaner, more efficient technologies that are less harmful to the environment.

NYIT's School of Engineering and Computing Sciences, in partnership with the Long Island Alternative Energy Consortium, received a grant to establish a multidisciplinary, multi-campus minor. Students enrolled in the minor will benefit from partnerships among academic institutions, private industry, college and government laboratories, and legislative offices.

Key resources include the Energy and Green Technologies Laboratory at NYIT, which is one of three labs in the Entrepreneurship and Technology Innovation Center. Projects at NYIT include solar carports, plug-in hybrid vehicles, and the Long Island Carbon Footprint Project. Demonstration projects are underway at partner institutions such as Stony Brook University and Farmingdale State College which focus on smart grid technology, building automation, solar energy, small scale wind power, geothermal heat pumps, green data centers, and alternative fuel vehicles.

Declaring a minor is easy: Fill out the Application to Declare Undergraduate Minor form and then have it signed by Robert N. Amundsen, Ph.D., Director, Energy Management. For more information, call 516.686.7578 or email [ramundse@nyit.edu](mailto:ramundse@nyit.edu).

## Program Overview

NYIT's 15-credit minor includes 12 credits of required courses and one three-credit elective course.

## Required Courses

IENG 122 Energy Science and Technology (3 credits)  
ETCS 105 Career Discovery (2 credits)

IENG 285 Energy Technology Project (3 credits)  
ETCS 365 Externship for the Technical Professions (1 credit)  
IENG 590 Energy Policy, Economics, and Technology (3 credits)

**Elective Courses (choice of one three-credit course)**

BIOL 107 Environmental Sciences  
PHYS 156 Environmental and Energy Issues  
ICSS 309 Technology and Global Issues  
IENG 510 Energy Management

**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

**School of Health Professions**

# Health and Wellness, B.S.



The Bachelor of Science in Health and Wellness offers students an excellent foundation in health, science, and liberal arts. Broadly educated students with knowledge of contemporary health care issues and services are ready for employment in the pharmaceutical industry, medical centers, clinics,

community health centers, government health departments, fitness and wellness centers, and the health insurance industry. According to U.S. Bureau of Labor Statistics, careers in exercise, wellness, and health promotion are projected to grow faster than average and job prospects are favorable. The U.S. Affordable Care Act, the rising cost of health care, an aging population, and concerns about childhood obesity have increased the need for individuals trained to address these issues. In addition, graduates may pursue advanced studies in fields such as nursing, public health, health administration, social work, and health information technology.

Our faculty are accomplished health professionals across many disciplines who have a passion for teaching. Their experiences, participation in professional organizations, and cutting-edge research across local, national, and international venues impact how students think about health. Career advisement is ongoing at NYIT. Students have the opportunity early on to discuss with their advisor possible career paths and match coursework with anticipated future employment and/or requirements of expected graduate study.

Students are introduced to the health professions through our course in Community Health Implications. Exposure to myriad health professions is given in Professional and Cultural Issues in Health Care, for which representatives from several health disciplines visit the class and answer questions posed by students. Introduction to Clinical Nutrition Practice gives our majors a firm foundation in an increasingly important subject area. Our more advanced courses include study of Medical Terminology, Medical Ethics, Health Information Management, and Health Care Payment Systems. Our program also includes a choice of two of four new courses in Lifestyle and Weight Management, Health and Aging, Exercise Physiology, and Complementary and Alternative Medicine. With 18 free elective credits, students may take additional courses in areas such as writing, management, and communications. Senior year includes a practicum course where students work 60 hours throughout one semester in a health care setting with support from a course leader. The mandatory interaction with NYIT's Office of Career Services ensures that students develop professional skills in writing resumes, seeking appropriate positions, interviewing, and learning good workplace behavior.

Students interested in careers in physical therapy or physician assistant studies should major in the B.S. in Health Sciences, not the B.S. in Health and Wellness. The former degree includes extensive science and math courses needed for applying to related graduate programs.

School of Health Professions Curriculum

Curriculum Requirements for the Bachelor of Science in Health and Wellness

Discovery Core [?]		
Foundations:		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3

FCWR 302	Communication for Health Care Careers	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICBS 309	Anthropological Approaches to Health Seminar	3
ICLT 3XX	Literature Choice	3
ICPH 3XX	Philosophy Choice	3
ICSS 3XX	Social Science Choice	3
		Total: 12 credits
<b>Math &amp; Science Requirement:</b>		Credits:
TMAT 135	Technical Math I	3
CHEM 105	Applied Chemistry	4
		Total: 7 credits

## Major Requirements

<b>Health Sciences:</b>		Credits:
HSCI 190	Community Health Implications	3
HSCI 195	Professional & Cultural Issues in Health Care	3
HSCI 210	Medical Terminology	2
HSCI 410	Senior Practicum I	4
HSCI 420	Biomedical Ethics	3
HSCI 425	Health Information Management	3
HSCI 430	Health Care Payment Systems	3
		Total: 21 credits
<b>Health Sciences - Choose Two:</b>		Credits:
HSCI 320	Comp and Alt Medicine	3
HSCI 330	Exercise Physiology	3
HSCI 340	Health and Aging	3
NTSI 360	Lifestyle & Weight Mgmt	3
		Total: 6 credits
<b>Nutrition Requirement - Choose One:</b>		Credits:
NTSI 201	Intro to Clinical Nutrition Practice	3
BIOL 260	Nutrition and Diet Therapy	3
		Total: 3 credits
<b>Life Sciences:</b>		Credits:
BIOL 210	Human Gross Anatomy	4
BIOL 310	Human Physiology	4
BIOL 312	Pathophysiology	3



Total: 11 credits

**Biology:**

Credits:

BIOL 235	Microbiology	4
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Total: 4 credits

**Chemistry Requirement - Choose One:**

Credits:

CHEM 210	Organic Chemistry I	4
CHEM 215	Bio-Organic Chemistry	4

Total: 4 credits

**Management:**

Credits:

MGMT 102	Principles of Management	3
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Total: 3 credits

**Behavioral Sciences:**

Credits:

PSYC 101	Introduction to Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 221	Human Development	3
ANTH 101	Anthropology	3

Total: 13 credits

**Electives:**

Credits:

Total: 18 credits

**Total Required Credits: 120**

**School of Health Professions**

**Health Sciences, B.S.**



The **Bachelor of Health Sciences** offers students an excellent foundation in health sciences as well as liberal arts and basic sciences. It is designed to prepare graduates for entry-level administrative positions in the private and public sectors of health care such as the pharmaceutical industry, medical centers, clinics, fitness and wellness centers, the health insurance industry, community health centers, and government health departments. In addition, coursework includes prerequisites to pursue graduate study in occupational therapy, physical therapy, physician assistant studies, dentistry, optometry, podiatry, and other health-related professions or businesses.

Our faculty members are accomplished health professionals from a multitude of disciplines who have a passion for teaching. Their experiences, participation in professional organizations, and cutting-edge research at local, national, and international venues impact how their students think about health. Pre-health career advisement is ongoing and designed to assure alignment of students' strengths, interests and academic performance with appropriate professional paths.

Students are introduced to community health issues and health professions in two introductory courses. Advanced courses include Introduction to Clinical Nutrition Practice, Medical Terminology, Medical Ethics, Health Information Management, and Health Care Payment Systems. Senior year includes a two-semester practicum capstone, which provides students with the opportunity to meld professional and research skills with knowledge of health and basic sciences in an authentic work setting.

As all of our students aspire to work in the health care field, the expectation is that the highest levels of academic integrity be met. Please refer to the [NYIT Student Handbook \(PDF\)](#), and the School of Health Professions [policy on grade appeals](#) for more details.

## **Minor in Health Sciences**

Career opportunities in health care and health-related areas are on the rise. In addition, there is increasing interest on the part of college students for evidence-based knowledge for personal lifestyle improvement. To address this demand, the Department of Interdisciplinary Health Sciences has introduced a health sciences minor.

Those entering health professions such as medicine and dentistry who are not health sciences majors enhance their transcript by official recognition of courses in areas such as bioethics, health information management, and nutrition. Those entering non-health professions will find that a familiarity with health determinants, the health care system, and nutrition impacts a myriad of disciplines. For example, communication arts and English majors can enhance their ability to present information about health, wellness, and nutrition. Behavioral science majors who pursue mental health careers will have a better background when helping clients make lifestyle changes. Engineering majors will be better positioned when working with electronic health records, nutrition-related software, and health-focused websites.

The minor requires that students take at least 15 credits from a list of health sciences and nutrition sciences courses. One course, HSCI 190: Community Health Implications, is required, and no more than one additional 100-level course may be taken. At least one 400-level course is required as well. This program is available to both Manhattan and Old Westbury students as most courses are offered with an online option. Face-to-face and blended sections are offered only at the Old Westbury campus.

School of Health Professions Curriculum

Curriculum Requirements for the Bachelor of Science in Health Science

Discovery Core [?]		
Foundations:		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Health Care Careers	3
		Total: 18 credits
Seminars:		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 309	Anthropological Approaches to Health Seminar	3
		Total: 12 credits
Math Requirement: Select One of the Following:		Credits:
MATH 141	Precalculus	4
MATH 170	Calculus I	4

Total: 4 credits

**Science Requirement:**

Credits:

BIOL 110	General Biology I	4
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Total: 4 credits

**Major Requirements****Health:**

Credits:

HSCI 190	Community Health Implications	3
HSCI 210	Medical Terminology	2
HSCI 400	Seminar	3
HSCI 410	Senior Practicum I	4
HSCI 415	Senior Practicum II	4
HSCI 420	Biomedical Ethics	3
HSCI 425	Health Information Management	3
HSCI 430	Health Care Payment Systems	3
HSCI 195	Professional and Cultural Issues	3
NTSI 201	Introduction to Clinical Nutrition	3

Total: 31 credits

**Management:**

Credits:

MGMT 102	Principles of Management	3
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Total: 3 credits

**Behavioral Science:**

Credits:

PSYC 101	Introductory Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3

Total: 10 credits

**Life Sciences:**

Credits:

BIOL 150	General Biology II	4
BIOL 210	Human Gross Anatomy	4
BIOL 310	Human Physiology	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4

Total: 20 credits

**Biology Requirement: Select One of the Following:**

Credits:

BIOL 235	Microbiology	4
BIOL 345	Medical Microbiology	4

Total: 4 credits

**Chemistry Requirement: Select One of the Following:** Credits:

CHEM 210	Organic Chemistry I	4
CHEM 215	Bio Organic Chemistry	4

Total: 4 credits

**Physics:** Credits:

PHYS 140	Physics for Life Sciences	3
PHYS 141	Physics I Laboratory	1

Total: 4 credits

**Electives:** Credits:

Electives		9
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**Total Required Credits: 123**

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**School of Health Professions**

**Nursing, B.S.**





As health care professionals who focus on immediate, hands-on patient care, nurses are critically important members of health care teams, providing patient education and diagnosing and treating human responses to illness. Nursing is a science and an art, and a respected profession within the health care system. NYIT's Department of Nursing offers a **Bachelor of Science in Nursing** at the Old Westbury campus. The vision and mission of the Department of Nursing is to promote and demonstrate excellence in nursing practice. The course of study includes traditional classes in the liberal arts and sciences, such as chemistry, sociology, anatomy, and physiology, and courses in nursing science and clinical practice. State-of-the-art nursing labs, including patient simulation models for clinical practice, enhance the teaching-learning environment. In addition, this program offers a number of unique features not found in other nursing programs.

