



New York Institute of Technology

Student-Athlete Handbook

2018-2019

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Dear Student-Athlete:

Thank you for taking time to carefully read the NYIT Student-Athlete Handbook, which should prove a valuable aid as you take advantage of the world of opportunities and face the many challenges accompanying being a student-athlete.

The NYIT Athletics Department is committed to helping you reach your maximum potential as an individual, student and athlete. Our primary goal is to support you in all facets of your development and to, one day, watch you stand among the multitude of NYIT alumni who proudly wore the blue and gold.

Again, this handbook is designed as a tool for your use. I invite and encourage you to utilize the many services NYIT and NYIT Athletics offer.

As an NYIT student-athlete you will be held to the standard of “Honor, Pride, Champions.” Those are not just words on a paper, but a way of life. Everything you as a student-athlete and the staff do everyday will be done with those words in mind. Honor, in this sense, means all your actions on and off the fields and courts will be carried out with the highest of ethical conduct and integrity. Pride means your actions will elicit delight or elation not only among your teammates, but also our alumni. Champions means we will win at everything that we do. We will become champions in our sport, in our studies and in our lives. You will show that NYIT student-athletes are superior in all facets of life.

My staff and I look forward to working with you and helping you achieve excellence. We wish you nothing but health, happiness and success throughout this academic year and beyond.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Vélez'. The signature is fluid and cursive, with a large initial 'D'.

Daniel Vélez
Director of Intercollegiate Athletics and Recreation

CHAPTER 1 – INTRODUCTION

IT IS A PRIVILEGE TO BE A STUDENT-ATHLETE AT NYIT

It is a privilege to be a student-athlete at NYIT, not a right. The rules and regulations of the Department and University must be respected at all times to maintain the privilege to represent NYIT and its athletic teams. All University and NCAA regulations will be followed to the highest degree.

PURPOSE OF MANUAL

In order to be eligible to represent NYIT in intercollegiate athletics, you must adhere to all University, Athletics Department, East Coast Conference and NCAA rules and regulations. Therefore, this handbook has been designed to assist you in your role as an NYIT student-athlete.

We expect you will take accountability for your actions, show good sportsmanship and strive to maintain the highest level of honesty and character while you represent NYIT as a student and an athlete.

As a student at NYIT, you must abide by all rules and regulations set forth in the NYIT Student Handbook, in addition to adhering to the rules and regulations set forth in this Student-Athlete Handbook and any individual team rules. Any student-athlete found in violation of these policies may be subject to disciplinary action.

** Please note: The NYIT Athletics Department reserves the right to alter and/or change the contents, policies or procedures of this handbook at its discretion at any time.*

NYIT ATHLETICS DEPARTMENT MISSION STATEMENT

The mission of the Department of Intercollegiate Athletics and Recreational Services (“the Department”) is to ensure the intercollegiate athletics and recreational programs represent and reflect the missions and goals of the University. By providing quality opportunities and programs that reflect high academic, moral and athletic standards, NYIT enables all student-athletes to maximize their personal potential.

By providing challenging recreation opportunities and quality facilities for all members of the NYIT community, the Department seeks to create a sense of community spirit and pride among all constituents – students, faculty, staff, administrators and alumni.

The Department believes in providing community experiences and opportunities for the development of leadership and personal life skills and career growth.

The purpose of the Department is:

- A) To have NYIT represented by men and women whose conduct reflects credit upon the University, and who are bona fide students making normal progress in degree programs with appropriate academic counseling, advisement and support;
- B) To encourage scholarship, sportsmanship, fair play and a sense of responsibility among all athletes, students, faculty, the Department staff and spectators at athletic events;
- C) To field disciplined and competitive athletes and teams that are recruited, coached and supported by skilled people dedicated to the observance of the spirit, as well as the letter, of all applicable rules;
- D) To schedule athletic competitions appropriate to the skills of the participants;
- E) To have the University’s Department of Intercollegiate Athletics and Recreational Services recognized as a leader among ethical, nondiscriminatory and well-managed units committed to excellence;
- F) To provide appropriate health support for all intercollegiate athletes;
- G) To maintain intercollegiate athletics befitting a major university, and to accommodate the athletic, fitness and recreational needs of a diverse university community;
- H) To operate a fiscally responsible department of the University, which adds to the University’s overall success with minimal financial impact.

ATHLETIC PROGRAMS AT NYIT

<u>Men’s Sports:</u>	<u>Women’s Sports:</u>
Baseball	Basketball
Basketball	Cross Country
Cross Country	Lacrosse
Lacrosse	Soccer
Soccer	Softball
Tennis	Tennis
	Volleyball

CHAPTER 2 – NYIT ADMINISTRATION AND NUMBERS (516 AREA CODE)

President	Henry C. “Hank” Foley, Ph.D.
Dean of Students	Dr. Gabrielle St. Leger

EMERGENCY CONTACTS

Campus Security	686-7789
Office of Counseling and Wellness	686-7976

ATHLETICS AND RECREATION

Director of Intercollegiate Athletics and Recreation	Daniel Vélez	daniel.velez@nyit.edu	686-4906
Deputy Director of Athletics	Danny Hagenlocher	dhagenlo@nyit.edu	686-1133
Associate Athletic Director/SWA	Gail Wasmus	gwasmus@nyit.edu	686-7447
Assistant Athletic Director/ Strategic Communications	Adam Rubin	arubin05@nyit.edu	686-7522
Assistant Athletic Director/ Compliance	Kat Zabielski	kzabiels@nyit.edu	686-3974
Senior Specialist for Athletics	Brenda DiDonna	bdidonna@nyit.edu	686-1216
Head Athletic Trainer	Dean Kamvakis	dkamvaki@nyit.edu	686-7776
Assistant Athletic Trainer	Nicole Moreno	nmoren01@nyit.edu	686-7687
Assistant Athletic Trainer	Christine Barcavage	cbarcava@nyit.edu	686-4917
Assistant Athletic Director for Facilities	Junior Salazar	jsalaz06@nyit.edu	686-1218
Equipment Manager	Frank Battaglia	fbattagl@nyit.edu	686-1315
Faculty Athletic Representative	Dr. Melanie Austin	mausti04@nyit.edu	686-1131
Team Physician	Hallie Zwibel, D.O.	hzwibel@nyit.edu	686-3771
Campus Recreation	Rob Isme	risme@nyit.edu	686-1209
Main Athletics Fax			686-1168
Coaches Annex Fax			686-1219

COACHING STAFF

Baseball	Frank Catalanotto	frank.catalanotto@nyit.edu	686-7513
Men’s Basketball	Kevin Hamilton	khamil01@nyit.edu	686-7643
Women’s Basketball	Kenny Parham	kparham@nyit.edu	686-7614
Cheerleading	Menaza Townsend	mtowns01@nyit.edu	
Men’s and Women’s Cross Country	Lenroy Raffington	lraffing@nyit.edu	686-7627
Men’s Lacrosse	Bill Dunn	wdunn@nyit.edu	686-7620
Women’s Lacrosse	Kerri Handras	khandras@nyit.edu	686-7614
Men’s Soccer	Carlos Delcid	cdelcid@nyit.edu	686-1214
Women’s Soccer	Karim Diallo	adiall05@nyit.edu	686-1215
Softball	TBD		686-7626
Men’s and Women’s Tennis	Owen Kassimir	okassimi@nyit.edu	686-1345
Volleyball	Gail Wasmus	gwasmus@nyit.edu	686-7447

WEBSITES

NYIT	nyit.edu
NYIT Athletics	nyitbears.com
NYIT Student Handbook & Alcohol & Other Drug Policy.....	nyit.edu/policies
NYIT Connect.....	my.nyit.edu
Career Services	nyit.edu/career_services
East Coast Conference	ECCSports.org
NCAA	ncaa.org

STUDENT AFFAIRS

Housing & Residential Life	686-1402
Office of Campus Life	686-7635
International Education	686-7585
Student Health Care Services.....	686-3700
Counseling and Wellness	686-7976
Career Services	686-7527
Learning Center	686-7661
Admissions.....	686-7520
First-Year Experience.....	686-1155
Student Activities & Leadership Development.....	686-1223

ACADEMIC OFFICES

School of Architecture & Design	686-7678
Allied Health NYCOM II	686-3889
Academic Health Care NYCOM II.....	686-1300
Behavioral Sciences	686-3882
Book Store	686-7584
Bursar	686-7510
School of Management (Business)	686-7554
College of Arts and Sciences	686-7567
Computer Lab	686-7452
Computer Science	686-7523
School of Education.....	686-7777
School of Engineering & Computing Sciences	686-7931
English	686-7557
Financial Aid.....	686-7680
Fine Arts.....	686-7542
HEOP	686-7574
Interdisciplinary Studies	686-7524
Interior Design	686-7786
Library.....	686-7657
Physics	686-7535
Registrar	686-7586
Social Sciences.....	686-7560
Tutoring-Learning.....	686-7661
Writing Center.....	686-7557
Math Center	686-1092
Campus Slate	686-7642

CHAPTER 3 - CONDUCT

ADMINISTRATORS, COACHES AND STAFF CODE OF CONDUCT

NYIT is an institution focusing on the academic and ethical development of a diverse student population. The Department of Athletics and Recreational Services supports the University mission by providing programs reflecting the highest academic, moral, ethical and athletic standards. It is imperative that departmental personnel conduct themselves in a manner consistent with the University mission and the requirements to which they are subject. Therefore, we commit to the following set of responsibilities:

- **We are committed to the student-athletes' growth and development**
- **We are committed to respect for each individual**
- **We are committed to acting with honesty and integrity**
- **We are committed to upholding the rules and regulations to which we are subject**
- **We are committed to enhancing the University's image**

STUDENT-ATHLETE CODE OF CONDUCT

NYIT's Student-Athlete Code of Conduct is intended to clarify areas of particular importance to student-athletes. More specifically, it is intended to clarify the obligations and responsibilities of student-athletes. This Code of Conduct refers to existing documents of the University, including the NYIT Student Code of Conduct manual. You must become familiar with these documents. Appropriate athletic and academic officials will annually discuss these documents and the Code of Conduct with you. If you are uncertain about any aspect of the Code of Conduct or other related University policies, consult with the Faculty Athletics Representative, the Director of Athletics, your sport administrator or the Associate Director of Athletics/ SWA.

A. CODE OF PROPER CONDUCT

NYIT expects all students, student-athletes, parents, faculty and staff members to treat each other in a manner they would wish to be treated, to obey the law, and to refrain from engaging in acts that might result in personal loss or property damage.

Unlike the majority of the college community, athletic participants are highly visible. They may be recognized by name. Therefore, they may find their privacy intruded upon. On occasion, they may be subjected to provocative statements and gestures. Members of the Intercollegiate Athletics and Recreation Department must recognize that obligation and responsibility run congruent with visibility. They must be prepared to accept and deal with the positive and negative consequences sometimes associated with participation. They are expected to conduct themselves in such a manner as to refrain from provocative acts and to refrain from responding to provocation.

Student-athletes, coaches and staff members represent NYIT as well as themselves. Involvement is a privilege and not a right. The involvement of participants in any incidences that may bring dishonor to them will also dishonor their team, the department and NYIT. Consequently, violations of this code of proper conduct and the institution's code of conduct, set forth in the **NYIT Student Code of Conduct manual, page 40**, may subject participants to sanctions from the Athletic Department, which would be in addition to any imposed by NYIT judicial panels organized to hear alleged misconduct.