### **Mission Statement: Department of Nursing**

The mission of the Department of Nursing is to provide excellence in nursing education from a transcultural perspective, extend access to opportunity to members of underrepresented groups in nursing, and to expand knowledge in the nursing profession with an emphasis on transcultural study. The Department of Nursing prepares students to provide nursing care in varied settings and to assume community and institutional roles that meet the needs of a global society.

### **Program Overview**

First, our program is founded on the concepts and theories of transcultural nursing. The NYIT nursing student takes courses that consider the multicultural experiences of both patients and health care professionals. To this end, anthropology courses have been incorporated into the curriculum, and transcultural concepts into core nursing courses. Second, clinical practice locations are varied in scope and are not limited to the hospital setting. Students learn how professional nursing has expanded into community-based facilities, such as home care agencies, school-based clinics, extended care facilities, rehabilitation centers, and ambulatory care clinics.

These focal points—transcultural nursing, team-based care, and community-based nursing practices—prepare students for the realities of nursing in the 21st century. Faculty members are highly experienced professionals who have vast educational, clinical, and leadership experience, and are

committed to teaching, advising, and mentoring students to foster academic and professional success. Upon graduation, students are eligible to take the NCLEX-RN licensure exam.

The four-year program is composed of two phases. The pre-professional phase (years one and two) consists of courses in the liberal arts and sciences, and the professional phase (years three and four) consists of core nursing and supportive courses. All nursing students must achieve a minimum cumulative GPA of 2.75 for admission consideration and once admitted for progression in the nursing program.

Students are required to complete all prerequisite courses listed as freshman and sophomore courses on the Nursing Degree Map (with no required prerequisite course below a grade of C+), and show evidence of good ethical, moral, and personal character. Please be advised that admission into the pre-professional clinical phase is competitive. The number of students accepted into this phase depends on accreditation requirements, available resources, class cap limits, and college GPA.

Progression will be based on overall highest ranked college GPA and fully meeting established criteria. A minimum grade of C+ is necessary in all required prerequisite courses for freshmen and sophomores, including: TMAT 135; CHEM 105; CHEM 215; BIO 210; BIOL 260; BIOL 312; BIOL 310; BIOL 235; FCSC 101; and PSYC 101; PSYC 210; PSYC 221. Students may repeat only two of the required prerequisite courses in which they earned a grade of C or below; these courses may be repeated only once. This requirement includes courses taken at other colleges. Students who fail to achieve this requirement are not eligible for the nursing program. Additionally, students are required to:

- Take nationally normed tests throughout the curriculum.

- Meet all requirements of the Department of Nursing and affiliated agencies, and provide evidence of specific immunizations and health clearance, as well as current certification in Basic Cardiac Life Support before clinical placement.

- Be advised that requirements may change during the program and that they will be required to meet current standards for clinical affiliation placements and progression in the major, irrespective of date of program admission.

- Purchase the official NYIT student uniform worn for clinical rotations. Clinical placements are by the clinical lottery policy outlined in the [Nursing Student Handbook](#).

The clinical lottery policy is applicable to all nursing students regardless of their admission date into the nursing program. Please be advised that students may be assigned to any of the clinical facilities. Clinical hours may vary according to clinical site availability; may include any day of the week, including weekends, evenings, or nights; and may be 8-hour or 12-hour shifts. During the Preceptored Senior Capstone Clinical Rotation, students must follow the shift of their assigned preceptor; this may require the student to work nights, evenings, or weekends. Transportation to the clinical sites is the student's responsibility.

All students in the School of Health Professions have access to the library and other facilities of NYIT's College of Osteopathic Medicine. Please check this catalog's admissions section: special requirements for nursing for detailed information on admission and progression in the nursing major.

### **Progression in the Nursing Major**

In order to progress in the nursing major, students must receive minimum grades of C+ in all required nursing courses and maintain a minimum cumulative GPA of 2.75. Students who earn a grade of C or lower, or who fail any segment of a nursing course, clinical nursing course, or lab (NURS 102, 301, 310, 315, 351, 360, 401, 410, 430, 421, 451, 461, 470, 480), will be allowed to repeat the course or clinical lab rotation only once. Students who repeat a nursing course must achieve a grade of B or better. Failure to do so in this repeated course or clinical lab will constitute a course failure and dismissal from the nursing program. Students who earn a C or lower for a required nursing course or clinical lab rotation for a second time will be dismissed from the nursing program. Withdrawal from a course is only permitted in the case of a documented illness, personal emergency, or unusual circumstance and not because of a course/clinical/lab rotation failure or anticipated failure. Given the nature of nursing practice, students will not be permitted to use a withdrawal from a course to avoid a failure.



The [Nursing Student Handbook](#) outlines policies pertaining to the nursing major. Students are held accountable to meet current requirements regardless of date of admission to the clinical phase of the program.

### **Professional Clinical Phase Requirements**

All students are required to complete the following by Aug. 1 prior to entry into the professional phase of the nursing program. Any student who does not complete this information, providing copies of the necessary documentation for his/her file, will not be able to enter the professional phase.

1. Health Evaluation Form: Annual physical, required lab work and PPD are required (only prior PPD is negative). Proof of immunizations must include date, titer and results. REMINDER: Make copies of ALL documents submitted to the NYIT, DON. You will need copies for your own records. The Nursing Department DOES NOT retain copies of student Health Clearance documents in student files. Keeping a current record of health related materials is the students' responsibility.
2. Pre-Clinical Checklist: This form will be maintained in the student's file to serve as verification that all the necessary items are completed.
3. Infection Control Certification: This class will be arranged during the semester the students are taking NURS 102 – Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class.
4. HIPAA/Patient Health Information Confidentiality Certification: This class will be arranged during the semester the students are taking NURS 102 - Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class.
5. Child Abuse Prevention Certification: This class will be arranged during the semester the students are taking NURS 102 - Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class.
6. Patient Safety Information: This class will be arranged during the semester the students are taking NURS 102 - Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class.
7. Basic Cardiac Life Support (BCLS) w/ AED Certification: A copy of the student's provider status will be maintained on file. Student is responsible for keeping the card current.
8. Uniforms: Students are required to purchase and wear the official NYIT Department of Nursing uniforms from the designated uniform company.
9. Student Nurse Lab Package: The student is required to purchase a Lab Nurse Pack (approximate cost \$80.00) to be used throughout the curriculum for clinical practice lab.
10. Certified Background Check by Designated Agency: Students may be required as part of the requirements for clinical rotations to have a background check performed by a designated agency. Applicants to the School of Health Professions should be aware that certain legal issues and/or convictions may preclude 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.
11. Mandatory Tutorial Support Program: Each student is required to enroll in this online support protocol each semester ( five semesters) beginning in NURS 102 and ending with a comprehensive NCLEX-RN REVIEW COURSE. the approximate cost is \$150-\$200. Students are required to participate fully in the tutorial support program which includes reading assignments, practice tests and meeting the designated requirements for each nursing course. Students will be required to take all designated competency exams in each of the specified courses and achieve benchmarks set by the department.
12. National Student Nurses Association Membership: Annual dues \$40 per year.

Students should be advised that requirements may change during the program and that they will be required to meet current standards for clinical affiliation placements and progression in the major, irrespective of date of program admission.

### **Policy for Clinical Absences**

Clinical time is limited; therefore, no unexcused clinical absences are permitted. In the event of a clinical absence due to an emergency, personal illness, or unusual circumstance, students are

responsible for contacting the faculty member within 24 hours of the absence. Students must submit a written explanation along with appropriate documentation for the absence. Students who have an unexcused clinical absence will be at risk of not meeting the requirements of both the course and the program, and will be at risk of clinical failure.

**Completion of Professional Phase of the Nursing Program Time Limit**

Students are accepted as a cohort into the professional phase of the nursing program in the spring semester of their sophomore year (fourth semester) beginning with the first nursing course, NURS 102. The professional phase of the nursing program consists of five consecutive semesters. Students must complete the curriculum within 3.5 years. If a student needs to take a leave of absence from the program, extenuating circumstances will be considered by the department. If approved, a student who is deemed eligible to return must take and pass competency exams for all prior completed coursework. If passed successfully, the student may progress in the curriculum. If unsuccessful in meeting course competencies, the student must repeat coursework.

**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 the Bachelor of Science in Nursing**

Discovery Core [?]		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Health care Careers	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 309	Anthropology of Health	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
TMAT 135	Technical Math 1	4

## Major Requirements

### Nursing:

Credits:

NURS 102	Introduction to Nursing and Nursing Process	2
NURS 301	Nursing Therapeutics I	4
NURS 310	Transcultural Nursing I	3
NURS 315	Pharmacology for Nursing	3
NURS 351	Nursing Therapeutics II	4
NURS 360	Transcultural Nursing II	3
NURS 401	Nursing Therapeutics III	4
NURS 410	Transcultural Nursing III	3
NURS 421	Nursing in the Community	5
NURS 430	Research in Nursing	3
NURS 451	Nursing Therapeutics IV	4
NURS 461	Transcultural Nursing IV	4
NURS 470	Leadership in Professional Nursing	3
NURS 480	Nursing Capstone	4

Total: 49 credits

### Behavioral Science:

Credits:

ANTH 101	Introduction to Anthropology	3
PSYC 101	Introductory Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 221	Human Development	3

Total: 13 credits

### Life Sciences:

Credits:

BIOL 210	Human Gross Anatomy	4
BIOL 235	Microbiology	4
BIOL 260	Nutrition and Diet Therapy	3
BIOL 310	Human Physiology	4
BIOL 312	Pathophysiology	3
CHEM 215	Bioorganic Chemistry	4

Total: 22 credits

### Electives:

Credits:

Electives		6
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**Total Required Credits: 127**



# 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: Undergraduate 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.

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 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 elements inform a well-balanced, diverse, 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 distinctions 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. Professional staff members 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, NYIT-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, 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.

## **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 academic programs in entrepreneurial studies and international business studies.*

Associate Professors: A. Fairbairn, R. Koenig (associate dean), J. Murdy  
Assistant Professor: J. Dunne

## **Department of Management Science Studies**

*Also includes the disciplines of economics and management information systems.*

Professors: J. Boronico (dean), I. Gray, W. Lawrence, S. Hartman, T. Ozelli, R. Tibrewala (chairperson)  
Associate Professors: G. Prabhakar, K. O'Sullivan, J. Scillitoe, H. Younies  
Assistant Professor: K. Kwek, P. Lal Meena, Q. Mohiuddin, B. Mutharaj, A. Swid  
Instructor: S. Caykoylu

## **Department of Marketing Studies**

Professors: D. Afxentiou, K. Chandrasekar, S. Liu, F. Lorne, A. Poczter  
Associate Professors: I. Akour, D. Cohn, B. Khoo (chairperson), J. Zeng  
Assistant Professor: A. Han, J. Nolt, A. Razzaque, V. Sotiropoulos, V. Vadakepat

## **Statements of Identification**

Toward guiding the long-, mid-, and short-term priorities and initiatives for the school and its stakeholders, these statements send a signal to the community of both the standards of best practice that the school shares in common with, as well as the distinctive competencies that separate it in unique ways from its competitive set and both peer and aspirant institutions of higher learning.

## **Vision and Mission Statements**

The School of Management mission, to *provide high quality, career advancing business education opportunities within the context of a dynamic, technologically enabled, and global business environment* supports the School's vision to *be a preeminent and distinguishable leader among institutions of higher education in the provision of internationally based academic business programs.*

## **Campaign Statement: Creating New TEMPOS in Global Business Education ...**

The School of Management operationalizes the school's mission through “Creating New *TEMPOS* in Global Business Education...” signaling its commitment to excellence in:

Integrated Technology  
Experiential Education  
International Marketplaces  
Professional Enrichment  
Career Orientation  
Student Advancement and Achievement

*Integrated Technology* (The "T" in TEMPOS): is closely aligned with the professional workspace, and includes Bloomberg, Compustat, E-Views, Peachtree, Oracle/Peoplesoft, and SPSS, among others. In this way B.S.B.A. students harness the transformational impact of technology on business with the long-term objective of creating value-adding contributions to their employer, upon



graduation.

*Experiential Education* (The "E" in TEMPOS): complements in-class instruction in diverse ways, including academic service learning, study abroad, faculty-mentored undergraduate research, and work experiences interacting directly with business leaders and industry partners. Interested students should speak directly to either their faculty advisor or the School of Management Director for Experiential Education to discuss specific opportunities that are currently being offered each semester. *Students are required to complete one experiential education activity in partial fulfillment of degree requirements (BUSI495).*

*International Marketplaces* (THE "M" in TEMPOS): and the overall impact of globalization are integrated into the academic programs through the contextualization of each Master Syllabus, across all courses by way of both learning goals and student learning outcomes. Moreover, globalization is also represented in the programmatic learning goals for the B.S.B.A. program, and all program options have one dedicated international business-related learning goal in the discipline being studied.

The *Professional Enrichment Program* (The "P" in TEMPOS): complements traditional pedagogy with supplemental experiences during which our students meet and network with area specialists, learn from business leaders, and are exposed to contemporary and cutting edge business issues that are not otherwise discussed in an academic curriculum. In this way students are exposed to those issues that currently impact local and global business enterprise, from the perspective of business leaders, with insights and perspectives offered that can be integrated into student academic studies and professional endeavors. Secondly, the program offers workshops and activities designed to strengthen the professional polish of the student. These include the "mocktail social," "dress for success seminar," and "business etiquette workshop," among others. Interested students should speak directly to either their faculty advisor or the School of Management Director of Professional Enrichment to discuss specific opportunities that are currently being offered each semester. *Students are required to complete professional enrichment seminars in partial fulfillment of degree requirements (BUSI495).*

*Career Orientation* (The "O" in TEMPOS): involves the creation and updating of all course-level learning goals, which are designed to support industry-driven objectives, and are referenced by executives in the employment market. In this way, the school's academic programs are career oriented and designed to strengthen student job placement and advancement in the workforce.

The *Student Advancement Program* (the "S" in TEMPOS): supports the school's commitment to student engagement into their educational experiences, cooperative learning, community engagement, and personal growth. The co-curricular program sponsors activities that engage students across varied platforms with their peers, faculty and staff, community members, and industry partners. Whether it is by way of clubs and honor societies, or field trips to the stock exchange, the program seeks out those activities that bring stakeholder groups together for the purpose of creating a vibrant community with synergies that advance the academic and professional aspirants of all participants. Interested students should speak directly to their faculty advisor or the School of Management Executive Director of Student Advancement for activities that are available each semester. *Students are required to complete activities in partial fulfillment of degree requirements (BUSI495).*

### **Triple Platforms of Excellence**

In support of the mission, the three platforms of excellence, Professional Enrichment, Experiential Education, and Student Advancement, have been developed within the School of Management to advance the school's mission and ensure student success. All students are advised to refer to the brochures for each of these three platforms, and speak to their advisor or the directors of each program concerning their completion of activities in each program in partial fulfillment of degree requirements (BUSI495).

### **Undergraduate Programs and Locations**

Bachelor of Science in Business Administration (B.S.B.A.): Abu Dhabi, China, New York  
Bachelor of Professional Studies in Hospitality Management (B.P.S.): New York  
Associate of Applied Science (A.A.S.): New York



### **School of Management Assurance of Learning**

All students and organizations expect an assurance that graduates of the School of Management are achieving the stated learning goals of the program. In this spirit, the educational approach taken is one that is outcomes-based. That is, student-learning outcomes are created across every course to validate and support achievement of programmatic, concentration-specific, and course-level learning goals. These outcomes also strengthen the student's ability to make value-adding contributions to an organization.

Moreover, as previously mentioned, course-level learning goals and related outcomes for each class are designed to include invariant, contextual, and instructor-specific categories. In this way students receive learning experiences that are uniform across sections (e.g. invariant), globalized (e.g. contextual), and niche-specific (e.g. instructor-specific), focusing on the specific domain expertise of the instructor.

Student progress is monitored not only by way of the "grade" in the course or for any class requirement, but also through "scores" that translate student achievement across the various learning goals in the program, area of study, or course level. An "assessment scorecard" is provided to students so that they may review their progress in the academic program against the various goals (at the program, major, and course level). Students also receive informal marks on assignments and other class requirements for the purpose of formative assessment, providing a continuous set of inputs that do not impact directly of the course grade, but serve as a guide to help students prioritize their effort towards those specific areas that ensure effective learning.

Finally, the School of Management continually updates its curriculum so that it is both contemporary and competitive. Outcomes assessment is continuous, and inputs from students and all stakeholders are utilized to both revise academic programs as well as externally reference the curriculum for relevancy.

**School of Management**

**Business Administration A.A.S.**



NYIT offers a two-year **Associate of Applied Science (A.A.S.) in Business Administration** for high school graduates or adult learners interested in exploring contemporary, evolving college life and/or want to return to college to retool their basic skills. Our A.A.S. program emphasizes learning goals focused on knowledge acquisition, contextual understanding, and application to practice. These features help to build skillsets that enable graduates of the two-year degree to either continue their academic progress by pursuing a four-year degree, or advance their professional goals in the business world.

#### **A.A.S. Programmatic Learning Goals**

They are the same as those for the B.S.B.A. program.

#### **School of Management A.A.S. Assurance of Learning**

Assurance of learning principles are identical to those in the B.S.B.A. program. However, the emphasis of exposure to learning goals in the A.A.S. program is primarily focused on knowledge, understanding, and when applicable, to application, with less emphasis placed on the upper categories of Bloom's Taxonomy involving analysis, synthesis, and evaluation.

#### **Program Options**

Students enrolled in the A.A.S. program must complete one of four track options: accounting, finance, general management, and marketing. Specific learning goals for these areas are identical to the respective major-specific learning goals in the B.S.B.A. program.

#### **School of Management A.A.S. Academic Policies and Standards**

NYIT admission standards and other academic policies apply to the A.A.S. program. Graduates who earn an A.A.S. and choose to continue their studies toward the B.S.B.A. must comply with the academic policies relevant to that program.

# Curriculum Requirements for the Associate of Applied Science in Business Administration (1)(2)

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3

Total: 12 credits

### Math and Science:

Credits:

Science choice		3
MATH 125	Finite Mathematics	3

Total: 6 credits

## Major Requirements

### Liberal Arts:

Credits:

MATH 151	Fundamentals of Calculus	3
ECON 202	Principles of Economics I	3
ECON 204	Principles of Economics II	3
ECON 201	Money and Banking	3
MIST 101	Introduction to Computer Applications	3
QANT 201	Statistical Sampling Theory	3

Total: 18 credits

### Business Core:

Credits:

ACCT 101	Accounting I	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: 15 credits

### Select one of the following option groups:

Accounting  
Finance  
General Management

**Accounting Option <sup>3</sup>:**

Credits:

ACCT 102	Accounting II	3
LLAW 210	Business Law	3
ACCT 316	Intermediate Accounting I	3
ACCT 302	Federal Taxation	3
ACCT 306	Cost Accounting	3

Total: 15 credits

(3) In New York State, there is an academic requirement of 150 credits for eligibility to sit for the CPA exam; go to the [New York State Education Department, Office of Professions](#).

**Finance Option:**

Credits:

ACCT 110	Managerial Accounting	3
ACCT 102	Accounting II	3
FINC 301	International Financial Management	3
FINC 320	Advanced Financial Management	3
FINC 325	Principles of Investments and Security Analysis	3

Total: 15 credits

**General Management Option:**

Credits:

ACCT 110	Managerial Accounting	3
History or Political Science course		3
MRKT 320	Management of New Product Development	3
SBES 310	Small Business and Entrepreneurial Creation	3
HRMT 315	Human Resource Management	3

Total: 15 credits

**Marketing Option:**

Credits:

ACCT 110	Managerial Accounting	3
MRKT 345	Sales Management	3
MRKT 330	Marketing Distribution Systems	3
MRKT 301	Management of Promotion	3
PSYC 235	Behavioral Sciences in Marketing	3

Total: 15 credits

**Total Required Credits: 66**

(1) Students considering continuing their educational experience in pursuit of the Bachelor of Science in Business Administration degree should be aware of the professional enrichment, experiential education, and Student Advancement components of the BUSI495 course in the upper core.

(2) The associate's degree is only offered at New York State campuses.



# Business Administration, B.S.



NYIT's **Bachelor of Science in Business Administration (B.S.B.A.)** program prepares aspiring business leaders for success in an evolving, uncertain, dynamic business environment. Our curriculum is driven by the concept that technology is transformational, the business world is globalized, and that both qualities jointly impact the ability of those with entrepreneurial inclinations to create and implement new innovative business models. Such emphasis ensures NYIT graduates are ready to add value and change the face of the business landscape when they enter the workforce.

In addition to program curriculum requirements, all students must satisfy the Professional Enrichment, Experiential Education, and Student Advancement components of the BUSI 495 course in the upper core. Students should refer to brochures for these platforms to better comprehend and review alternatives that are available. All students must also register for and complete BUSI 100 School of Management orientation during their first semester of study. This zero-credit-hour requirement ensures that all students are familiarized with the School's processes, requirements, and other orientation-specific items that lead to student success. The course, offered as pass/fail, must be completed in partial fulfillment of B.S.B.A. requirements and cannot be waived.

## Program Features

Significant elements of globalization and its impact on business. This is addressed in each option, where a domain-specific global-intensive course is required, and also in each course, where the Master Syllabi contains a contextualized learning goal and student learning outcome which speaks which speaks to either the impact that globalization has had on business within the context of the course or specific localized elements of the course relevant to the community where the course is taken;

The completion of a capstone course both in the business program core and the chosen option.