Your primary aim as a student should be to use your talents to obtain an education and earn a degree. While time commitments are demanding during your athletic season, you should never lose sight of the goal of completing requirements for a degree. When you graduate from NYIT, we want you to pursue a satisfying career. In order to carry out your general obligation as a student you must:

1. Maintain academic eligibility

You must remain in good academic standing in order to participate in intercollegiate athletics. Staying academically eligible requires you are at all times enrolled full time. That means taking a minimum of 12 credits per semester for undergrads and nine credits per semester for graduate students. It also means earning at least nine credits per semester, totaling 18 credits during the regular academic year, completing 24 credits per year per NCAA standards, and completing 27 credits per NYIT standards. Plus, you must maintain progress toward your degree and be in good academic standing (not on academic probation). You also must, before you begin your third year of college, declare a major that will lead to a bachelor's degree as per NCAA standards and earn at least 27 credits during the regular academic year, including summer and winter sessions, as per NYIT policy.

2. Attend Class

There is a direct correlation between classroom attendance and academic success. The Faculty Athletics Representative and the Office of Academic Affairs require regular class attendance. **They communicate with faculty on a regular basis.**

3. Inform professors of expected absences due to official athletic events

Professors are usually more than willing to assist you in resolving a conflict when advance notice is given. Remember, you are responsible for completing any work missed during your absence as soon as possible. You also are required to make arrangements in advance for any makeup exam, test or quizzes due to any official athletic events. Any fraudulent misrepresentation of your reason for a class absence may result in your removal from the team.

4. Follow the directives of the Faculty Athletics Representative and the Advisement and Enrichment Center (AEC)

The Advisement and Enrichment Center maintains services to help students meet their academic goals.

5. Academic Integrity

Any form of academic dishonesty whether by act or omission, including but not limited to cheating, plagiarism and knowingly furnishing false information to the University, is prohibited. Lack of intent is not considered an excuse for academic dishonesty. Any form of academic dishonesty is a serious offense and will be treated accordingly with disciplinary action. This may result in University, Department and NCAA sanctions.

B. YOUR OBLIGATION AS AN ATHLETE:

Your general obligation as an athlete is to responsibly and with integrity represent the people, values and traditions associated with NYIT. The athletic program is a highly visible component of the University. As a student-athlete, your attitudes, actions and statements are constantly in the public eye and reflect directly upon the University. Because of the public visibility of the athletic program, you have a special responsibility in representing the University. As an athlete, you are responsible for obeying the rules and regulations of the Department of Athletics, which include those of the NCAA.

In order to carry out your general obligation as an athlete, you must:

1. Display good sportsmanship

You are expected to conform to established guidelines of proper conduct in intercollegiate competition, both on and off the playing field. Proper conduct includes showing respect toward everyone in attendance at an athletic event: officials, coaches, athletes, opponents, spectators and the media. Improper conduct includes inappropriate behavior in language, gesture or action that demeans, physically intimidates or endangers others on or off the playing field.

2. Know and follow NCAA guidelines and regulations

These rules include knowing what constitutes permissible awards, benefits and expenses, as well as rules regarding complimentary tickets, hosting a prospective student-athlete, employment, maintaining amateur athletic status, gambling, bribery and dealing with sports agents, alumni, or other supporters of the University athletic programs. Any benefit that is bestowed upon you that is not offered to the general student population will most likely be a violation. Please consult with the compliance staff or your coaches before accepting such benefit. Violations of these rules could result in a loss of your eligibility as well as your scholarship.

C. YOUR OBLIGATIONS AS A COMMUNITY MEMBER:

Your general obligation as a community member is to respect and obey the policies, rules and laws of that community. Your obligations extend beyond the classroom and athletic field. Like other students at NYIT, you are a member of several communities. You are a member of the University community, perhaps the residential community, and the local, state and national communities. Each of these communities expects its members to exhibit respectful and lawful behavior. As a member of these communities, you have no special rights or privileges exempting you from penalty if you violate policies, rules and laws. The Department will hold its Student-Athletes to a higher standard as it pertains to conduct and behavior.

D. ENFORCEMENT

The Student-Athlete Code of Conduct is enforced by various officials at the University under whose jurisdiction the different parts of the Code of Conduct apply. These officials include the Director of Athletics, your sport administrator, the Faculty Athletics Representative, your coaches, the Provost, the Faculty and other authorities of the University. Like any student, you are expected to obey the policies and regulations of NYIT. You are subject to penalties for failure to uphold these rules. The University has a right to impose penalties separate from those that might be imposed by a court of law. Penalties may include, but are not limited to, one or multiple of the following:

- Reprimand
- Suspension of privileges typically afforded student-athletes
- Suspension from practice
- Suspension from competition
- Community service
- Loss of eligibility for season and postseason
- Dismissal from team
- Loss or reduction of your grant-in-aid
- Expulsion from the University

A student-athlete found in violation of the Student-Athlete Code of Conduct may appeal the sanctions imposed within 72 hours of notification of the violation. The request for appeal must be placed in writing to the Director of Athletics and must include the reason(s) for the appeal. Upon receipt of the request, the Director of Athletics and Sport Administrator will decide on the appropriate measures.

E. DEPARTMENT POLICIES ON CONDUCT

I. SPORTSMANSHIP

Student-athletes are representatives of NYIT and its athletics program. It is imperative they present an image of the University, their program and the Athletics Department that embodies dignity, integrity and discipline. Every student-athlete is expected to exhibit sportsmanlike conduct at all times as a representative of the team, the coaches, the Athletics Department, NYIT and the East Coast Conference. The following list includes acts of poor sportsmanship that will not be tolerated. Please note this is by no means an inclusive list of all forms of unsportsmanlike conduct.

- Physical or verbal abuse of officials, opponents, spectators, coaches or the media
- Throwing objects at or onto the playing surface or at spectators
- Use of inciting or taunting gestures designed to elicit negative reactions from opposing players, spectators or officials
- Using profane, vulgar language (trash-talking) or gestures to opposing players, spectators or officials
- Fighting with opponents
- Making negative public statements that demean a team member, a coach, an opponent or another institution
- Inappropriate “celebrations” that disrespect opponents

Violations of the sportsmanship rules may result in sanctions imposed by your coach, the Director of Athletics and/or the University.

II. ALCOHOL TOBACCO AND OTHER DRUG POLICY (ATOD)

The Athletic Department at NYIT recognizes student-athletes often hold a unique place in society. They are under considerable pressure not only to perform in athletics but in the classroom as well. Student-athletes need to also realize that, due to their high visibility, they occupy a unique status in the University and surrounding communities.

Student-athletes are often looked upon as role models. They must develop and maintain outstanding levels of achievement in their athletic and academic endeavors and adhere fervently to the highest standards of ethical behavior and sportsmanship.

The way in which a student-athlete handles her/himself is a direct reflection not only upon that person, but on NYIT as well. The Department understands the pressures associated with attending college and that the use, misuse and abuse of alcohol, tobacco and other drugs (ATOD) can be prevalent in today's society. Thus, the Department of Intercollegiate Athletics and Recreational Services at NYIT is committed to providing its athletes with a program that stresses education, discipline and prevention. Therefore, policies have been set in the event a student-athlete incurs problems associated with substance abuse.

GOAL OF THE PROGRAM

The purpose of NYIT's Intercollegiate Athletics Alcohol, Tobacco and Other Drug (ATOD) Education Program is to inform and assist the student-athlete at the University. This program is based on the Athletic Department's policy that alcohol, tobacco and other drug use are detrimental to the student and a violation of department rules.

Specific objectives of this program are:

1. To educate NYIT athletes concerning the problems associated with alcohol, tobacco and other drug use;
2. To discourage the use and abuse of alcohol, tobacco and other drugs, and to encourage healthy lifestyle habits;
3. To identify an athlete who may be abusing alcohol, tobacco and/or other drugs and to identify which substance she or he is abusing;
4. To educate any athlete as to how such usage may affect the athlete and her or his team;
5. To see that any chronic dependency is given the opportunity to be treated and addressed properly;
6. To provide reasonable safeguards that every athlete is physically able to participate in athletic competition;
7. To encourage discussion about any question the athlete may have, either specifically or generally, about the use of alcohol, tobacco and/or any other drug.

IMPLEMENTATION OF ALCOHOL, TOBACCO AND OTHER DRUG EDUCATION PROGRAM

At the beginning of the academic year a presentation will be made to all NYIT intercollegiate athletes to outline and review its Intercollegiate Athletics Alcohol, Tobacco and Other Drug Education Program, its purpose and implementation. Attendance at this meeting is mandatory. At this meeting, each student-athlete will receive a copy of the ATOD Policy in the Student-Athlete Handbook. Each year, the student-athlete will be required to sign a form acknowledging receipt and understanding of the program. If an individual chooses to participate in an NYIT intercollegiate sport, she or he must sign this form. Failure to sign will result in the athlete's nonparticipation in her/his respective sport.

ALCOHOL POLICY

It is the responsibility of every member of the NYIT athletic community to know the personal and legal risk associated with alcohol use and abuse. In accordance with this responsibility, beyond department policy, student-athletes, coaches, staff and administrators must know relevant NYIT policies and federal, state and local laws. She or he must conduct her/himself in accordance with these laws.

THE ATHLETIC DEPARTMENT'S POLICY

The consumption of alcohol by student-athletes, coaches and NYIT Athletics personnel (i.e. student athletic trainers, managers, scorekeepers, etc.) is prohibited in connection with any official intercollegiate team function or Department activity. An official team function for purposes of this policy is defined as any activity which is held at the direction of or under the supervision of Department personnel. Student-athletes are prohibited from consuming alcohol during their traditional and nontraditional seasons. Bears Athletic Fund events are subject to exemption from this policy as it pertains to NYIT Department of Intercollegiate Athletics and Recreational Services staff members.

Due to the extreme seriousness of the causes and effects of alcohol abuse, the student-athlete must be able to realize what is at risk should she or he violate the Athletic Department's policy. A student-athlete who consumes alcohol at any time will be accountable for any alcohol-related incident in which she or he is involved. In such cases the student-athlete will be subject to University, Athletic Department and/or team disciplinary action. If a student-athlete is involved in an alcohol-related incident, she or he will be subject to the Office of Campus Life Judicial Review Board. After a decision has been rendered, all cases involving student-athletes will be referred to the Athletics Disciplinary Review Board for further sanctions, if necessary. This Review Board will consist of the student-athlete's head coach and a Departmental Administrator. The Review Board, in finding the student-athlete responsible for her or his actions, will determine if the circumstances warrant additional penalty, possibly ranging from a one-week suspension of the student-athlete from practice and/or competition, to a penalty of a yearlong suspension from practice and/or competition. The Review Board also may require the student-athlete to attend an educational alcohol-related program, arrange an educational program for others, or perform community service. The Review Board also may recommend the student-athlete meet with a member of the NYIT Counseling Center or other mental-health-care provider of its choice to assess possible difficulties with alcohol and other drug use.

The final determination of the Review Board may not subsequently be reduced by the head coach. Student-athletes have the right to appeal to the Faculty Athletics Representative (FAR) within five (5) business days of the receipt of their sanctions. All appeals must be in writing to the FAR.

ALCOHOL-RELATED INCIDENTS CAN INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Conviction/Charge of Driving While Ability Impaired or Intoxicated
- Conviction/Charge of any other offense with legal intoxication as one of the charges
- Violation of the no-alcohol rule during traditional and nontraditional seasons
- Drunken and disorderly conduct
- Public Intoxication (i.e. protective custody or campus security involvement)
- Destruction of property while under the influence
- Rape/Assault while under the influence
- Any inappropriate conduct occurring while alcohol was present or associated with alcohol.
- Use of alcohol in hotel rooms or college vehicles while on an Athletics Department-sponsored trip
- Alcohol poisoning
- As a student host, drinking in the presence of a prospective student-athlete
- Any violation of University-wide regulations

WHEN AN INCIDENT OCCURS IN VIOLATION OF THE DEPARTMENT'S ALCOHOL POLICY, THE FOLLOWING PROCEDURES MUST BE ADHERED TO:

- The head coach notifies the Director of Athletics, in writing, that a violation has occurred. A detailed report of the incident, according to the coach's knowledge, is included.
- The Office of Campus Life is informed, and informs the student-athlete, in writing, of the violation he/she allegedly committed.
- The student-athlete is notified of the date of the hearing from the Office of Campus Life, which will be conducted and referred to the Athletics Disciplinary Review Board for additional penalty, if needed.
- The Office of Campus Life's decision is submitted in a final report to be distributed to the Director of Athletics, head coach and student-athlete. Any additional penalty sanctioned by the Athletics Disciplinary Review Board will be submitted to the Office of Campus Life, Director of Athletics, head coach and student-athlete. This report will be kept on file until the student-athlete's departure from NYIT Athletics.