These capstone courses tie together the learning objectives of the option and unify them by way of the option's overarching learning goal. In addition, the B.S.B.A. program core capstone course (BUSI 435) unifies much of the educational experience and ensures domain integration across the functional areas of business;

A unique and required course in business innovation and research. In this course students must create entrepreneurial innovations for processes, products, or services, and conduct the appropriate research in support of this potential venture. In this way students add value to those organizations that include venturing as a part of their strategic management processes;

Established best-practice protocols in pedagogy through its implementation of Bloom's taxonomy into the learning goals of its academic programs, options, and courses. In this way the school ensures that students not only gain knowledge and develop understanding, but are able to apply this knowledge, conduct relevant analysis, synthesize multiple domains and information together, and evaluate alternatives in support of effective decision making; and

Mandatory participation, by all students, into the school's [Professional Enrichment](#), [Experiential Education](#), and [Student Advancement](#) programs. These co-curricular "Triple Platforms of Excellence" ensure that students hear from professionals in the workforce through attendance at seminars and workshops, "learn by doing" through a required educational experience that engages students into the workforce applying what has been learned in the classroom, and take responsibility for their educational experiences through engagement with other students, faculty, community and professionals in the student advancement program. These exciting co-curricular experiences are tied together in the required BUSI 495 Professional Enrichment Capstone course.

Undergraduate students wishing to pursue a career as a CPA are encouraged to enter into the Accounting Dual-Degree Program.

## **B.S.B.A. Programmatic Learning Goals**

Upon graduation from the Bachelor of Science in Business Administration program, students demonstrate attainment of programmatic learning goals. The degree of attainment realized is a shared and collaborative responsibility that engages students, faculty, staff and other stakeholder groups, working together to maximize students' opportunities to be successful.

Programmatic learning goals are partitioned into two categories: general learning goals, and management-specific learning goals. The former are considered transferable and have relevancy across all disciplines of study, both in business and outside of business. These goals are also in support of the general education learning goals. The latter, which are management-specific, speak specifically to those issues that impact on success in the business environment.

### **B.S.B.A. General Goals**

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

- Communicate clearly and concisely;
- Compare, contrast, and apply basic ethical concepts; and
- Illustrate cultural awareness and analyze the impact of globalization on business.

### **B.S.B.A. Management-specific Goals**

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

- Demonstrate competency and make decisions in each of the functional business disciplines;
- Use technology as a decision support tool in business and in the major;
- Conduct and utilize research to support business innovation; and
- Integrate functional disciplines together to effect sound policy making and business planning.

These seven learning goals are further decomposed into learning objectives, and students receive an "assessment scorecard" as they progress through the academic program detailing their attainment of each goal and objective. In this way the School of Management affects "formative assessment," at the

program level, to inform students of their progression through the academic program.

## **B.S.B.A. Options**

In addition to completing courses in the general education and the business program core, the School of Management offers students the choice of seven options that form concentrated areas of studies. All students must choose an option for their B.S.B.A. program. Each of the seven options have major-specific learning goals, and learning objectives, which are stated, below. These are in addition to, but also supportive of the earlier-stated programmatic learning goals.

### **Accounting**

Accounting students may either choose Pathway 1 if their intention is to pursue a career in managerial accounting, or Pathway 2 if their intention is to pursue a career in public accounting. All students in the joint B.S./M.B.A. Accounting program MUST follow Pathway 2 in partial fulfillment of the B.S./M.B.A. requirements.

Students interested in pursuing the CPA examination are advised to enroll in the joint B.S./M.B.A. program in accounting. Students should refer to the [School of Management's Graduate Catalog](#) for degree requirements and follow Pathway 2 of the accounting option.

#### **Managerial Accounting (Pathway 1)**

**Learning Goal:** Upon successful completion of the B.S.B.A. with an option in managerial accounting, students are able to prepare and interpret a complete set of financial statements that assist in the management decision-making process.

**Learning Objectives:** Toward achieving this option's learning goal, students:

1. Interpret and apply the accounting for Liabilities and Stockholder's Equity;
2. Apply the accounting for Assets, the Income Statement and Cash Flow Statement;
3. Analyze the comprehensive array of cost aspects and utilize them to impact management policy;
4. Critique corporate financial statements and appropriateness of financial reporting; and
5. Integrate Internal Controls within a company in compliance with Sarbanes-Oxley.

#### **Public Accounting (Pathway 2)**

**Learning Goal:** Upon successful completion of the B.S.B.A. with an option in public accounting, students are able to analyze and integrate tools of the accounting problems associated with financial statements.

**Learning Objectives:** Toward achieving this option's learning goal, students:

1. Interpret and apply the accounting for Liabilities and Stockholder's Equity;
2. Apply the accounting for Assets, the Income Statement and Cash Flow Statement;
3. Analyze the comprehensive array of cost aspects and utilize them to impact management policy;
4. Research, interpret and recommend effective tax strategies; and
5. Integrate auditing principles and procedures under generally accepted auditing standards in auditing financial statements.

### **Finance**

**Learning Goal:** Upon successful completion of the B.S.B.A. with an option in finance, students are able to analyze, interpret and recommend strategies using financial data sets.

**Learning Objectives:** Toward achieving this option's learning goal, students:

1. Integrate various financial paradigms into corporate financial decision-making and policies;
2. Evaluate how investment decisions are made by individuals and institutions;
3. Apply international financial management concepts to enhance the value of the firm;
4. Analyze corporate financial statements and evaluate the firm's performance; and
5. Estimate short-term investment and financing needs of a firm.

## Human Resources Management

**Learning Goal:** Upon successful completion of the B.S.B.A. with an option in human resources management, students will be able to formulate a talent management plan that supports an organization's strategy.

**Learning Objectives:** Toward achieving this option's learning goal, students:

1. Recommend HR practices that enhance workforce and organizational performance;
2. Apply principles of human behavior to the design of workforce practices;
3. Evaluate the impact of globalization on workforce practices;
4. Evaluate HR practices for compliance with employment and labor laws; and
5. Negotiate *and recommend* practices for establishing a productive relationship between labor and management.

## International Business

**Learning Goal:** Upon successful completion of the B.S.B.A. with an option in international business, students are able to analyze the global business environment for a multi-national firm, and develop international business strategies to enhance sustainability.

**Learning Objectives:** Toward achieving this option's learning goal, students:

1. Survey environmental factors and their impacts on the decision making process of a multinational;
2. Analyze the international economic environment for a firm operating in a global setting;
3. Integrate social media and emerging technologies to leverage opportunities in the global environment;
4. Apply international financial management concepts to enhance the value of the firm; and
5. Determine how marketing principles are utilized by international firms.

## Management

**Learning Goal:** Upon successful completion of the B.S.B.A. with an option in management, students will be able to evaluate the impact of management policy on an organization's performance, and to deploy managerial techniques effectively in real-life business situations.

**Learning Objectives:** Toward achieving this option's learning goal, students:

1. Evaluate the impact of globalization on a firm's success and challenges;
2. Distinguish the role of human behavior in organizations, particularly in the context of managerial practices;
3. Analyze how new venture creation contributes to advancing management strategy;
4. Design a knowledge management plan that impacts on a firm's performance; and
5. Deploy the appropriate techniques for effective human resource management.

## Marketing

**Learning Goal:** Upon successful completion of the B.S.B.A. with an option in marketing,

students are able to conduct primary and secondary marketing data analysis and develop global marketing strategy.

**Learning Objectives:** Toward achieving this option's learning goal, students:

1. Design and implement an integrated marketing communications strategy and program;
2. Assess a marketing distribution system and a retail marketing mix;
3. Identify new product opportunities and *manage* the product life cycle and systematic product development process;
4. Organize, measure and analyze relevant marketing information to provide recommendations for marketing decision making; and
5. Evaluate global macro environmental trends and their impact on the elements of marketing strategy and programs.

## **Small Business and Entrepreneurial Studies**

**Learning Goal:** Upon successful completion of the B.S.B.A. with an option in small business and entrepreneurial studies, students are able to analyze, initiate, and implement a viable small business or entrepreneurial venture.

**Learning Objectives:** Toward achieving this option's learning goal, students:

1. Construct a plan that integrates the functional area expertise needed to initiate and run a small business or entrepreneurial venture;
2. Synthesize classical ethical schools of thought as they apply to entrepreneurial decision making processes;
3. Integrate and apply contemporary global information technologies to the development of a small business or entrepreneurial venture;
4. Evaluate the market potential of new product ideas; and
5. Design an effective development plan for a technological innovation.

## **School of Management B.S.B.A. Academic Policies and Standards**

The School of Management implements processes for the B.S.B.A. program that are in addition to those of the University for the purpose of ensuring effective student selection and retention. School of Management academic policies are in addition to NYIT academic policies and standards.

At least 50 percent of the total credit hours in all traditional business subjects required for the B.S.B.A. must be completed in the School of Management. (Business credit hours exclude certain courses in economics and statistics.) This implies that:

At least 27 credit hours of the 51-credit-hour business program core and the option in the B.S.B.A. program must be earned in the School of Management's School of Management at NYIT;

At least 30 credit hours of the 60 credit hours of traditional business subjects counted toward the B.S.B.A. requirements must be earned in the School of Management's School of Management at NYIT;

No course credit for coursework completed at a community/two-year institution may be applied to, or transferred in, as a 300 or 400 level business course;

Any 300 or 400 level business course taken at another institution is transferable into the B.S.B.A. curriculum only if the credit hours have been earned from a licensed AACSB accredited four-year degree-granting institution;

A minimum grade of C- or better is required in order to transfer credit hours in traditional business subjects, earned elsewhere, into the B.S.B.A. program;

B.S.B.A. students with dual options must complete the full complement of option courses for each; no credit may be applied to two disparate degree requirements;

Students pursuing the B.S.B.A. as a second bachelor's degree must complete the entire business program core and option requirement (subject to 1, 2, and 3, above) and complete a minimum

# Curriculum Requirements for the Bachelor of Science in Business Administration

## Discovery Core [?]

### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 301	Communication for Business	3

Total: 18 credits

### Seminars:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3

Total: 12 credits

### Math and Science:

Credits:

Science choice		3
MATH 125	Finite Mathematics	3

Total: 6 credits

## Major Requirements

### Liberal Arts:

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



**Business Core Lower Business Core:**

Credits:

BUSI 100	School of Management Orientation <sup>1</sup>	0
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

<sup>1</sup> Pass/Fail grading**Upper Business 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 <sup>1</sup>	0

Total: 15 credits

<sup>1</sup> Pass/Fail grading**Select One Option <sup>2</sup> Group****Select one of the following option groups:**

Accounting  
 Finance  
 Human Resource Management  
 International Business  
 Management  
 Small Business and Entrepreneurial Studies  
 Marketing

**Accounting Option <sup>2, 3, 4, 5</sup>:**

Credits:

ACCT 205	Accounting II	3
ACCT 306	Cost Accounting	3
ACCT 316	Intermediate Accounting I	3

Total: 9 credits

**And either Accounting Option - Pathway 1 or Accounting Option - Pathway 2****Accounting Option - Pathway 1 (designed for students interested in managerial accounting):**