NOTE: Legal representation is not allowed at the hearing. The student-athlete may have assistance in presenting a defense, but this right does not extend to legal counsel.

NOTE: Student-athletes are expected to report any violations of this policy, including their own. Student-athletes are encouraged to refer themselves into counseling if they think they may have a problem associated with alcohol. Since NYIT's Counseling Center services are confidential, the Athletic Department and/or coach will not be notified if a student-athlete has been seeking counseling on his/her own. However, the Athletic Department strongly encourages the student-athlete to communicate with the head coach, assistant coach or other athletic personnel if she or he has concerns. The Athletic Department believes this could assist in alleviating some of the stresses associated with substance abuse. The NYIT Counseling Center can be reached at 516-686-7683. Also available to students is Student Health Care Services at 516-686-3700.

TOBACCO POLICY

NYIT does not condone the use of tobacco. Tobacco use may result in a physical dependency of nicotine. The negative effects of tobacco use are well-documented in the high incidences of oral, lung and other forms of cancer. Smokeless tobacco and e-cigarettes are included in this policy. In addition, the use of tobacco is prohibited in connection with any intercollegiate team function. A team function is defined as any activity which is held as a team whether it is meetings, practices, games or informal workouts on and off the grounds of NYIT.

NOTE: Tobacco is banned from all NYIT facilities and locker rooms.

As of August 1994, the NCAA banned the use of tobacco by athletes, coaches, officials and staff during intercollegiate competition and practices. **Any member of the coaching staff and/or a student-athlete who uses tobacco at a game or during practice will be immediately suspended for the remainder of that game or practice.**

NOTE: *If a member of the coaching staff or a student-athlete is found in violation of this policy, he/she will be suspended from the next game or contest. If a second violation occurs, the violator will then sit the next two games or contests. Coaches and student-athletes also will be required to complete an education session with the Counseling and Wellness Center. Multiple suspensions may lead to termination. NYIT also strongly encourages its athletes to abstain from tobacco use in their personal lives.*

DRUG POLICY

Illegal or banned drugs are prohibited on all of NYIT's campuses. Any student found selling illegal drugs on campus is subject to a minimum one-year suspension from school. In addition, any student-athlete found in possession (including drug paraphernalia that contains drug residue), found using, or found selling illegal substances will be subject to Athletic Department sanctions as determined by a Review Board (see alcohol policy). Student-athletes are subject to disciplinary action and legal prosecution under federal and state laws and NYIT's policies.

NCAA DRUG TESTING

According to NCAA regulations, student-athletes shall sign a drug-testing consent form each academic year at the time the intercollegiate squad first reports for practice, or prior to the Monday of the institution's fourth week of classes—whichever date occurs first. Failure to sign this consent form by the appropriate date shall result in the student-athlete's ineligibility for practice or competition until the student-athlete has signed the form. The consent form shall be kept on file in the office of the Director of Athletics, and such file shall be available for examination upon request by an authorized representative of the NCAA. If a student-athlete is taking any over-the-counter or prescription drugs, that use must be reported to and documented with the athletic training staff.

For more information on the NCAA drug-testing program please visit <http://www.ncaa.org/sport-science-institute/ncaa-drug-testing-program>. Here you will find the NCAA Banned Drug Classes with examples of each.

All NYIT athletes who participate in NCAA Championships are subject to the NCAA Drug Testing Program. In addition, the NCAA has expanded its out-of-competition (year-round) drug-testing program to **ALL** Division I and II institutions and to **ALL** Division I and II sports. According to NCAA regulations, a student-athlete who tests positive shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete, or a minimum of the equivalent of one full season of competition for all sports if the student-athlete tests positive during her or his season of competition. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year after the student-athlete's positive drug test. She or he shall also remain ineligible until the student-athlete retests negative and until the student-athlete's eligibility is restored by the NCAA Eligibility Committee.

A second positive test will result in a loss of all remaining regular-season and postseason eligibility in all sports. If you refuse at any time to take the NCAA drug test, the penalty will be the same as the penalty for a first-time positive test result.

Positive tests are cumulative throughout your athletic career at NYIT.

NCAA DRUG TESTING SPECIFICS

1. Every Division II Institution is subject to drug testing.
2. For institutions not sponsoring football, institutions will be randomly selected for drug testing. Institutions not sponsoring football will be selected at least once every two years.

NOTE: *Student-athletes are encouraged to refer themselves into counseling if they think they may have a problem associated with drugs. Since NYIT's Counseling Center services are confidential, the Department and/or coach will not be notified if a student-athlete seeks counseling. However, the Department strongly encourages the student-athlete to communicate with the head coach, assistant coach or other athletic personnel if she or he has concerns. The Department believes this could assist in alleviating some of the stresses associated with substance abuse. The NYIT Counseling Center can be reached at 516-686-7683. Also available to students is Student Health Care Services at 516-686-3700.*

It is believed and hoped that the implementation of this NYIT Intercollegiate Alcohol, Tobacco and Other Drugs Education Program will serve to benefit all connected with intercollegiate athletics at NYIT. Further, we believe participation in this program will make the women and men who participate in and represent NYIT Athletics better students and better athletes. It is both an honor and a privilege to be a member of NYIT Athletics. We hope you, the student-athlete, realize the importance and significance of this by adhering to the above policies. It will allow you to make informed and intelligent decisions both now and in the future.

SANCTIONS FOR FIRST-TIME OFFENSE:

- The student-athlete will be immediately suspended from practice, competition and any other related activity for a period of 14 days.
- The student-athlete will be referred to the NYIT Counseling and Wellness Center for assessment and counseling. The student-athlete must comply with the prescribed education/counseling program until discharged by the counselor.
- The student-athlete will be required to sign a Release of Information form to permit the Athletic Department to verify attendance at the Counseling and Wellness Center and to be informed if an off-campus referral is recommended.
- Failure to attend the mandatory counseling session or recommended off-campus treatment referral will be considered a second offense and sanctions appropriately applied.
- Evaluation by a licensed physician prior to return to participation is mandatory.
- The student-athlete will be subject to follow-up testing.
- The student-athlete will be required to notify and inform his/her parent(s) or guardian of the positive test while in the presence of the Director of Athletics. In the event the student-athlete refuses to notify his or her parent(s) or guardian, the Director of Athletics or designee will make the notification.
- The student-athlete will be required to receive authorization to return to active intercollegiate participation by an NYIT counselor, the NYIT Team Physician and the Director of Intercollegiate Athletics and Recreation.
- The student-athlete will be required to undergo follow-up drug testing and will have to retest negative before having his or her eligibility restored.

SANCTIONS FOR SECOND-TIME OFFENSE:

- The student-athlete will be immediately suspended from practice, competition, and any other athletics-related activities for a period of one full year from the date of testing.
- The student-athlete will be reevaluated by the NYIT Counseling and Wellness Center to determine the appropriate course of education/counseling that must be completed. Referral for off-campus treatment may also be recommended.
- The student-athlete will be required to undergo follow-up drug testing and will have to retest negative before having his or her eligibility restored.
- The student-athlete will be required to notify and inform his/her parent(s) or guardian of the positive test while in the presence of the Director of Intercollegiate Athletics and Recreation. In the event the student-athlete refuses to notify his/her parent(s) or guardian, the Director of Intercollegiate Athletics and Recreation or a designee will make the notification.
- The student-athlete is still subject to random year-round drug testing.
- Failure to comply with any of the above or a second positive test within the suspension time frame will be considered a third offense and the student-athlete is subject to those sanctions.

SANCTIONS FOR THIRD-TIME OFFENSE:

The student-athlete will be permanently suspended from participation in intercollegiate athletics at New York Institute of Technology.

- Cancellation of athletic scholarship award.
- Notification of parents by the student-athlete and athletic department administration.

III. HAZING POLICY

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another person for the purpose of initiation, admission into, membership, advancement or continued good standing in any group or organization, including an athletics program. In addition, any requirement by a team member that compels another team member or prospect to participate in any activity that is against University policy or New York State law is defined as hazing.

Hazing is **STRICTLY PROHIBITED**. Athletic programs and/or student-athletes found guilty of participating in such acts will be subject to **disciplinary action** through the Athletics Department. The Athletic Department has a zero-tolerance policy for hazing. Sanctions or disciplinary actions may include, but are not limited to: suspension from competition and practice, dismissal from the team and scholarship revocation. All final hazing sanctions will be reviewed by the Director of Intercollegiate Athletics and Recreation and the University legal counsel when warranted.

Hazing behaviors include, but are not limited to, the following:

- Forcing or requiring an individual to consume anything against his/her will (including but not limited to alcohol, food, other substances);
- Engaging in activities that compel an individual or group to remain at a certain place, or transporting anyone anywhere without his/her knowledge or consent (e.g. road trips, kidnapping, etc.);
- Creating excessive fatigue or distress through the deprivation of privacy, sufficient sleep, or decent and edible meals;
- Participating in morally degrading or humiliating games and activities;
- Participating in or creating situations that can lead to physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule;
- Using brutality or force;
- Forcing or requiring an individual to dress in his/her uniform, undergarments or inappropriate clothing and parade in front of another individual or group;
- Forcing or requiring an individual to get a particular haircut (e.g., buzz cut).

Any of these activities, if a condition either directly or indirectly of membership, advancement, or good standing in a University-recognized organization, shall be presumed to be a forced activity, with the willingness of an individual to participate in such activity notwithstanding. **Therefore, do not assume telling the individual that he or she IS NOT required to participate mitigates the activity and culpability of the perpetrator.**

*Please note: The Hazing Policy includes all areas of a student-athlete's activities. If you are a member of any other organization (e.g. fraternity), participation in hazing activities for that group will be deemed a violation of the athletics department's hazing policy.

IV. BULLYING/CYBER-BULLYING

Pursuant to New York State law, any form of harassment, intimidation or bullying through any verbal, physical or electronic communication is prohibited. Incidents involving alleged actions will result in a disciplinary review by the Department of Athletics as well as the office of the general counsel.

V. GAMBLING & BRIBERY

Participation in gambling or bribery, even in the most minor fashion, will jeopardize your athletics career. Involvement in these types of activities may have severe results, not only for the individual, but for the entire NYIT athletics program. While we recognize recent legal decisions legalizing sports gambling, the NCAA and its member institutions still ban gambling by student-athletes and Department personnel. Gambling and bribery behaviors include, but are not limited to, the following:

- Providing information concerning intercollegiate athletic competitions to any individuals (including students and non-students) involved in organized gambling activities. Such information might include the mental attitude of a team or certain members of a team, the physical condition of certain individuals on a team, etc.
- Asking if someone wants to bet on any intercollegiate or professional team with anyone.
- Accepting a bet by anyone, or any team representing NYIT or any other intercollegiate or professional team.
- Participating in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling. This includes friendly betting between teammates during a practice or competition.
- Intentionally altering the results of an athletic contest in which you are participating in exchange for money or gifts.
- Involvement in any online pools or brackets such as those on Facebook or ESPN.com.

Engaging in any of these activities is a violation of both NCAA and state regulations (up until the state of New York legalizes sports gambling at which point NCAA rules and regulations will set the policies and procedures surrounding sports gambling activities) and will result in automatic and indefinite suspension from participation in any intercollegiate athletic activity.

Any knowledge of a student-athlete's involvement in any of the above activities should be reported immediately to the Assistant Athletics Director for Compliance.

VI. INTERNET/WEBSITE POSTINGS

Student-athletes are representatives of NYIT and the Department. When utilizing the internet, all student-athletes are expected to conduct themselves with dignity and the highest ethical, moral and behavioral standards. Therefore, student-athletes are expected not to use inappropriate or demeaning material when posting on public/private websites or social media (Facebook, Twitter, Instagram, Snapchat, etc.). NYIT's Department of Intercollegiate Athletics and Recreational Services recognizes and supports its student-athletes' rights to freedom of speech, expression and association, including the use of social networks. Understand, however, that freedom of speech is not unlimited, and social network sites are **not private**. Student-athletes who post inappropriate or demeaning material may be disciplined by the head coach, sport administrator and/or the Director of Intercollegiate Athletics and Recreation.

Although the Department does not prohibit student-athlete involvement with internet-based social-networking communities, we reserve the right to take action against any currently enrolled student-athlete engaged in behavior that violates the law, NCAA, NYIT or individual team rules. The Department also reserves the right of its staff members, including but not limited to coaches and/or administrators, to review and monitor student-athletes' personal social-networking sites and postings. Although this policy embodies the Department's position on this matter, the coaching staff of your respective sport has the ability to provide a stricter stance regarding your involvement in social-networking sites. Any violation, or evidence of a violation, of this policy could result in action up to and including termination from participation in intercollegiate athletics at NYIT.

If you participate on a social-networking site, you must keep the following guidelines in mind:

- You should immediately review all of your involvement with social-networking sites in order to ensure your participation and postings are consistent with University, Department and team rules.
- Limit how much and what kind of identifying information you post.
- Add or invite only people you know personally to view your content.
- You may not post any recruiting information on prospective student-athletes on any social-networking site (Facebook, Instagram, Twitter, Snapchat, etc.), including your own pages, those of friends, or recruits. Never comment on prospective student-athletes and their activities or their potential for enrollment.
- Use the privacy and security settings available on these sites.
- Inappropriate postings may include graphic videos, photos or written content that would be considered offensive, including inappropriate language.
- Any comment degrading officials and/or athletic opponents would be considered inappropriate.

What you post may affect your future. These rules are important because:

- Potential employers and internship supervisors use social-network sites to screen candidates.
- Many graduate programs and scholarship committees now search these sites to screen applicants.
- Recruits and parents/legal guardians have been known to check profiles of current members of the team prior to making a decision about choosing a college or team.

This policy may be amended from time to time within the discretion of the University. Amendments will be distributed to all student-athletes in advance of implementation. No amendment will be applied retroactively if the application will adversely affect a student-athlete's right to prior notice.

VII. TEAM TRAVEL

Student-athletes are representatives of NYIT and the Department. Therefore, when traveling, all student-athletes are expected to conduct themselves with dignity and the highest ethical, moral and behavioral standards.

Every head coach is responsible for communicating the team rules with all team members. Specific requirements for dress code, individual conduct, curfews and free-time activities are some of the topics that will be addressed.

Each head coach will let you know if he/she requires a specific dress code. In general, however, you should always exercise good judgment concerning the appropriateness of your attire, taking into consideration the location or function you are attending. At no time, while traveling with a University team, shall any student-athlete consume alcoholic beverages.

VIII. INTRAMURALS POLICY

The following rules and regulations were created in an effort to ensure the safety of all teams and participants while establishing equal opportunities for participation.

- All varsity athletes must be identified as such on their intramural roster by the team captain.
- Varsity athletes may not participate in any intramural activities while in season.
- All varsity athletes must have written permission from their head coach before participating in any intramural activities and must be registered through IM leagues.

Team captains are responsible for enforcing the eligibility requirements, and are required to inform the Recreation Supervisor of players who do not meet these requirements.

Any student-athlete who does not abide by the policy will be referred to the Recreation Supervisor for further disciplinary action.

IX. FITNESS CENTER

No one will be allowed to work out in the Fitness Center without the supervision of a coach before and after regular hours. All student-athletes must sign in at the desk prior to working out.

Recreation Hours

Academic year:

Monday-Thursday: 9 a.m. to 7 p.m.

Fridays: 9 a.m. to 5 p.m.

Summer 2019 (June 4-Aug. 24)

Monday -Thursday 10-4pm

Friday-10-2pm

X. IMMUNIZATION

New York State Law requires **ALL** students born on or after Jan. 1, 1957, to be immunized against measles, mumps and rubella. Proof of this must be on file with Ms. Adelaide Marciano, Program Specialist for Counseling and Wellness. For more information, call (516) 686-7697 or email at amarcian@nyit.edu.

XI. DRESS CODE

All members of the NYIT Department of Intercollegiate Athletics and Recreation represent NYIT at all times. Therefore, it is imperative their attire be appropriate at all times. **Only NYIT Under Armour practice equipment is to be worn at practice.** Each coach will explain the appropriate attire for away contests. However, it is important street clothes are properly worn at all times while on and off campus. Additionally, student-athletes are not permitted to wear do-rags or bandannas while representing the Department. It is, however, permissible for a student-athlete to wear a do-rag or bandanna under their helmet for practice or game competition. As per contractual obligations all student-athletes must be in Under Armour from head to toe while representing the Department in competition or promotional events. Exceptions are made for items not made by Under Armour, for appropriate street clothes at promotional events, and for medical reasons.

XII. ATHLETIC CHECK LIST

To assist each student-athlete with internal and external compliance issues, the following is a quick-check list of items with which you should be familiar. This manual includes working documents which will detail these items.

- A. Institutional policies and responsibility
- B. Team and departmental regulations
- C. Promotion Activities (Alumni Club, SAAC, Bears Athletic Fund)
- D. Transportation Policy
- E. Financial Aid
- F. Insurance Information
- G. Sports Medicine Information
- H. Academic Requirements (registration, eligibility, admissions, satisfactory progress)
- I. Financial Aid Information

- J. Conference Affiliation
- K. Academic Management
- L. Equipment Control (inventory, retention)
- M. NCAA Regulations (recruitment, financial aid, NCAA statement, squad lists)

XIII. RESPONSIBILITY FOR CONTROL

It is the responsibility of each student-athlete to be in complete compliance with the rules and regulations of the Department, which are listed on the following page, and of the NCAA. In addition, each student-athlete who accepts enrollment at NYIT must abide by all college rules and regulations published in the Student Code of Conduct Handbook.

- I. Student-athletes shall carry themselves with honesty and sportsmanship at all times so they represent the honor and dignity of fair play and generally recognized high standards associated with wholesome competitive sports.
- II. Student-athletes shall commit to the academic mission of the university and pursue educational advancement.
- III. Student-athletes have the affirmative duty to stay apprised of all regulations pertaining to their college career.
- IV. Student-athletes shall cooperate with and furnish the NCAA, conference and institution truthful and complete information concerning any involvement in or knowledge of a violation of an NCAA, conference or institutional regulation.
- V. Student-athletes shall have no involvement in arranging for fraudulent academic credit or false transcripts, and shall have the affirmative duty to report any knowledge of such wrongdoing.
- VI. Student-athletes shall represent only accurate and truthful information to NYIT about their previous academic history.

Each member of the team, including student coaches and managers, is expected to conduct himself/herself in a dignified manner and as a conscientious representative of the NYIT Department of Intercollegiate Athletics and Recreational Services.

XIV. STUDENT-ATHLETE RESPONSIBILITY

- 1. You will be expected to strive for the very best in two areas:
 - a. Academics
 - b. Athletic Competition
- 2. You are responsible for all equipment issued to you by the Department. Failure to properly care or return the equipment will result in a personal financial obligation for that equipment.
- 3. If a problem arises of any kind, please contact the head coach immediately. Procrastination will only delay the opportunity to remedy the situation.
- 4. You must attend all practices unless you have a scheduled class. The head coach can authorize absence from practice.
- 5. An athlete traveling to any competition in team transportation will return in the same vehicle unless authorized by the head coach and approved by the Sport Administrator
- 6. Use of illegal drugs and excessive use of alcohol will not be tolerated. All students and student-athletes must attend all drug/alcohol awareness programs sponsored by the Department.
- 7. You must attend all classes. The only absences allowed are for actual intercollegiate competition, including travel. It is your responsibility to obtain permission from your instructors to be excused from class.
- 8. You must always be on time and present for all Department events. We have an outstanding reputation in this area and it must be maintained.
- 9. You must show up on time for all appointments with the sports medicine and/or team physician. Also, you are responsible for maintaining your health and for communicating any problems to your head coach, trainer and team physician.
- 10. You are to abide by all institutional regulations set forth by the NYIT administration. These rules and regulations can be obtained in the Student Code of Conduct and Manual. Please obtain a copy and familiarize yourself with its contents.

CHAPTER 4 - ACADEMICS

ACADEMIC INTEGRITY POLICY

In its mission to provide a career-oriented education, New York Institute of Technology strives to create a community of students, faculty and staff intent on teaching, learning and researching. As members of this learning community, students and faculty must work together to ask difficult questions of what we know and to discover what we have yet to learn.

The foundation of academic work is intellectual integrity, credibility and trust. A learning community can only be maintained if its members believe its work is judged fairly and that it will not be disadvantaged because of another member's dishonesty. For these reasons, it is essential all members of the NYIT community understand our shared standards of academic honesty. More than just a series of regulations, the Academic Integrity Policy serves as a guide for students and faculty for understanding these standards and their importance in the mission of NYIT.

Academic Integrity

Academic integrity is the pursuit of scholarly work in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at NYIT, and all members of the University community are expected to act in accordance with this principle. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception in the completion of academic work. Such acts of dishonesty violate the fundamental and ethical principles of the NYIT community and compromise the worth of work completed by others.

Academic Dishonesty

All members of the NYIT community are expected to observe high standards of academic integrity and ethical behavior in completing assignments for evaluation, testing, research and publication. Any practice or conduct by a member of the NYIT community that seriously deviates from commonly accepted ethical standards within the professional community and as outlined in this policy constitutes academic dishonesty. Academic integrity violations encompass any act that compromises the integrity of the educational process.

Student Grade Appeal

The Student Grade Appeal Procedure described below took effect in the Fall 2016 semester and shall apply to all NYIT students, except those enrolled in programs in schools that have equivalent procedures in place. Students who have received failing or reduced grades because of plagiarism must appeal through the Academic Integrity Policy procedures, not through the procedures described in this document.

When the grade appeal involves a student attending at an off-site NYIT location, the Vice President for Academic Affairs shall ensure adequate time is provided to all participants in the process and shall have the authority to extend any deadline for that purpose. The Vice President for Academic Affairs shall also have the authority, in exceptional cases and on a case-by-case basis, to extend any deadline relating to the grade appeal procedure, in his or her sole discretion.

1. Basis for Grade Changes

A final course grade may be changed only if there is unequivocal evidence that one or more of the following applies:

- a. It was a direct result of arbitrary and capricious conduct on the part of the instructor;
- b. The instructor discriminated against the student on the basis of a protected classification as the term is defined by Federal Law, New York State Law, or the Administrative Code of the City of New York;
- c. The grade was incorrectly calculated;
- d. A clerical error occurred in recording the grade; or
- e. A mitigating circumstance prevented the student from completing a final assignment or attending the final examination. In such cases, a grade may be changed to either a "W" or "I" pursuant to the rules governing these grades.

In cases in which the grade has been changed to an "I", the student shall have one (1) additional semester and a summer beyond the final decision of the Grade Appeals Committee in which to complete the work. 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 in the catalog). Such an IF grade may not be challenged, and the course must be repeated by the student to receive credit.

- f. A grade awarded on the basis of academic dishonesty may not be appealed under this procedure, unless the charge has been resolved in favor of the student pursuant to NYIT's Academic Integrity Policy.