Credits:

ACCT 315	Financial Statement Analyses	3
ACCT 406	Internal Auditing	3

ACCT 435	Accounting Seminar, Research, and Communication	3
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Total: 9 credits

**Accounting Option - Pathway 2 (designed for students interested in public accounting) [3](#), [4](#), [5](#):** Credits:

ACCT 302	Federal Taxation I	3
ACCT 411	Auditing	3
ACCT 416	Advanced Accounting	3

Total: 9 credits

**Finance Option [2](#):** Credits:

ACCT 315	Financial Statement Analyses	3
FINC 301	International Financial Management	3
FINC 320	Advanced Financial Management	3
FINC 325	Principles of Investment and Security Analysis	3
FINC 401	Working Capital Management	3
FINC 405	Modern Portfolio Theory	3

Total: 18 credits

**Human Resource Management Option [2](#):** Credits:

HRMT 315	Human Resource Management	3
LLAW 310	Employment Law	3
MGMT 335	International Business	3
MGMT 370	Organizational Behavior	3
HRMT 430	Labor-Management Relations	3
HRMT 435	Talent Management	3

Total: 18 credits

**International Business Option [2](#):** Credits:

ECON 320	International Economics	3
FINC 301	International Financial Management	3
MGMT 335	International Business	3
MIST 335	Global Entrepreneurship and Web-Based Technologies	3
MRKT 405	International Marketing	3
MGMT 440	International Business Capstone	3

Total: 18 credits

**Management Option [2](#):** Credits:

HRMT 315	Human Resource Management	3
MGMT 311	Knowledge Management	3
MGMT 335	International Business	3
MGMT 370	Organizational Behavior	3

QANT 410	Business Analysis	3
MGMT 425	Strategic Technology Management	3
Total: 18 credits		

**Small Business and Entrepreneurial Studies Option <sup>2</sup>:**

Credits:

MRKT 320	Management of New Product Development	3
SBES 310	Small Business and Entrepreneurial Creation	3
SBES 315	Cloud Computing-Based Venture Platforms	3
SBES 320	Business and Professional Ethics	3
SBES 420	Entrepreneurial Technology and Innovation Management	3
SBES 460	Business Plan Development Capstone	3
Total: 18 credits		

**Marketing Option <sup>2</sup>:**

Credits:

MRKT 301	Management of Promotions	3
MRKT 320	Management of New Product Development	3
MRKT 330	Marketing Distribution Systems	3
MRKT 401	Marketing Research	3
MRKT 405	International Marketing	3
MRKT 410	Marketing Strategy and Policy	3
Total: 18 credits		

**Business Electives <sup>5</sup>:**

Credits:

Business Electives		9
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**Liberal Arts Electives:**

Credits:

Liberal Arts Electives		12
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**Total Required Credits: 120**

(2) In Abu Dhabi students may select either the Finance or the Management option only.

(3) The curriculum for the combined 150-credits Bachelor of Science in Accounting and Master of Business Administration – Certified Public Accounting Track is described dgrqy 0

(4) In New York State there is an academic requirement of 150 credits for eligibility to sit for the CPA exam; go to the [New York State Education Department, Office of Professions](#) for further details.

(5) Students pursuing combined B.S. in Accounting and M.B.A. – Certified Public Accounting Track must include LLAW 210, ACCT 318, and FINC 325 as Business Electives.

**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 [?]

### Undergraduate Courses: Foundation:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 301	Communication for Business	3

Total: 18 credits

### Undergraduate Courses: Seminar:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3

Total: 12 credits

### Undergraduate Courses: Math & Sciences:

Credits:

Science Choice		3
MATH 125	Finite Mathematics	3

Total: 6 credits

## Major Requirements

### Undergraduate Courses: Specific Non-business General Education:

Credits:

MATH 151	Fundamentals of Calculus	3
ECON 202	Principles of Economics I	3
ECON 204	Principles of Economics II	3
QANT 201	Statistical Sampling Theory	3

Total: 12 credits

### Undergraduate Courses: Liberal Arts:

Credits:

Liberal Arts Electives		12
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### Undergraduate Courses: Business Program - Lower Core:

Credits:

ACCT 101	Accounting I	3
ACCT 110	Managerial Accounting	3
LLAW 110	Legal Environment of Business	3
FINC 201	Corporation Finance	3



MGMT 102	Principles of Management	3
MRKT 102	Introduction to Marketing	3
		Total: 18 credits

**Undergraduate Courses: Business Program - Upper Core:** Credits:

MIST 315	Information Systems	3
QANT 300	Production and Operations Management	3
QANT 405	Management Science	3
BUSI 405	Business Research and Innovation	3
BUSI 435	Business Policy and Strategy	3
BUSI 495	Professional Enrichment Capstone	0
		Total: 15 credits

**Undergraduate Courses: Accounting Module - Public Accounting Track:** Credits:

ACCT 102	Accounting II	3
ACCT 302	Federal Taxation I	3
ACCT 306	Cost Accounting	3
ACCT 316	Intermediate Accounting	3
ACCT 411	Auditing	3
ACCT 416	Advanced Accounting	3
		Total: 18 credits

**Undergraduate Courses: Accounting Module - Business Specialization:** Credits:

LLAW 210	Business Law	3
ACCT 317	Intermediate Accounting II	3
FINC 325	Principles of Investment and Security Analysis	3
		Total: 9 credits

Students who have completed an undergraduate 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."

**Graduate M.B.A. Courses: Non-waivable Core:** Credits:

BUSI 610	Professional Development Seminar	0
ACCT 610	Accounting Analysis	1.5
ECON 610	Macro Environment of Business	1.5
ECON 620	Micro Economic Industry Analysis	1.5
FINC 610	Financial Policy and Value Creation	1.5
FINC 620	Executing and Reporting Financial Market Transactions	1.5
MGMT 620	International Dimensions of Organizational Behavior	1.5
MGMT 630	Business Enterprise Environment	1.5
MIST 610	Enterprise Resource Planning Systems	1.5

MRKT 610	Branding	1.5
QANT 610	Operations Management	1.5
QANT 620	Multi-criteria Decision Models	1.5
SBES 601	Ethics and Social Responsibility	1.5
MGMT 650	Strategic Leadership Capstone Project	3

Total: 21 credits

The Non-waivable Core is an integrated educational experience where courses are delivered in seven-week modules and are highly interdisciplinary. Modules in this core may not be waived, nor can credit hours be transferred into the School of Management as substitutes for these modules. The core must be completed, in its entirety, in the School of Management.

**Graduate M.B.A. Courses: Accounting Specialization:** Credits:

ACCT 731	Computer-based Auditing and Research	3
ACCT 732	Not-for-profit Accounting	3
ACCT 720	Federal Taxation II	3

Total: 9 credits

These three required specialized courses are specific to competencies required in the CPA examination and must be completed by all students.

**Total 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**

## Global Partner Program



Established in October 2007, [NYIT-Nanjing](#) is the first American undergraduate campus in China. NYIT programs are delivered on the modern Nanjing University of Posts and Telecommunications (NUPT) campus in Xianlin, easily accessible to Nanjing's many cultural and commercial attractions. As a vital part of our 21st-century global university, NYIT-Nanjing students often enjoy spending one or more semesters at NYIT's New York campuses.

NYIT-Nanjing's academic programs are operated in conjunction with NUPT, a partner university accredited by China's Ministry of Education and by the Commission on Higher Education of the Middle States Association of Colleges and Schools, with program specifications also overseen by the Jiangsu Province Education Department. Among the four NYIT undergraduate programs offered in Nanjing, all taught in English, is the School of Management B.S./G.B.A. program, with an option in international business (only). Students who complete all degree requirements also receive the B.S.B.A. from NUPT.

NYIT degree requirements are identical to those offered elsewhere in the [School of Management](#), with the exception that elective coursework is typically prescribed per the requirements of local regulatory agencies that provide consent for the delivery of the academic program in Nanjing and NUPT. As noted, students completing all dual-degree requirements receive both the aforementioned NYIT B.S./G.B.A. as well as the Bachelor of Science in Business Administration from NUPT.

Students pursuing the NYIT B.S.B.A./G.B.A. dual-degree requirements with an option in international business either follow: the degree map for the B.S.B.A. program toward earning the NYIT B.S.B.A. credential only (this degree map is the same for all NYIT students who attain the B.S.B.A. credential from NYIT), or the degree map below, if they wish to earn the dual-degree, with credentials from both NYIT and NUPT.

### **School of Management B.S./G.B.A. Degree Map (NANJING-NUPT)**

All courses are three credit hours unless otherwise specified. NUPT courses are noted.

#### **Semester 1**

BUSI 100 (0 credit hours)  
ACCT 101  
ECON 202  
FCWR 111  
FCSP 105  
MATH 170 (4 credit hours - MATH 125 substitute - NUPT)

## **Semester 2**

Accounting choice (NUPT)  
ACCT 110  
ECON 204  
FCWR 161  
FCIQ 101  
MATH 180 (4 credit hours - MATH 151 substitute - NUPT)

## **Semester 3**

MGMT 102  
ECON 201  
LLAW 110  
FCSC 101  
SOCI 101 (NUPT)  
QANT 201 (NUPT)

## **Semester 4**

FINC 201  
MRKT 102  
FCWR 301 Professional Communication for Business  
IENG 240 (NUPT)  
PHYS 115 (NUPT)  
Microeconomics (NUPT)

## **Semester 5**

MGMT 335  
ICPH Philosophy/Ethics Choice  
FINC 320  
MIST 315  
MATH 310 (NUPT)  
PSCI 355 (NUPT)

## **Semester 6**

ECON 320  
FINC 301  
ICLT Literature Choice  
QANT 300  
HIST 310 China History (2 credit hours - NUPT)  
HIST 310 Maoism (4 credit hours - NUPT)

## **Semester 7**

QANT 405  
ICSS Social Science Choice  
MRKT 405  
BUSI 405



## Semester 8

MIST 345  
ICBS Behavioral Science Choice  
MGMT 440  
BUSI 435  
BUSI 495 (0 credit hours)

School of Management

# Hospitality Management, B.P.S.



The mission of NYIT's **Bachelor of Professional Studies (B.P.S.) in Hospitality Management** program is to provide high-quality, hands-on, career-advancing educational opportunities within the context of a dynamic, technologically enabled, guest service focused, globally integrated hospitality environment.

## Program Features

**Career-Centered Preparation:** NYIT graduates have met external experiential requirements and attained invaluable development beyond the classroom that make them well-rounded, qualified candidates in the job market.

**Student Focused:** Small class sizes ensure an intimate, personalized learning environment. Moreover, a hospitality faculty advisor will be available to students from the day they enroll at



NYIT until graduation.

**Hospitality Focused Clubs and Associations:** Students can become a part of NYIT's National Society of Minorities in Hospitality Chapter, the Professional Convention Management Association Chapter and/or the Society of Hosteurs. These student-run associations and clubs bring everyone within the NYIT community together for a variety of social, charitable and educational activities. In addition, students have the opportunity to work professional events and participate in industry focused tours, including vineyards, casinos, hotels, trade shows and more.

**Diverse Community:** Our students come from around the globe to savor the opportunities provided by NYIT's geographic location and access to the hospitality industries leading food service, lodging and tourism organizations. Opportunities to study abroad are also available.

**Industry-Experienced Faculty:** NYIT's Department of Hospitality Studies faculty and adjunct instructors bring unique and varied specialties with centuries of combined industry experience to provide our students with a progressive education in state-of-the-art facilities.

**Technology Infused:** From the Blackboard online learning environment, to our interactive virtual classrooms, we infuse technology into every course.

**Dynamic Hands-on Coursework:** From experiential internships, to beverage tasting courses, to on-site operations visits, our courses put you in intimate contact with the people and products that will prepare you for the industry upon graduation. Our B.P.S. program enables our students to dedicate more than 60 percent of their degree exclusively to our passion—hospitality.

**Industry Focused:** We offer outstanding student development through affiliations with internationally recognized hospitality organizations and associations, exclusive internship offerings and attendance at conferences.

## Strategic Initiatives

Integrate the School of Management key strategic initiatives into its curriculum.

Ensure student competency and opportunity for placement and successful advancement in the business environment.

Ensure the development of business-related requisite skill sets.

Provide seminars, workshops, forums and dynamic opportunities for students to engage in experiential learning activities.

Cultivate partnerships by participating at conferences to further lifelong learning and an understanding of contemporary issues in the hospitality field.

Publish intellectual contributions and attend activities and conferences for the purpose of presenting scholarly works.

Create an environment for students conducive to success, including programs for individualized orientation, advisement, tutoring, student advisory committees, social engagement activities, and peer mentoring programs.

## B.P.S. Programmatic Learning Goals

Upon successful completion of the B.P.S. program, students are able to:

1. Interpret the legal implications behind operational decisions, draft enforceable internal and external organizational standards, including the management of operations and the training of human capital (law and organizational policy);
2. Integrate the core management and accounting functions to ensure financial viability of a hospitality organization (financial management);
3. Properly design and implement cost effective food service menus reflecting market specific research, food and beverage product knowledge and industry trends to compliment the layout and design of a food service operation (food and beverage);
4. Integrate the core business and tourism management functions to ensure the successful design, delivery and assessment of a convention, event, meeting, or exhibition (event planning);
5. Survey the economic environment, demonstrate the impact of this environment on lodging and food facilities, and develop a marketing and operations plan for a given economic climate that accounts for risk components (lodging and operations design; and

- Synthesize and evaluate actions that impact on the advancement of a hospitality leader (business foundations).

### B.P.S. Academic Policies and Standards

The School of Management implements processes for the B.P.S. program in line with those of NYIT. There are no additional academic policies and standards.

## School of Management Curriculum

# Curriculum Requirements for the Bachelor of Professional Studies in Hospitality Management (1)

### Discovery Core [?]

#### Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 301	Communication for Business	3

Total: 18 credits

#### Seminars:

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3

Total: 12 credits

#### Math and Science:

Credits:

BIOL 103	Nutrition and Society	3
MATH 115	Introductory Concepts of Mathematics.	3

Total: 6 credits

### Major Requirements

#### Hospitality Program Core Requirements Lower Business Core Courses:

Credits:

HOSP 100	Introduction to Hospitality	3
HOSP 130	Front Office Sales and Management	3
HOSP 140	Purchasing, Procurement and Supply Management	3
HOSP 210	Service Excellence	3
HOSP 220	Strategic Planning and Marketing	3
HOSP 240	Operations Cost Control	3
HOSP 260	Hospitality Managerial Analysis	3

Total: 21 credits

**Hospitality Program Core Requirements Upper Business Core Courses:**

Credits:

HOSP 320	Hospitality Law	3
HOSP 330	Meetings, Events, Conventions, and Expositions	3
HOSP 340	Beverage Evaluation and Management	3
HOSP 360	Asset, Risk, and Revenue Management	3
HOSP 420	Leadership and Employee Relations	3
HOSP 430	Facility and Concept Development	3
HOSP 440	Menu Development and Design	3
HOSP 460	Entrepreneurship, Franchise, and Multi-Unit Management	3
HOSP 470	Senior Seminar Capstone	3

Total: 27 credits

**HOSP 270 Supervised Fieldwork:**

Credits:

HOSP 270	Supervised Fieldwork	3
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**General Business Requirements:**

Credits:

ACCT 101	Accounting	3
ECON 101	Basic Economics	3
LLAW 101	Business Law I	3
MIST 101	Intro. to Computer Applications	3

Total: 12 credits

**Elective Courses:**

Credits:

Elective Courses *		21
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\* At least 12 credit hours must be in HOSP courses; Transfer students must take at least one HOSP course in partial fulfillment of this curriculum requirement.

**Total Required Credits: 120**

**(1) This degree is currently offered only at NYIT's New York campuses.**

**College of Osteopathic Medicine**

# NYIT College of Osteopathic Medicine



NYIT offers those interested in careers in medicine an educational opportunity through its medical school, the College of Osteopathic Medicine, located on the Old Westbury campus. 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 Medicine program for émigré physicians. For those who seek to combine a B.S. with a D.O. degree, the College of Osteopathic Medicine collaborates with a group of select colleges to offer students this seven-year program. In addition, College of Osteopathic Medicine students have access

to advanced training in anatomy, osteopathic manipulative medicine, and basic and clinical research through the pre-doctoral Academic Medicine Scholarship/Masters of Neuromuscular Sciences program.

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

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

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

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

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

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

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

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

#### **Admissions Office**

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

**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 advance leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles of this course. Prerequisite: ROTC 301 and 302.

### **ROTC 402**

Continuation of ROTC 401

1-2-1

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 advance course. NOTE: All basic military science courses include the appropriate number of class hours, plus a required leadership laboratory and additional classes in physical training each week. A field trip of approximately three days provides practical experience in small organization leadership. All students are expected to attend the leadership laboratory, physical training, and the field trip.

### **Army ROTC Scholarship Program**

The Army Reserve Officers' Training Corps (ROTC) scholarships offer assistance to meet the rising costs of school. Scholarships are awarded for two, three, and four years, strictly on merit, to the most outstanding students as follows:

- tuition and mandatory educational fees up to \$16,000
- a specific amount for miscellaneous fees such as laboratory, student activity, transcript, and graduation fees
- a flat rate for textbooks, classroom supplies, and equipment (approximately \$225 per semester)
- an allowance of \$150 a month each school year the award is in effect

Like other organizations, the Army is oriented toward technological advancement. Eligible students may apply for an Army ROTC scholarship worth up to \$16,000 per year.

For further information, write or call the Hofstra University Military Science Department, 265 Physical Fitness Center, Hempstead, NY 11549-1300, 516.463.5648 or fax 516.463.4937, as per the NYIT/Hofstra cross-town agreement.

### **Credit Toward a Liberal Arts Degree**

ROTC 103, 104 and 203, 204, totaling two semester hours of credit, are designated as non-liberal arts credit. These credits are acceptable toward a baccalaureate degree if they fall within the total non-liberal arts credits allowed for that degree. ROTC 303, 304, summer camp, and ROTC 403, 404 total 12 semester hours of credit. These credits are acceptable toward a degree as determined by advisement with the department chairperson.

### **Army Commissioning Requirements**

In order to be commissioned as a second lieutenant, students must satisfactorily complete the basic course, advanced course, and advanced camp or their equivalents. Students must also receive their college degree and ensure they have taken an approved course in written composition, human behavior, military history, computer fundamentals, and mathematical reasoning. Cadets must be

recommended for a commission by the department chairperson.

## **Army Reserve Officers' Training Corps: Program**

### **Basic Course**

#### **ROTC 103: Introduction to the United States Army**

1-2-1

Fall. Course offers an in-depth look at the organization and mission of the United States Army. An introduction to the basic techniques of leadership in small organizations is provided, as well as an introduction to military skills. No liberal arts credit.

#### **ROTC 104: Foundations of Leadership**

1-2-1

Spring. Course continues the discussion of effective leadership. Leadership and basic ethical principles are discussed. An introduction to military skills is provided by instruction in first aid and land navigation. No liberal arts credit.

#### **ROTC 203: Leadership Principles**

1-2-1

Fall. Course continues the discussion of effective leadership through a study of personal skills and historical examples. Emphasizes the principles of war as a tool of analysis; continues instruction in the basic military skills of first aid, communications, and land navigation. No liberal arts credit.

#### **ROTC 204: Requirements of the Junior Officer**

1-2-1

Spring. Course examines the fundamental requirements of the decision-making process as it relates to the Junior Officer. The ability to supervise and motivate the small organizations is examined. No liberal arts credit.

### **Basic Camp**

Basic camp training is used to give students who were not enrolled in the basic course (ROTC 103, 104, 203 or 204) an opportunity to receive placement credit to enter the advanced course. This is a voluntary five-week camp conducted at Fort Knox, KY. The basic camp gives the student an in-depth look at the organization of the United States Army. Students receive instruction in basic military skills and leadership techniques. Successful completion of basic camp allows the student to enroll in the advanced course.

### **Advanced Course**

#### **ROTC 303: Advanced Camp Preparation**

3-2-3

Fall. Course examines in detail the leadership and military skills necessary to succeed at advanced camp. The leadership and military skills learned in the basic course are thoroughly reviewed. Emphasis is on planning and controlling a small organization. Leadership laboratories, field trips and a written essay in military history are required. Prerequisites: ROTC 103, 104, 203, 204, or basic camp or the approval of department chairperson.

#### **ROTC 304: Advanced Camp Preparation II**

3-2-3

Spring. Course examines the problems associated with situational ethics and control of the small organization. Continues to develop the leadership and military skills necessary to succeed at advanced camp. Throughout the semester students are required to draft and develop correspondence, conduct oral presentations, and prepare management programs that they will develop, conduct, and evaluate. Leadership laboratories, field trips, and pre-camp are required. Prerequisites: ROTC 103, 104, 203, 204, or basic camp and ROTC 303, or approval of department chairperson.

### **Advanced Camp**

Advanced Camp training gives the student an understanding of the practical aspects of Army life and supplements the theoretical work given during the school year. This is a five-week camp conducted at Fort Bragg, N.C. Successful completion of the advanced camp is a commissioning prerequisite. Subjects covered include practical exercises in the following:

- leadership
- weapons familiarization
- land navigation
- infantry tactics and techniques
- drill, parades, and ceremonies
- physical training

Training is intensive and methods are the same as followed in training units under field conditions. Emphasis is on the development of leadership and individual confidence as may be required of any officer regardless of branch.

### **ROTC 403: Organizational Command**

3-2-3

Fall. Responsibilities of command at the organizational level. Provides detailed fundamentals of training, supply and personnel management techniques within the large organizations. Emphasis on application and evaluation of command and staff relationships. Leadership laboratories and field trips are required. Prerequisites: ROTC 103, 104, 203, 204, or basic camp, ROTC 303, 304, and advanced camp, or the approval of department chairperson.