2. Initial Challenge of Grade and Appeal

A student may file a formal challenge to a grade on any of the grounds set forth in subsections A through E of Section 1 above. The student must present positive, detailed and specific evidence in support of his/her claim.

In order to timely commence such a challenge, a student must notify the instructor in writing no later than the third week of the succeeding semester that she/he wishes to challenge the grade.

Within two weeks of receipt of the challenge notification, the instructor must meet with the student and notify the student in writing whether she/he will change the grade.

In the event that New York Institute of Technology no longer employs the instructor, a student's challenge shall commence with the Chair. In such cases, the student must notify the Chair and all rights and responsibilities otherwise assumed by the instructor will be assumed by the Chair.^{1,2,3,4,5,6,7}

3. If the instructor or Chair, acting in place of the instructor, agrees to change the grade on the basis of the appeal, the instructor or Chair shall promptly send a Change of Grade form, with the appropriate documentation, to the Registrar. (See Grade Appeal Timeline.)

4. Submission of the Dispute to the Grade Appeals Committee

If the instructor declines to change the grade, or has not met the deadline, the student may appeal to the Chair and the Chair will, within two weeks of receipt of the student's appeal, meet with the instructor and the student and attempt to mediate the appeal. Where the Chair has attempted, but failed, to mediate the appeal within that two-week period, the Chair shall notify the student immediately and promptly send a written report regarding the mediation to the instructor and the student.

If, after the Chair's attempted mediation, the student remains dissatisfied with the instructor's decision, the student may, within two weeks of being notified of the failed mediation effort, submit the grade dispute to the Academic Dean of the school responsible for the course with copies to the chair and instructor.

Conversely, where the Chair has not taken steps to mediate the appeal within the two-week period, or where the Chair has acted in place of the instructor and has declined to change the grade, the student may appeal directly to the Academic Dean.

Within two weeks of receipts of the appeal, the Academic Dean must advise the student and the instructor, in writing, whether she/he thinks the grade should be changed. If the student or the instructor is dissatisfied with the recommendation of the Academic Dean, within two weeks of receipt of the Dean's recommendations, the student or the instructor must notify the Academic Dean that she/he wishes to submit the grade dispute to the Grade Appeals Committee in the Office of Academic Affairs. This notification must be in writing with copies to the student and the instructor.

5. Grade Appeals Committee

The administration of the Grade Appeals Committee shall be centralized in the Office of the Vice President for Academic Affairs. There shall be separate standing committees for the Old Westbury and Manhattan campuses. The Committees shall consist of: a) the chairperson and non-voting Vice President for Academic Affairs or designee; b) the non-voting Vice President of Student Affairs or designee; and c) three faculty senators plus one alternate for each campus, who shall be elected annually for this purpose by the Academic Senate at their first meeting in each academic year.

6. Meetings of the Grade Appeals Committee

The Grade Appeals Committee shall meet at least once each semester and invite the instructor and student to the meeting. It shall consider any evidence which the student, the instructor or the committee deems relevant. Should the student or instructor or chairperson, if the instructor is no longer employed by NYIT, not be available, or declines to meet with the committee, it may determine cases on the basis of the submitted written arguments and supporting documents alone. However, if the instructor or the student attends the meeting, no attorneys will be permitted to attend as representatives for either side. Every effort will be made to keep the committee's investigation confidential. The dates of the committee meeting shall be published at the beginning of each semester.

7. Report and Determination of the Grade Appeals Committee

The Office of the Vice President for Academic Affairs will issue the committee's determination in a written report to the student and instructor, and will provide copies to the Chair and the Academic Dean. If the committee determines the grade should be changed, a copy of that determination will be forwarded to the Office of Academic Affairs, which will direct the Registrar to effect the grade change. The determination of the Grade Appeals Committee shall be final, binding, and unreviewable.

8. Written Signature of the Instructor Required for Other Grade Changes

Other than as specified in Section 7, no grade may be changed by the Registrar without the instructor's and chair's signatures on a Change of Grade form; provided, however, that when the Chair acts in place of the instructor and decides to change the student's grade, the signature of the Chair shall be sufficient.

GRADE APPEAL TIMELINE

Student challenges grade from previous semester.	By 3rd week of semester.
Instructor notifies student of decision.	By 5th week of semester
Grade change, if any, submitted to Registrar.	By 6th week of semester
Chairperson mediates dispute.	By 7th week of semester
Student or instructor submits dispute to Academic Dean.	By 9th week of semester
Student or instructor submits dispute to Grade Appeals Committee.	By 11th week of semester
Meeting of Grade Appeals Committee.	15th week of semester

ACADEMIC REQUIREMENTS

As a member of the NCAA, NYIT is required to meet minimum academic standards at all times to maintain athletic eligibility. All student-athletes must have been accepted as a candidate for a bachelor's or master's degree program offered at NYIT, and be classified as a full-time matriculated student, registered for a minimum of 12 credit hours per semester as an undergrad (or nine graduate credits). Student-athletes are required by the NCAA to earn at least nine credits per semester during the regular academic year (fall and spring semesters) and at least 24 credits to be eligible the following academic year. NYIT requires student-athletes to earn 27 credits each academic year (Fall, Spring, Summer). The 27-credit-hour rule may be waived for extenuating circumstances. The NYIT director of intercollegiate athletics will make the final decision regarding a 27-credit-rule waiver. A minimum cumulative GPA of 2.0 must be achieved at the end of each regular semester (fall and spring) to maintain satisfactory academic standing at NYIT for undergrads. Graduate student must earn a minimum of 3.0 cumulative GPA at the end of each regular semester (fall and spring). The college reserves the right to review the student's qualifications on the basis of academic performance for continued matriculation.

All student-athletes must meet the freshman or transfer eligibility requirements or satisfactory academic progress to be eligible for intercollegiate competition. Transfer students must have their transcripts from any previous institutions evaluated, and all accepted transfer credits placed on their official NYIT transcript.

All student-athletes must complete the NCAA student-athlete statement and drug testing form before they begin active intercollegiate competition.

All student-athletes are required to attend each class session. Due to travel for away competition, there will be occasions when the student-athlete will miss class. No student-athlete will be excused from class for a practice. Student-athletes will receive a class excuse form ONLY if they have three unexcused absences or fewer in each class. **Class excuse forms will be issued at the beginning of the season and will list all dates and times for the season. Class excuse forms need to be returned to Assistant Athletic Director Gail Wasmus before the first date of competition.** Student-athletes will be permitted to leave class 15 minutes prior to actual departure time. At the discretion of the Department, student-athletes exceeding three unexcused absences may be subject to suspension of intercollegiate competition (games/practices). If you are absent from a class due to injury or illness for an extended period of time, you must report this information to Head Athletic Trainer Dean Kamvakis, who will work with Associate Athletic Director Gail Wasmus in contacting your professors.

In order to maintain athletic eligibility and renewal of athletic scholarships, all student-athletes must maintain satisfactory academic progress. Satisfactory academic progress is achieved by completing a minimum of 27 semester hours per year (fall, spring, summer). Pursuant to NCAA regulations, no more than six summer credit hours will be accepted toward satisfactory academic progress.

A cumulative grade point average of 2.0 must be obtained every semester (fall and spring) by a student-athlete to remain eligible (3.0 for graduate students). Winter or summer classes will not change your academic standing. **No student-athlete is allowed to withdraw from any course without prior approval of your head coach and the assistant athletic director for compliance. Any student-athlete who withdraws from any course without authorization is immediately suspended for the next contest. Random registration checks will be conducted by the Office of Compliance throughout the semesters. If it is found a student-athlete withdrew from a class without proper documentation on file and/or dropped below full-time status, the student-athlete will be suspended immediately from the next competition. Student-athletes who drop below full-time status will be suspended from practice and competition and their athletic scholarship will be canceled until the situation is resolved and is reflected in PeopleSoft and confirmed by the Office of Compliance and submitted to the conference office.**

Any student-athlete who does not meet these requirements will be declared ineligible to participate in NCAA competition and thereby places the renewal of his/her scholarship in jeopardy. Student-athletes who are rendered ineligible cause a cessation of their scholarship.

Any student-athlete who is injured during an official athletic practice or competition and is unable to resume her/his duties shall continue to receive her/his award, provided he/she successfully meets all academic and conduct requirements and/or meets performance requirements of new duties as assigned through completion of his/her degree (not to exceed eight semesters).

Athletic service to school awards will be renewed annually for a period of time not to exceed undergraduate eligibility (graduate eligibility will be determined), based upon satisfactory academic progress and compliance of departmental rules and regulation. The renewal of service to school shall be made on or before July 1, prior to the academic year in which it is to be effective. All students must have completed FASFA paperwork in order for their athletic scholarships to be processed with financial aid. All student-athletes will be notified in writing concerning their awards and remaining eligibility. If your award is not renewed, you will have 30 days from the receipt of notification to appeal the decision in writing to the Assistant Athletic Director for Compliance who then will assemble an appeals committee in which no Department personnel will have a vote. A hearing will be scheduled with the committee to hear and decide on the appeal.

Any student-athlete who loses an academic grant from NYIT must appeal in writing to the Office of Financial Aid in an attempt to regain the award. The final decision will come from the Office of Financial Aid and not the Department. It is your responsibility to appeal the lost award and keep track of the status of the appeal with the Office of Financial Aid.

POLICY ON INELIGIBLE STUDENT-ATHLETES

Any student-athlete entering NYIT for the first time who does not meet initial freshman/transfer regulations for immediate eligibility will be allowed to practice under the NCAA rules where applicable. Following her/his first year at NYIT, the status will be evaluated in accordance with policy.

While ineligible, the student-athlete shall not participate in any intercollegiate activities (practice and competition) until a final grade has been communicated by the professor in writing to the compliance team or is posted onto the student-athlete's account. Once the compliance team has said document, an evaluation will take place to assess the GPA and credits and then determine if a change of status is necessary. Upon notice of ineligibility, a student-athlete's scholarship will be canceled immediately. Once a student-athlete becomes academically eligible, the scholarship will be reinstated for the following semester.

A student-athlete is declared ineligible after the Spring semester: If a student-athlete is declared ineligible after the spring semester, the student-athlete may attend summer school in order to regain academic and athletic eligibility. **PLEASE NOTE: Progress toward degree requirements only allows six credits taken during the summer. Winter or summer courses will not change your academic standing.**

If a student-athlete chooses not to attend summer school or fails to regain her/his eligibility status during the summer, the student-athlete will not be able to participate in any intercollegiate activities (practice and competition) in the fall semester. If the student-athlete does not regain eligibility upon entering the spring semester, the student-athlete will continue to not be allowed to participate in any intercollegiate activities (practice and competition). The NCAA requires at least nine credits earned during the fall and spring semesters. No exceptions are made for these 18 earned credits. All credits must be earned during the regular academic year. All students are also required at all times to maintain a 2.0 cumulative GPA. Our student-athletes also are required to earn at least 27 credits during the academic year, including winter and summer sessions.

Upon notice of ineligibility, a student-athlete's scholarship will be canceled immediately. Once a student-athlete becomes academically eligible, the scholarship will be reinstated for the following semester. The department reserves the right to evaluate any and all instances when this policy is being utilized to drop a scholarship. As well as make exceptions to this policy when doing so is in the best interest of the student-athlete.

BEAR EDUCATION ATHLETIC RETENTION PROGRAM

The Student-Athlete Academic Program is part of the BEAR (Bear Education Athletic Retention) Program. The goal of the Student-Athlete Academic Monitoring Program is to give increased academic support to identified student-athletes to improve their retention and graduation rates.

1. All incoming freshmen and transfers, along with returning student-athletes, will be selected based on academic criteria to become part of the Student-Athletic Academic Monitoring Program. The GPA for student's enrollment in the BEAR program will be an overall of GPA of 2.30 and below.
2. Student-athletes will meet with a member of the BEAR team at least once every two weeks throughout a semester to review their academic progress. In these meetings, the mentor will discuss and review the student's course work, syllabi, study skills, time management, class attendance, assignments and tests and suggest tutoring if needed. These meetings will be documented by the BEAR Monitoring form. Copies of each session with the student will be given to the head coach and placed in the student-athlete's file.
3. Student-athletes are responsible for having professor sign-in sheets completed and returned to their mentor.
4. Mentors will keep the Associate Athletic Director up to date on the student's progress and should contact the head coach immediately if a student-athlete misses a mentoring meeting.

Student-athletes may leave the program as their level of progress improves, but they will continue to be tracked throughout their enrollment.

REGISTRATION

All student-athletes are given the opportunity to register for courses and sections compatible with their athletic schedule. You are expected to take advantage of the early registration period for this purpose. The Athletic Department does not have the authorization to open "closed" courses that have been closed due to enrollment. Your status as a student-athlete does not give you the right to expect special consideration if you do not take advantage of the early registration process. All changes in class schedules and majors must be approved by the athletic administration. Additionally, all student-athletes are required to follow the procedures as defined in the NYIT student handbook. Student-athletes who do not follow these procedures will jeopardize their athletic eligibility. All returning student-athletes need to be registered for the next semester on the last day of classes of the current semester of attendance.

FINANCES

A student-athlete who receives an athletic service to school award is responsible to ensure that the award is posted to his or her account. You should:

1. Check with your coach to ensure your award verification has been forwarded to the Director of Intercollegiate Athletics and the assistant athletic director for compliance for processing.
2. Check with the bursar's office to ensure that your award has been posted to your account.

Regardless of your service to school award, all student-athletes must file the appropriate financial aid form with the appropriate agencies. This includes the Free Application for Federal Student Aid (FAFSA). Failure to properly submit these forms by Sept. 1 of the fall semester will result in a loss of the institutional aid offered by this department. Be advised that only domestic students must file the federal FAFSA application.

Athletics is NOT responsible for the loss of merit aid due to poor academic performance.

Should your athletic scholarship not be renewed, you have the right to appeal. A copy of the NYIT athletics non-renewal policy may be found on file in the athletic compliance office.

**** NOTE: Your athletic scholarship cannot cover the dorm damage deposit, Dewars tuition insurance or domestic student health insurance. Both Dewars and domestic student health insurance charges may be waived. To opt out of Dewars insurance, email dewarins@nyit.edu from your NYIT issued email account no later than midnight the day before the semester begins. For more information on the student-health insurance see chapter 7.**

CHAPTER 5 - TRANSFERS

Student-athletes desiring to transfer to another NCAA school to participate in intercollegiate competition must inform their head coaches. The Athletic Director or his/her designee at the institution to which you are seeking to transfer must request in writing permission from New York Institute of Technology to discuss the transfer. The contact person for NYIT Athletics is Assistant Athletic Director for Compliance Kat Zabielski. This is called having a permission-to-contact letter.

The East Coast Conference and the NYIT Department of Intercollegiate Athletics will not grant one-time transfer waivers for student-athletes desiring to transfer to East Coast Conference member institutions (Division II).

Any contact you have (written or verbal) with another NCAA college (coaches or administration) requesting transferring while a member of the NYIT Athletics Department requires written permission for this Athletics Department.

If permission to speak is granted, the transferring institution may begin the recruiting process with you. If permission to speak is denied, no recruiting activities may take place.

If NYIT does not grant you permission, another school cannot recruit you to transfer. This does not preclude you from transferring. However, if the new school is in Division I or II, you cannot receive an athletic scholarship until you have attended the new school for one year. Also, if you do not receive permission to transfer, you have a right to appeal your case. In that instance, the Department of Student Affairs will conduct a hearing to discuss your case.

In Divisions II, if you're transferring to a school that is not a member of the NCAA or National Association of Intercollegiate Athletics (NAIA), you don't need a permission-to-contact letter.

*****NOTE: If you are an athlete receiving athletic aid and your request for a release from NYIT is granted, this release allows NYIT the right to revoke your scholarship for the following semester, or academic year, depending upon when the release was granted.**

NCAA regulations require all transfer student-athletes from one four-year institution to another be a matriculating student for one full academic year (two full-time semesters, excluding summer school) before becoming eligible for competition. Under NCAA bylaws, the transferring institution may request a waiver of this requirement. If the original institution grants this waiver, the student-athlete may be eligible for immediate competition. It is the prerogative of the original institution to waive the requirement.

CHAPTER 6 - SPORTS MEDICINE

SPORTS MEDICINE FACILITY POLICIES

The Sports Medicine Facility functions to assist student-athletes in the prevention, evaluation, treatment and rehabilitation of injuries and illnesses that affect student-athletes. It is located on the Old Westbury campus, in the Sports Complex adjacent to the visiting teams' locker rooms and can be reached at (516) 686-7776. The facility is open to all athletes (in-season or out-of-season) for evaluation of injuries and treatments. General athletic training room hours will be from 10 a.m. to noon and 1 p.m. to 6 p.m. from Monday through Friday. Morning hours will be dedicated to evaluation and treatment of new injuries and injury rehabilitation. It is highly recommended that athletes who need rehabilitation schedule an appointment during this time for the most thorough care. In-season athletes have priority for pre-practice/game treatments and taping. The Athletic Training Room generally remains open until practices/games conclude.

In order to provide care and attention to each of NYIT's student-athletes please adhere to the following:

- To ensure proper and immediate medical care, all injuries must be reported to a staff Certified Athletic Trainer within 24 hours. Failure to report injuries may result in suspension of athletic training room services and denial of injury insurance claims.
- Treatments are available for all student-athletes. However, conditions may require that in-season athletes have priority.
- The Athletic Training Room is coed and all athletes must be properly dressed.
- All treatments and taping must be applied by a member of the athletic training staff.
- All whirlpools and other modalities must be turned off and on by a member of the athletic training staff.
- No one is to administer self-treatment at any time.
- All athletes will be required to shower after practice prior to receiving treatment.
- All equipment and supplies must remain in the Athletic Training Room unless removal is permitted by a member of the athletic training staff. Failure to return items on loan (in good condition) will result in a charge to the student's account.
- All injured athletes must report for treatment as directed. Failure to keep appointments will be reported to the coaching staff, and may result in missing practice and/or competition.
- Do not bring clothes, bags, uniforms, equipment, towels, cleated shoes or any other dirty items into the Athletic Training Rooms.
- Medical decisions concerning the status and approval of an athlete for practice and competition shall be the sole responsibility of members of the athletic training staff and the team physician.

MEDICAL ELIGIBILITY FOR ATHLETIC PARTICIPATION

All student-athletes must be medically cleared to participate by an NYIT team physician or his/her designee prior to initial participation and after recovery from injury. It is required that after treatment is rendered by an affiliated physician or by a student-athlete's self-selected physician, the student-athlete must obtain clearance for return to play from an NYIT team physician or his/her designee.

CHAPTER 7 - STUDENT-ATHLETE HEALTH INSURANCE

The participation of student-athletes in intercollegiate athletics carries with it an inherent risk of injury. Therefore, NYIT requires all student-athletes show proof of primary medical insurance. As such, all NYIT student-athletes automatically will be enrolled and billed for primary accident and illness coverage with Aetna Student Health. If eligible, a student-athlete who shows proof of other primary insurance coverage may opt out of the Aetna Student Health Plan.

NOTE: It is the student-athlete's responsibility to opt out of the Aetna Health Plan during the waiver period. Failure to opt out of this coverage will result in a charge on the student's account.

The NCAA requires proof of insurance is shown that meets or exceeds the NCAA catastrophic injury deductible, which is currently \$90,000. New York Institute of Technology's Department of Athletics provides a secondary insurance policy for all of its student-athletes with coverage limits extending to the NCAA catastrophic deductible. This policy is an "excess all other collectible" policy. This means that all bills must first be submitted to your primary insurance carrier for processing before a claim will be considered by the secondary insurance carrier. This policy carries a \$250 deductible.

The above coverage is for injuries that are the direct result of an accident that occurs specifically related to participation in intercollegiate athletics at NYIT. In order for an injury to be covered it must have occurred during an authorized specific sport practice session or competition. It does not cover:

- Injuries sustained that are not the direct result of athletic activity
- Injuries/preexisting conditions that occurred prior to attending NYIT
- Expenses related to sickness or illness
- Injuries that occur outside the traditional/nontraditional seasons, including summer sports leagues, captains' practices and summer workouts.

Following an athletically related injury, the student-athlete must first submit the claim to his/her primary insurance company. A claim form for the NYIT secondary policy may be completed at this time. Once the claim has been submitted to the primary insurance company, all expenses not covered should be submitted for consideration by the secondary policy. Explanation of Benefits and itemized bills from your providers will need to be submitted for reimbursement.

CHAPTER 8 - STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee (SAAC) provides a forum for communication between NYIT's student-athletes and athletics administration. The organization serves as a vehicle for education and dissemination of information in an attempt to develop and maintain positive student-athlete, staff and faculty relations. The SAAC also seeks to promote mutual support for athletes on campus, to become politically active when needed, and to arrange social events for all student-athletes.

Entrance into the SAAC is by an application process approved by the incoming SAAC Executive Board. Applications can be emailed to you from the SAAC advisor Megan Cullinane, Assistant Athletic Director for Compliance. Each team is required to have at least one representative and may have as many as three.

Some of the main purposes of the SAAC are:

- Generating a student-athlete voice within the department
- Soliciting student-athlete response to proposed NCAA Legislation
- Suggesting potential NCAA legislation
- Organizing community engagement efforts
- Creating a vehicle for student-athlete representation on campus-wide committees (i.e. Student Government Association)

HISTORY OF THE NCAA SAAC

The NCAA Student-Athlete Advisory Committee was authorized by legislation approved at the 1989 NCAA Convention and formed, in part, to review certain NCAA activities and offer its opinions on those matters. Today, the national student-athlete advisory committee's voice has grown. The committee's input continues to be sought by a variety of committees and entities within the Association, and members of the committee annually speak to issues on the NCAA Convention floor.

The Division II national SAAC currently comprises 25 student-athletes, representing all 23 Division II conferences and two at-large representatives. In addition, the SAAC also includes NCAA council representatives, consultants and NCAA staff liaisons. This committee meets three times a year, including a meeting at the annual NCAA Convention, where it speaks about proposed legislation and voices its opinion on the Convention floor.

CONNECTION TO NCAA AND CONFERENCE OFFICE COMMITTEES

In 1995, NCAA member colleges and universities adopted legislation mandating each institution create a student-athlete advisory committee. In addition, each conference must have its own committees. Each institution's student-athlete advisory committee has a communication link with the NCAA Student-Athlete Advisory Committee, either directly or through a conference student-athlete advisory committee.

CHAPTER 9 - ATHLETIC MEDIA RELATIONS

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Visit our website, nyitbears.com, and @NYITBears on Twitter, Instagram, Facebook, Snapchat and YouTube for the latest updates on NYIT Athletics.

MEDIA RELATIONS

The Office of Athletic Communications coordinates all student-athlete interviews involving print and digital media. This office is your primary contact concerning the media. The NYIT intercollegiate athletics program, its student-athletes, coaches and teams generate a high level of public interest and media attention. The NYIT Department of Intercollegiate Athletics is well aware that its image affects the reputation and perception of the entire university. NYIT's student-athletes are typically excellent spokespeople for the university. Dealing with the media is both an opportunity and responsibility. It can be a valuable learning experience that helps develop communication skills and techniques that will not only be helpful as student-athletes, but also in future professional, business and athletic careers.

The Office of Athletic Communications offers assistance to the news media in covering NYIT's intercollegiate athletics program (statistics, biographical and background information, photographs, etc.). The staff makes every effort to work in cooperation with local, regional and national media.