### **ROTC 404: Organizational Effectiveness**

3-2-3

Spring. Ethical standards are discussed as the guide for effective leadership. Applications of leadership dimensions are taught. They fall into six categories: communications (written, oral, oral presentation); personal motivational behavior, interpersonal behavior (influence); administrative skills (planning and organization, delegation); and decision-making skills (problem analysis, decisiveness, judgment). Leadership laboratories, field trips and a written essay on professional ethics are required. Prerequisites: ROTC 103, 104, 203, 204, or basic camp, ROTC 303, 304, 403 and advanced camp or the approval of department chairperson.

## **Extended Education**

# **Extended Education**





**Extended Education** responds to the ever-changing global marketplace by providing intensive educational programs—for both professional and personal enhancement—that often complement degrees and degree pathways. Extended Education reacts quickly to changes in the workplace, providing solutions to corporate needs.

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 Revit Architecture**



Enroll in NYIT's **Certificate in Revit Architecture** to build your job mastery as a construction professional, architect, designer, engineer, programmer, or technician. Our courses presume no previous background in the use of Revit, however, applicants should have basic computer skills and knowledge of the basic principles of drafting. To earn the Certificate in Revit Architecture,

participants must complete all three courses, which may be taken in different semesters. Courses may also be taken individually 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-029 Introduction to Revit**

As green building goes mainstream, government leaders ask for tools that set minimum standards for sustainability. Building information modeling (BIM) is one popular tool that has changed the process for designing and constructing buildings. Revit, the go-to BIM software program, is the first tool you will reach for in your toolbox. Our hands-on course includes the fundamentals of Revit and provides an overview of its features and tools. Topics include documentation history and trends; project templates; exploring the user interface and discovering project work flow; and exploring the vast content provided right out of the box.

### **XCAD-032 Intermediate Revit**

This course picks up where our beginner class left off and explores the BIM aspects of Revit Architecture. Topics include families and their components; creating, organizing and utilizing different views; sections elevations and perspectives; and schedules and project phasing tools. Here is where you learn to appreciate the power of your 'I' in BIM. Additional topics include working from a sketch to create a massing study; dimensioning (temporary and permanent); stairs, ramps and railings; creating rooms and color fill patterns; and detailing and annotation.

### **XCAD-035 Advanced Autodesk Revit Architecture**

Learn more advanced concepts in Autodesk Revit software, the AEC industry's first parametric building modeler. Course uses Revit Beginner and Intermediate as its foundation to explore advanced functions of the program. Topics include working with multiple Revit and AutoCAD files as links; implementing techniques using system families such as walls, floors, ceilings and roofs; custom family creation and in place families; advanced scheduling functions; and best practices such as performing quality control on your BIM project. Prerequisite: Intermediate Revit

**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/).

**Extended Education**

## **Carbon Markets and Accounting Certificate**



Enroll in NYIT's **Carbon Markets and Accounting Certificate** program offered in collaboration with the Greenhouse Gas Management Institute, an organization that trains and supports a global society of greenhouse gas (GHG) professionals in the fields of GHG measurement, accounting, auditing, and management. Our online certificate program includes three courses: Introduction to Carbon Markets, Basics of Organizational GHG Accounting, and Basics of Project-Level GHG Accounting.

For more information, visit [ghginstitute.org/nyit](http://ghginstitute.org/nyit) or call 516.686.7490.

## **201 Basics of Organizational GHG Accounting**

Many organizations want to manage their greenhouse gas emissions for a number of reasons, including to:

- Minimize their impact on the planet.
- Prepare for government regulations and address evolving disclosure requirements.
- Increase energy efficiency.
- Build their profile as an environmental leader.

Building an inventory of your sources and emissions (e.g., carbon footprint) is an essential first step to assessing risks, reducing emissions, and tracking your performance. Our training course covers the basics of GHG accounting for organizations. Course materials are based on the WRI/WBCSD GHG Protocol Corporate Standard and refer to ISO 14064: Part 1 International Standard for GHG inventories. A personal ISO 14064: Part 1 license is issued to each learner as part of this course.

You can also choose to take an optional section that covers reporting to The Climate Registry and provides practical experience using its General Reporting Protocol. The material taught in this course serves as the basis for almost all entity-level GHG reporting programs in the world, such as:

Carbon Disclosure Project  
U.S. DOE/EIA 1605(b) program  
The Climate Registry

Course includes quizzes and exercises that will help you apply key lessons and principles. A Certificate of Proficiency requires the passing of an exam after completion of the course. Learners who complete The Climate Registry course module can opt to take The Climate Registry exam and receive a Certificate of Proficiency in both the basics of organizational GHG Accounting and Reporting to The Climate Registry.

### **Key Concepts**

1. GHG accounting principles
2. Defining applications for GHG inventories
3. Design and development of GHG inventories
4. Establishing GHG boundaries for an organization
5. Identifying emission sources
6. Tracking emissions over time, recalculations and establishing a base year
7. Setting GHG reduction targets
8. Inventory quality management
9. Preparing a GHG inventory report
10. Preparing for verification
11. Optional - Reporting emissions according to The Climate Registry's General Reporting Protocol

### **Course Lessons**

1. Introduction and Overview
2. Business Applications
3. Organizational Boundaries
4. Operational Boundaries
5. Tracking, Calculating, Reporting and Managing
6. Data Collection and Calculation
7. Additional Technical Issues
8. Inventory Quality Management
9. Elements of GHG Inventory Reports
10. Next Steps
11. Optional - Reporting to The Climate Registry

**Who should attend:** Anyone interested in carbon management, in particular GHG inventory managers, corporate environmental and sustainability managers, investors and auditors. Our course equips you to handle various scenarios and address the issues necessary to assess an organization's GHG emissions. For example, a client says his company wants to be "carbon neutral" and asks for your help. You'll know how to answer and define his company's carbon footprint.

**Approximate number of working hours to complete:** 16-20. The Climate Registry's module is 20-24.

**Availability:** Runs quarterly in January, April, July, and October. Classes begin on the first of the month.

## **202 Basics of Project-Level GHG Accounting**

Many companies and organizations manage projects to reduce or avoid GHG emissions, a cause of climate change. Such projects often earn tradable credits to offset emissions and enable companies and organizations to become carbon neutral. Many GHG programs have similar accounting requirements across industries, though no universal standards currently exist for GHG project accounting in the United States. The Greenhouse Gas Management Institute provides immersive training in the requirements of the most widely accepted GHG standards at present.

Our course covers the basics of GHG accounting for projects. It builds on ISO 14064: Part 2 GHG Standard for Projects and WRI/WBCSD GHG Protocol for Projects. A personal ISO 14064: Part 2 license is issued to each learner as part of this course.

The material taught in this course serves as the basis for many GHG offset crediting programs, such as:

Verified Carbon Standard  
UN Clean Development Mechanism  
Alberta Offset System

Course includes quizzes and exercises to help you learn to apply key lessons. Certificate of Participation is included as part of the course. Certificate of Proficiency is available for an additional fee and requires the passing of an exam after completion of the course.

### **Key Concepts**

1. GHG accounting principles
2. Defining applications for GHG projects
3. Design and development of GHG projects
4. Identifying sources, sinks and reservoirs and establishing GHG boundaries for the project and the baseline.
5. Determining the baseline
6. Quantifying GHG emissions
7. Monitoring GHG emissions
8. Managing data quality
9. Preparing a GHG project report
10. Preparing for verification

### **Course Lessons**

1. Introduction to GHG Projects and Project Level Accounting
2. GHG Project Standards, Protocols and Programs
3. Introduction to Key Concepts and Accounting Processes
4. Describing the Project, Determining Project Boundaries and Identifying Leakages
5. Determining the Baseline of a GHG Project
6. Quantifying GHG Emissions or Removals
7. Monitoring and Data Management for GHG Projects
8. Documentation, Validation and Verification of GHG Projects

**Who should attend:** Anyone with an interest in GHG management, in particular GHG project developers and inventory managers, corporate environmental and sustainability managers, investors, and auditors.

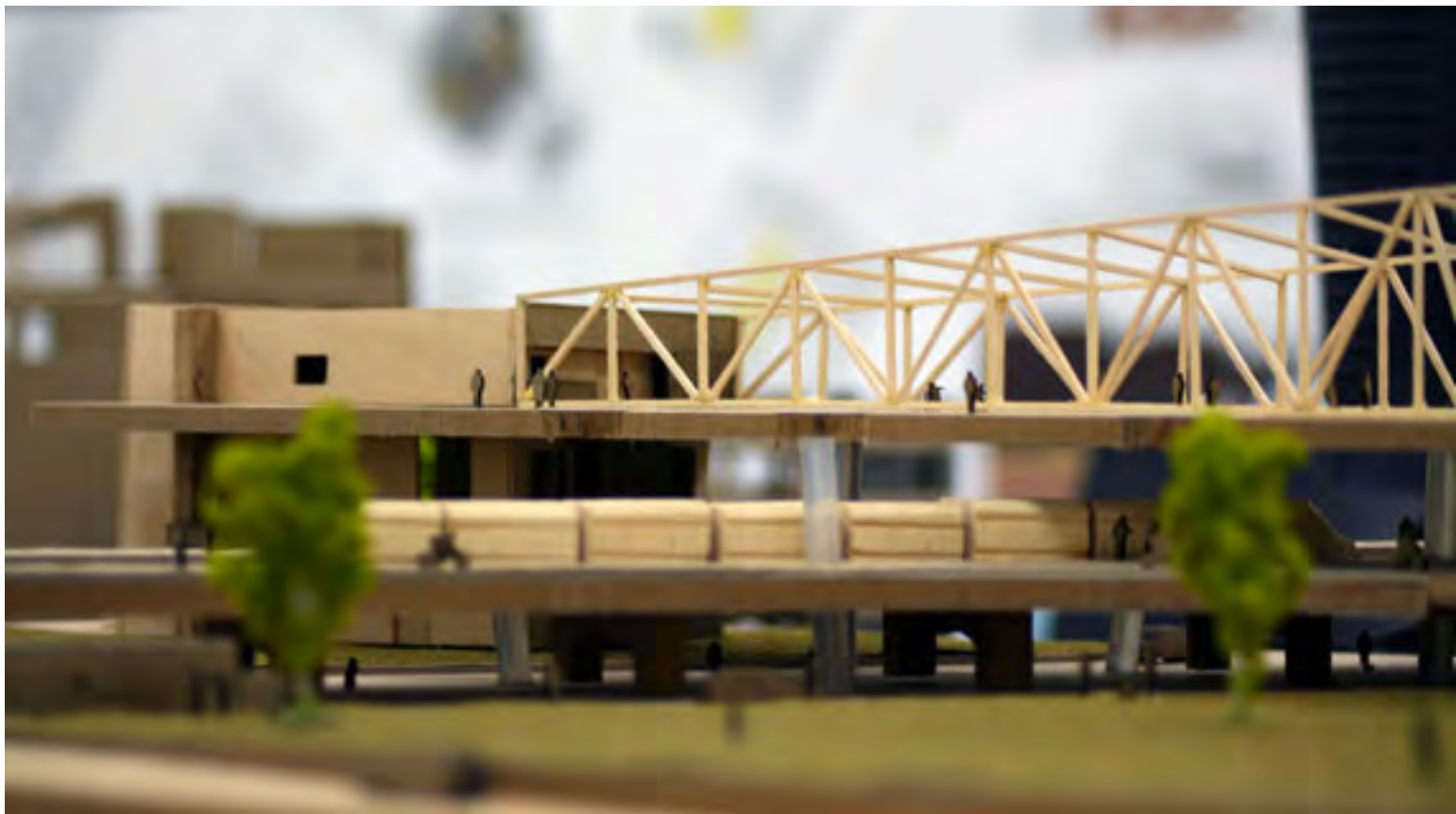
**Approximate number of working hours to complete:** 16-20 during a one-month period.