NYIT student-athletes should adhere to the following guidelines when dealing with the media:

1. Media are not permitted to contact NYIT student-athletes directly requesting interviews. The Office of Athletic Communications has a strict policy of not releasing a student-athlete's contact information to anyone and recommends student-athletes do not release their phone numbers to reporters for any reason (follow-up calls, etc.). If a member of the media contacts you, advise him or her to channel the interview request through the Office of Athletic Communications. Just politely explain that it is the university's policy.
2. Any media representative desiring to interview an NYIT student-athlete (by telephone, via email, direct messaging on social media, or in-person) must contact the Office of Athletic Communications to arrange this. A convenient date and time for both the student-athlete and media member will be set to conduct an interview. While the interaction between NYIT's student-athletes and the media is important to the university, student-athletes will never be asked to postpone schoolwork or miss a class or practice to conduct an interview.
3. Please be on time for scheduled interviews. In most cases, interviews are conducted in the Athletic Communications office (both in-person and telephone interviews). If a conflict arises, please inform one of the Athletic Communications representatives so necessary action can take place.
4. If a postgame interview is requested, every effort will be made to provide a "cooling-off" period following the contest before the student-athlete speaks to any media representatives.
5. Remember, as a student-athlete, you are always "on." You are, in a sense, a public person and always representing your team and the university.

The following are suggested guidelines for student-athletes when speaking with the media:

1. Be courteous and polite. Don't view the media as adversaries. Once the interview begins, just be yourself.
2. When time allows, take a moment to organize your thoughts before a scheduled interview. Also, be aware that sometimes a comment that seems innocent when it is spoken looks different when it appears in print.
3. Do not speak "off the record." A general rule of thumb is there is no such thing as "off the record." If you don't want to see something in print, don't say it.
4. During an interview, try to avoid criticism. If you have concerns/criticisms, share them with your teammates or your coach, not with the public. Do not blame officials after a tough loss. Remember, you'll probably see those officials later in the season.
5. If you don't understand the reporter's question, ask him/her to repeat it or clarify.
6. If you feel uncomfortable with a question, you are not obligated to respond. Just say, "I'd rather not discuss that subject," or "I'm not familiar enough with that topic." Try to avoid saying, "No comment." Answering "no comment" will just raise suspicion, even if it is unwarranted.

7. If you feel uncomfortable with the interview, politely end it and consult with an Athletic Communications representative.
8. You have rights as the person being interviewed. Don't be afraid to set ground rules with the person conducting the interview. If you only have 10 minutes for the interview, be certain to tell the Athletic Communications representative who set up the session that you are limited by time. Also, you can begin the interview by saying, "I only have 10 minutes before I have to get to my class."
9. Don't forget the difference between print and digital media. A 10-minute interview that will be used for a newspaper piece is much different than a 30-second "sound bite" that will be used for radio or television. Pause and collect your thoughts before speaking in front of the camera or into a microphone.
10. Remember that your appearance is important. If you look good during an interview, you'll probably sound good.
11. Say it with "snap shots." A short, complete response allows reporters to easily edit the interview without incorrectly portraying the answer.
12. If you are pleased with the result of the interview, let the reporter know. You can send him/her a note, or say hello the next time you meet.



CHAPTER 10 - FOR YOUR INFORMATION

POLICY AGAINST RACIAL AND ETHNIC DISCRIMINATION

1. PREAMBLE

As an institution of higher education, NYIT abides by values that proclaim the dignity and rights of all people. In keeping with this fundamental principle, we affirm the value of racial and ethnic diversity and welcome persons of all groups, cultures and religious traditions to NYIT.

Every person associated with NYIT brings the richness of a tradition that binds one to the past and points with hope to the future. We welcome the enriching experience of the growing diversity on campus. Diversity presents challenges and opportunities to the entire community. In order to achieve the goals of our University community, it is essential that we provide equal educational opportunities to assure a healthy environment for all students. We pledge to meet these challenges.

We categorically reject all forms of racial and/or ethnic discrimination. We acknowledge our obligation to safeguard and enhance the dignity of every member of our University community. We seek to foster an understanding of cultural differences and encourage and support the ethical and moral values that are the basis of a humane social order.

To fulfill these aspirations, we commit ourselves to create and to maintain an environment free of racial and/or ethnic intimidation, humiliation and harassment. We urge all members of the NYIT community to adhere to the following values:

- Respect for the dignity of each person;
- Openness to opinions and points of view different from one's own;
- Understanding and respect for persons whose background may be different from one's own;
- Respect for persons and groups in the search for and affirmation of differences and commonalities of human experience and endeavors;
- Maintenance and enhancement of our University as a setting in which differences may be debated and defended with civility, respect and reason as the standards of humane discourse;
- Use of education as a humanizing force for all members of the community;
- Courage to face conflicts with integrity and maturity so that negotiation may be genuine and accommodation attainable.

II. APPLICABILITY

This Policy Against Racial and/or Ethnic Discrimination applies to all students-athletes, coaches and administrators as well as vendors and guests on- or off-campus. This policy does not replace or supersede an individual's rights and remedies under the law.

III. DEFINITIONS

Racial and/or ethnic discrimination is conduct that serves to limit the social, political, economic, employment or educational opportunities of particular groups or individuals solely on the basis of their race and/or ethnicity.

Racial and/or ethnic discrimination is oral, written and/or physical conduct directed against any person or group of persons because of race, ethnicity, color or national origin that harms or creates an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Such conduct includes but is not limited to objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

Racial and/or ethnic discrimination is further defined as conduct that:

1. Is directed at an identifiable person or persons and insults or demeans the person or persons to whom the conduct is directed, or abuses a power or authority relationship with that person, on the basis of race, color, ethnicity or national origin by the use of slurs, epithets, hate words, demeaning jokes, derogatory stereotypes and similar action; and/or
2. Is intended to inflict direct injury on that person or persons to whom the conduct is directed; and/or
3. Is sufficiently abusive or demeaning that a reasonable person would find it so severe or pervasive as to create a hostile environment; and/or
4. Occurs in any context or location such that an intent to inflict direct injury may reasonably be inferred; and/or
5. Is intended to negatively affect the work or educational environment in a way that makes the treatment of the affected party unequal with respect to his or her proper functioning, opportunities for promotion and development because of his or her race, color, ethnicity, or national origin; and/or

6. Is intended to damage or destroy, or damages or destroys, private property of any member of the University community or guest because of that person's race or ethnicity with the purpose of making the educational, work or living environment hostile for the person whose property was damaged or destroyed.

The following examples illustrate but do not exhaust the types of conduct referred to:

1. A person would be in violation if causing bodily harm to an individual because of that person's race and/or ethnicity.
2. A person would be in violation by making a demeaning remark based on a person's race or ethnicity, or by using racial slurs or "jokes," and those remarks created a hostile work, educational or living environment for a person or persons hearing the remark, or for a person to whom the demeaning remark may have been specifically addressed.
3. A person would be in violation if intentionally placing visual or written material demeaning the race and/or ethnicity of an individual in that person's work, study or living area, and such material made the work, educational, or living environment hostile for the person in whose work or study area the material was placed.
4. A person would be in violation when that person's conduct resulted in making hostile the work, educational or living environment for a person subject to such conduct.
5. A person would be in violation if misusing grades, evaluations or promotion procedures to adversely affect a person on the basis of race or ethnicity.
6. A person would be in violation if intentionally not hiring a person on the basis of race or ethnicity.

IV. PROCESS FOR INVESTIGATING AND RESOLVING AN ALLEGED INCIDENT OF RACIAL AND/OR ETHNIC DISCRIMINATION

Any individual who becomes aware of an incident of racial and/or ethnic discrimination has a duty to report it to a coach or administrator immediately. Once reported all complaints will be investigated thoroughly. The goal of the investigation process is to assist in achieving resolution in a timely and appropriate manner.

V. SANCTIONS

Misconduct will be dealt with appropriately. Responsive action may include but not be limited to training, referral to counseling, and disciplinary action such as warnings and reprimands. False charges may result in corrective action or sanctions against the accuser, countercharges or any other appropriate response.

VI. NON-RETALIATION

Retaliation against an individual who has made a claim of discrimination is prohibited. Retaliation will subject an individual to disciplinary action.

POLICY AGAINST SEXUAL HARASSMENT

I. PREAMBLE

As an institution of higher education, NYIT embraces values that proclaim the dignity and rights of all people. Sexual harassment is morally offensive to students, faculty, administrators, staff members and employees of the University. It is also a form of unlawful sexual discrimination prohibited by Title IX of the Education Amendments of 1972, Title VII of the 1964 Civil Rights Act and the New York Law Against Discrimination. NYIT is committed to fostering an environment that protects the members of the University community from all forms of sexual harassment. The University requests and expects the cooperation of every member of the community in realizing this goal. All members of the University community have an obligation to take appropriate action to eliminate sexual harassment.

II. APPLICABILITY

This Policy Against Sexual Harassment applies to all students-athletes, coaches and administrators as well as vendors and guests, on- and off-campus. This policy does not replace or supersede an individual's rights and remedies under the law.

III. DEFINITION OF SEXUAL HARASSMENT

For the purpose of this policy, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature toward any individual, student, faculty member, administrator, staff member or employee when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's academic evaluation or employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or employment by creating an intimidating, hostile or offensive academic or work environment.

Sexual harassment manifests itself in many forms. This behavior may include but is not limited to the following:

1. Conduct or comments directed at an individual based on the individual's gender that are abusive in nature;
2. Sexual innuendoes in the guise of humor to coerce sexual favors;
3. Sexual teasing, jokes, remarks or questions;
4. Sexual remarks about a person's body, clothing or behavior;
5. Patting, pinching or other unwanted touching of another's body;
6. Leering or ogling;
7. Uninvited letters, e-mails and telephone calls;
8. Uninvited pressure for dates;
9. Inappropriate and offensive sexual advances;
10. Solicitation of sexual favors or other sexually related behavior by promise of rewards;
11. Coercion of sexual activity by threat or punishment; or
12. Sexual crimes, including rape, acquaintance rape, attempted rape or sexual assault.

IV. PROCESS FOR INVESTIGATING AND RESOLVING AN INCIDENT OF ALLEGED SEXUAL HARASSMENT

Any individual who becomes aware of an incident of sexual harassment has a duty to report it to a coach or administrator immediately. Once reported all complaints will be investigated thoroughly. Investigation of an alleged incident is intended to achieve resolution in a timely and appropriate manner.

V. SANCTIONS

Misconduct will be dealt with appropriately. Responsive action may include but not be limited to training, referral to counseling, and disciplinary action such as warnings and reprimands. False charges may result in corrective action or sanctions against the accuser, countercharges or any other appropriate response.

VI. NON-RETALIATION

Retaliation against an individual who has made a claim of sexual harassment is prohibited. Retaliation will subject an individual to disciplinary action

ADDITIONAL INFORMATION

Please contact the Counseling Center at 516.686.7683 for additional information and details.

Bias/Hate Crimes: What Every Student Needs to Know and A Guide for Surviving Sexual Assault are available.

APPENDIX A – FALL 2018 SEMESTER SCHEDULE

AUG. 27 – SEP. 4

Registration for Fall, Cycles A and B. Register online at NYITConnect. Online registration available 24/7. Advisor approval required to register.

SEPTEMBER 3

No classes scheduled. Administrative offices closed.

SEPTEMBER 5

Fall and Cycle A classes begin.

SEPTEMBER 5 – 18

Fall late registration and add/drop. Cycle A late registration and add/drop through the second class meeting.

SEP. 12 – OCT. 23

Cycle A withdrawal period. The W grade is assigned through the eighth class meeting. Beginning the ninth class meeting, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.

SEP. 19 – DEC. 15

Fall withdrawal period. The W grade is assigned through October 30. Beginning October 31, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.