**Availability:** Runs quarterly in February, May, August, and November. Classes begin on the first of the month.

**Extended Education**

# **Heavy Equipment Operator Certificate**





Enroll in NYIT's **Heavy Equipment Operator Certificate** to immerse yourself in a real construction environment with consistent emphasis on recognizing safe conditions and safe acts. You'll learn how to operate machinery and practical applications such as:

- Trenching
- Transport rigging
- Loading and securing cargo
- Demolition
- Tree removal
- Asphalt/concrete removal
- Blueprint reading
- Use and applications of a transit (theodolite)

In addition, our 84-hour course curriculum includes a 12-hour safety course as well as daily safety “toolbox” meetings.

## **Program Structure**

Our program has four 21-hour modules, levels 1 through 4, for each piece of equipment—backhoe, excavator, payload, and bulldozer—that focus on a number of aspects of heavy equipment operations. Each 21-hour module may be taken individually. Our safety course subject matter is comprehensive and tailored to the module subject matter as the course progresses.

The first three-hour safety segment is given prior to the first 18 hours of machine operation and focuses on safe operation of a backhoe. The segment also covers Personal Protection Equipment (PPE); Right-To-Know; ANSI; OSHA; Rollover Protective Structure (ROPS); Falling Object Protective Structure (FOPS); internal traffic control plans; and closed, noxious, or explosive environments.

The second three-hour safety segment focuses on 29CFR 1926 OSHA Construction Industry Regulations (mostly Subpart H) and Federal Motor Carrier Safety Administration (FMCSA) Regulations as related to loading and securing cargo and machines for transport, and working with lifting slings and chains.

The third three-hour safety segment focuses mainly on 29CFR 1926 OSHA Construction Industry

Regulations Subpart P and Subpart T related to trenching and demolition. This portion of the class is dependent on weather and therefore may supplant a scheduled topic in the second or fourth modules.

The fourth three-hour safety segment concentrates on safety precautions for extricating a machine that has fallen into a trench. We also look at aspects of driving heavy equipment machines on public roadways.

Please call 516.686.7490 for our exclusive Flexible Scheduling option.

## **Backhoe Levels 1-4**

All four levels are conducted in a functioning heavy equipment excavation yard. You must wear safety shoes to enter the premises.

**Level 1** - Learn to operate a backhoe, including its capabilities and maintenance requirements (i.e., fuel, oils, filters) and how to maneuver the machine around the yard and use its front bucket, stabilizers, and backhoe attachments. Course focuses on the proficiency needed to use the machine, through repetitive motions, in order to move on to the next segment. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Course # CST-036  
Fee: \$2,950  
21 hours

**Level 2** - Learn various applications of rigging and tie-down for machine or material transport and how to use the backhoe to place materials onto trailers. Course focuses on the proper way to lift, move, place, and stack many shapes, sizes, and densities of materials (i.e., conduit or precast structures). It also covers loading and unloading of these materials onto/from transports. Class is dependent on weather and will not be held in the rain. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Prerequisite: Backhoe Level 1  
Course # CST-049  
Fee: \$2,950  
21 hours

**Level 3** - Learn aspects of trenching for the construction of curbs, foundations, and conduit placement, including OSHA safety regulations for digging trenches. Course discusses how to correctly demolish a building and the various techniques in tree removal, as well as techniques associated with asphalt/concrete removal and the use of a material screening plant on job sites. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Prerequisite: Backhoe Level 2  
Course # CST-050  
Fee: \$2,950  
21 hours

**Level 4** - Learn and put into practice the use of a backhoe to rescue another machine stuck in the mud or fallen in a trench. Course includes the proper way to drive a backhoe on public roads, how to read construction blueprints, applications in the use of a transit, and heavy machine attachments such as bucket “thumb,” 4-in-1 bucket, and extend-a-hoe. Course serves as an introduction to rudimentary machine usage helpful for any of our courses. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes

Prerequisite: Backhoe Level 3  
Course # CST-051  
Fee: \$2,950  
21 hours

## **Excavator Levels 1-4**

All four levels are conducted in a functioning heavy equipment excavation yard. Many aspects of these classes are dependent on weather and will not be held in the rain. You must wear safety shoes to enter the premises.

**Level 1** - Learn about the tracked excavator, its capabilities and maintenance requirements (fuel, oils, filters, etc.), and how to maneuver the machine around the yard and use its front bucket. Course focuses on the proficiency needed to use the front bucket, through repetitive motions, in order to move onto the next course segment. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Course # CST-037  
Fee: \$2,950  
21 hours

**Level 2** - Learn applications of rigging and tie-down for machine or material transport and how to use the excavator to place materials onto trailers. Course covers the proper way to lift, move, place, and stack many shapes, sizes, and densities of materials (conduit or precast structures). You'll learn about loading and unloading these materials onto/from transports. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Prerequisite: Excavator Level 1  
Course # CST-052  
Fee: \$2,950  
21 hours

**Level 3** - Learn aspects of trenching for the construction of curbs, foundations, and conduit placement, including various OSHA safety regulations for digging of trenches. Course discusses how to correctly demolish a building and the techniques for tree removal. In addition, you will learn techniques for asphalt/concrete removal and the use of a material screening plant on the job site. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Prerequisite: Excavator Level 2  
Course # CST-053  
Fee: \$2,950  
21 hours

**Level 4** - Learn and put in to practice the use of an excavator to rescue another machine stuck in the mud or fallen in a trench. Course includes how to read construction blueprints and applications in the use of a transit. You will combine all of these skills to complete a required class excavation project. Course serves as an introduction to rudimentary machine usage helpful for any one of our courses. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Prerequisite: Excavator Level 3  
Course # CST-054  
Fee: \$2,950  
21 hours

## **Front End Loader (Payloader) Levels 1-4**

All four levels are conducted in a functioning heavy equipment excavation yard. Many aspects of these classes are dependent on weather and will not be held in the rain. Students must wear safety shoes to enter the premises.

**Level 1** - Learn to operate the front end loader, its capabilities and maintenance requirements (i.e., fuel, oils, filters), and maneuver the machine around the yard and use its front bucket. Course focuses on the proficiency needed to use the machine, through repetitive motions, in order to move on to the next segment. Students must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes

Course # CST-035

Fee: \$2,950

21 hours

**Level 2** - Learn applications of rigging and tie-down for machine or material transport and how to use the front end loader to place materials onto trailers. Course includes the proper way to lift, move, place, and stack many shapes, sizes, and densities of materials (conduit and precast structures) as well as loading and unloading these materials onto/from transports. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes

Prerequisite: Front End Loader Level 1

Course # CST-046

Fee: \$2,950

21 hours

**Level 3** - Learn aspects of trenching for the construction of houses and highways, including various OSHA safety regulations for digging of trenches. Course discusses how to correctly demolish a building and various techniques for tree removal. In addition, you will learn techniques for asphalt/concrete removal and the use of a material screening plant on the job site. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes

Prerequisite: Front End Loader Level 2

Course # CST-047

Fee: \$2,950

21 hours

**Level 4** - Learn and put into practice the use of a front end loader to rescue another machine stuck in the mud or fallen in a trench. Course includes how to read construction blueprints and various applications in the use of a transit. You are required to combine these skills to complete a class excavation project. Course serves as an introduction to rudimentary machine usage helpful for any of our courses. You must attend a mandatory three-hour safety Course and daily “toolbox” meeting.

Requisite: Safety shoes

Prerequisite: Front End Loader Level 3

Course # CST-048

Fee: \$2,950

21 hours

## **Bulldozer Levels 1-4**

All four levels are conducted in a functioning heavy equipment excavation yard. Many aspects of these classes are dependent on weather and will not be held in the rain. You must wear safety shoes to enter the premises.

**Level 1** - Learn to operate the bulldozer, including its capabilities and maintenance requirements (i.e., fuel, oils, filters) and how to maneuver the machine around the yard and the rudimentary use of the bulldozer three-way blade. Course focuses on the proficiency needed in the use of this machine, through repetitive motions, in order to move on to the next segment. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Course # CST-034  
Fee: \$2,950  
21 hours

**Level 2** - Learn various applications of rigging and tie-down for machine or material transport onto trailers and how to use the bulldozer for loading and unloading onto/from transports. Course progresses to usage of the three-way blade. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Prerequisite: Bulldozer Level 1  
Course # CST-043  
Fee: \$2,950  
21 hours

**Level 3** - Learn aspects of trenching for the construction of houses and highways, including various OSHA safety regulations for digging of trenches. Course discusses how to correctly demolish a building and the various techniques in tree removal. In addition, you will learn techniques for piling of materials, ascending and descending upon those piles, and the use of a material screening plant on the job site. Students must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Prerequisite: Bulldozer Level 2  
Course # CST-044  
Fee: \$2,950  
21 hours

**Level 4** - Learn and put into practice the use of the bulldozer to rescue another machine stuck in the mud or fallen in a trench. Course includes how to read construction blueprints and various applications in the use of a transit. You will be required to combine these skills to complete a class excavation project. Course serves as an introduction to rudimentary machine usage helpful for any of our courses. You must attend a mandatory three-hour safety course and daily “toolbox” meeting.

Requisite: Safety shoes  
Prerequisite: Bulldozer Level 3  
Course # CST-045  
Fee: \$2,950  
21 hours

**Global Health**

# **Certificate in Global Health**





The [Center for Global Health](#) provides broader access and opportunities for NYIT medical and health professions students through international programs, branch campuses, and exchanges of students and faculty. Using the university's digital prowess and participation in collaborative programs, the center aims to expand existing NYIT programs and create new ones to advance medical education with particular focus on disease prevention and treatment.

[NYIT College of Osteopathic Medicine](#), with its emphasis on primary care medicine, is in an ideal position for health education and health promotion. We have a "cultural treasure" to export in the form of osteopathic manipulative medicine combined with the best scientific medicine.

**Edward A. Gotfried, D.O., FACOS**  
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**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  
Vocational Seminar  
Vocational Work Internship

## 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.

	ANNUAL	SEMESTER
Tuition	\$ 43,069.00	\$ 21,534.50
Room	\$ 6,326.00	\$ 3,163.00
Meal Plan	\$ 4,550.00	\$ 2,275.00
Health Insurance *	\$ 2,004.00	\$ 1,002.00
Mandatory Accident Insurance	\$ 46.00	\$ 23.00
<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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