SEPTEMBER 21

Last day to apply for December 2018 graduation. Students must apply online at NYITConnect.

OCTOBER 8

No day classes scheduled. Evening classes meet. Administrative offices closed.

OCTOBER 24 – 25

Cycle A final exams.

OCTOBER 25

Last day to satisfy incomplete grades earned in Cycle D 2018.

OCTOBER 29

Cycle B classes begin. Cycle B late registration and add/drop through second class meeting.

OCT. 29 – NOV. 9

Priority academic advisement for Spring, Cycles C and D, and Intersession.

OCT. 31 – DEC. 15

Fall withdrawal period continues. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.

NOVEMBER 5 – 18

Priority online registration for Spring, Cycles C and D, and Intersession.

NOV. 5 – DEC. 18

Cycle B withdrawal period. The W grade is assigned through the eighth class meeting. Beginning the ninth class meeting, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.

NOVEMBER 21 – 25

No classes scheduled. Administrative offices closed.

NOVEMBER 26

Fall and Cycle B classes resume. Administrative offices open.

DECEMBER 11 – 14

Makeup days for day classes only. Evening classes meet.

DECEMBER 16 – 22

Fall final exams.

DECEMBER 19 – 20

Cycle B final exams.

DECEMBER 22

Last day to satisfy incomplete grades earned in Spring 2018 and Summer 2018 (all sessions).

APPENDIX B – SPRING 2019 SEMESTER SCHEDULE

JANUARY 14 – 18

Registration for Spring, Cycles C and D. Register online at NYITConnect. Online registration available 24/7. Advisor approval required to register.

JANUARY 21

Martin Luther King Jr. Holiday. Administrative offices closed.

JANUARY 22

Spring and Cycle C classes begin.

JAN. 22 – FEB. 4

Spring late registration and add/drop. Cycle C late registration and add/drop through second class meeting.

JAN. 29 – MAR. 12

Cycle C withdrawal period. The W grade is assigned through the eighth class meeting. Beginning the ninth class meeting, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.

FEB. 5 – MAY 11

Spring withdrawal period continues. W grade is assigned through March 26. Beginning March 27, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.

FEBRUARY 15

Last day to apply for May 2019 Graduation. Students must apply online at NYITConnect.

FEBRUARY 18

No classes scheduled. Administrative offices closed. Monday classes meet on February 19.

FEBRUARY 19

Tuesday follows Monday schedule.

MARCH 12 – 13

Cycle C final exams.

MARCH 14

Last day to satisfy incomplete grades earned in Cycle A 2018.

MARCH 16 – 24

Spring recess. No classes scheduled.

MARCH 25

Cycle D classes begin. Spring semester resumes.

MAR. 25 – APR. 5

Priority academic advisement for Summer 2019, Fall 2019, and Cycles A and B 2019.

MAR. 27 – MAY 11

Spring withdrawal period. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.

MAR. 29 – MAY 14

Cycle D withdrawal period. The W grade is assigned through the eighth class meeting. Beginning the ninth class meeting, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.

APRIL 1 – 14

Priority online registration.

MAY 8 – 10

Makeup days for day, evening, and graduate classes.

MAY 12 – 18

Spring final exams.

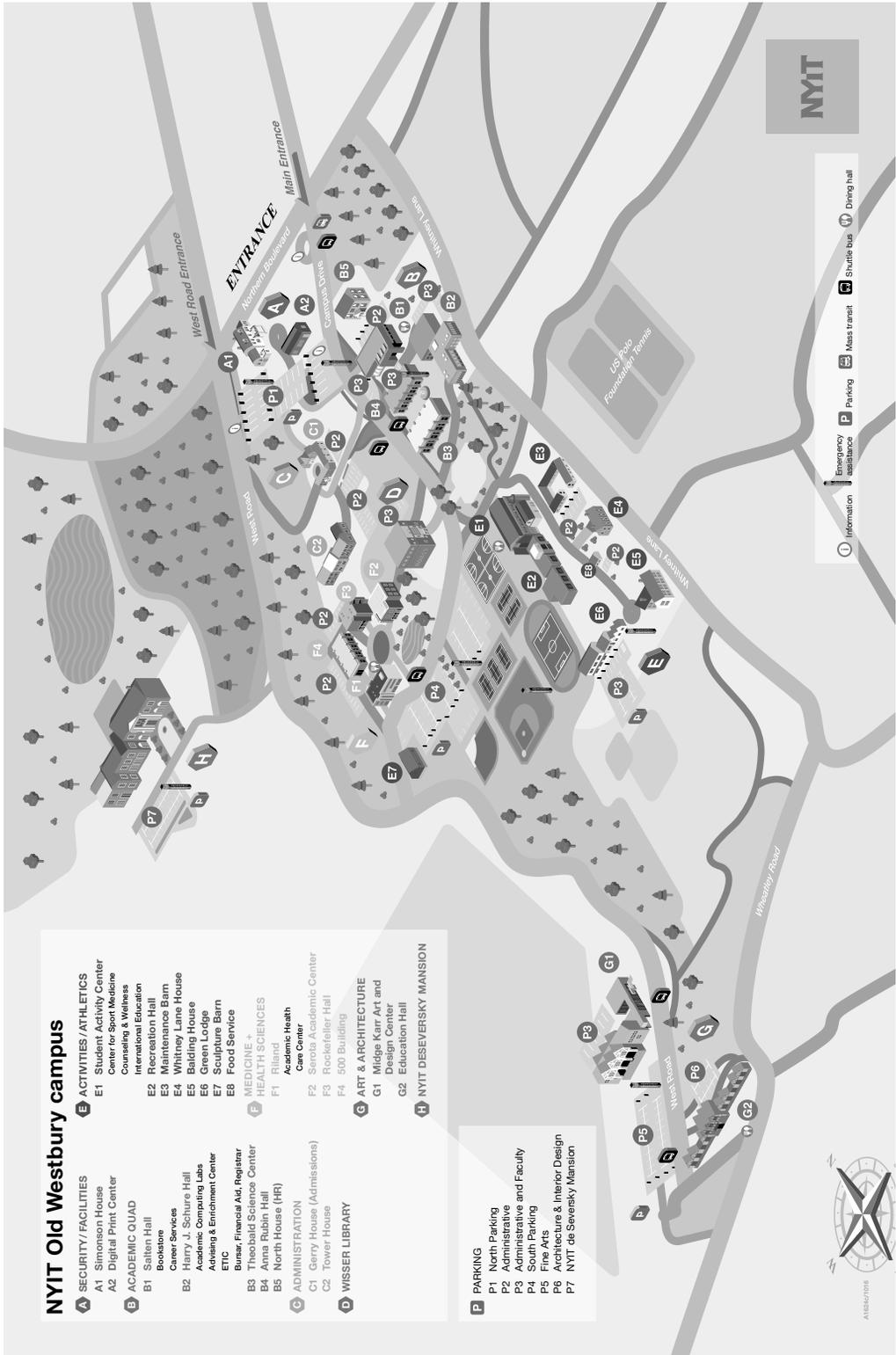
MAY 15 – 16

Cycle D final exams.

MAY 16

Last day to satisfy incomplete grades earned in Cycle B 2018 and Intersession 2019.

APPENDIX C – OLD WESTBURY CAMPUS MAP



NYIT Old Westbury campus

- A SECURITY/FACILITIES**
 - A1 Simonson House
 - A2 Digital Print Center
- B ACADEMIC QUAD**
 - B1 Saiten Hall
 - B2 Career Services
 - B3 Harry J. Schure Hall
 - B4 Academic Computing Labs
 - B5 Academic and Enrollment Center
 - B6 Bursar, Financial Aid, Registrar
 - B7 Theobald/Sciences Center
 - B8 Anna Rubin Hall
 - B9 North House (HR)
- C ADMINISTRATION**
 - C1 Gerry House (Admissions)
 - C2 Tower House
- D WISSER LIBRARY**
- E ACTIVITIES/ATHLETICS**
 - E1 Student Activity Center
 - E2 Student Center
 - E3 Center for Wellness
 - E4 International Education
 - E5 Recreation Hall
 - E6 Maintenance Barn
 - E7 Whitney Lane House
 - E8 Balding House
 - E9 Green Lodge
 - E10 Sculpture Barn
 - E11 Food Service
- F HEALTH SCIENCES**
 - F1 Riland
 - F2 Academic Health Center
 - F3 Serota Academic Center
 - F4 Rockefeller Hall
 - F5 500 Building
- G ART & ARCHITECTURE**
 - G1 Midge Karr Art and Design Center
 - G2 Education Hall
- H NYIT DESEVERSKY MANSION**

- P PARKING**
 - P1 North Parking
 - P2 Administrative
 - P3 Administrative and Faculty
 - P4 South Parking
 - P5 Fine Arts
 - P6 Architecture & Interior Design
 - P7 NYIT de Seversky Mansion



- Information
- Emergency assistance
- Parking
- Mass transit
- Shuttle bus
- Dining hall



CALENDAR YEARS

2018

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	7	8	9	10	11	12	13		4	5	6	7	8	9	10		4	5	6	7	8	9	10		1	2	3	4	5	6	7
	14	15	16	17	18	19	20		11	12	13	14	15	16	17		11	12	13	14	15	16	17		15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28				
28	29	30	31	25	26	27	28	25	26	27	28	29	30	31	25	26	27	28	29	30	31	29	30								
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		1	2	3	4	5	6	7		5	6	7	8	9	10	11
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		15	16	17	18	19	20	21		12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25				
27	28	29	30	31	24	25	26	27	28	29	30	29	30	31	29	30	31	26	27	28	29	30	31								
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	2	3	4	5	6	7	8		1	2	3	4	5	6	4		5	6	7	8	9	10	2		3	4	5	6	7	8	
	9	10	11	12	13	14	15		7	8	9	10	11	12	13		11	12	13	14	15	16	17		9	10	11	12	13	14	15
16	17	18	19	20	21	22	14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22				
23	24	25	26	27	28	29	21	22	23	24	25	26	27	25	26	27	28	29	30	31	23	24	25	26	27	28	29				
30	28	29	30	31	28	29	30	31	25	26	27	28	29	30	30	31															

2019

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		3	4	5	6	7	8	9		1	2	3	4	5	6	
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		17	18	19	20	21	22	23		14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	24	25	26	27	28	29	30	21	22	23	24	25	26	27				
27	28	29	30	31	24	25	26	27	28	31	28	29	30	31	28	29	30	31	28	29	30										
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	5	6	7	8	9	10	11		2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10
	12	13	14	15	16	17	18		9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24				
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31								
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		6	7	8	9	10	11	12		3	4	5	6	7	8	9		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		13	14	15	16	17	18	19		10	11	12	13	14	15	16		8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21				
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28						
29	30	27	28	29	30	31	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31										

2020

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	5	6	7	8	9	10	11		2	3	4	5	6	7	8		1	2	3	4	5	6	7		5	6	7	8	9	10	11
	12	13	14	15	16	17	18		9	10	11	12	13	14	15		15	16	17	18	19	20	21		12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25				
26	27	28	29	30	31	23	24	25	26	27	28	29	29	30	31	26	27	28	29	30											
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	3	4	5	6	7	8	9		1	2	3	4	5	6	5		6	7	8	9	10	11	2		3	4	5	6	7	8	
	10	11	12	13	14	15	16		7	8	9	10	11	12	13		12	13	14	15	16	17	18		9	10	11	12	13	14	15
17	18	19	20	21	22	23	14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22				
24	25	26	27	28	29	30	21	22	23	24	25	26	27	26	27	28	29	30	31	23	24	25	26	27	28	29					
31	28	29	30	31	28	29	30	28	29	30																					
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	6	7	8	9	10	11	12		4	5	6	7	8	9	10		1	2	3	4	5	6	7		6	7	8	9	10	11	12
	13	14	15	16	17	18	19		11	12	13	14	15	16	17		8	9	10	11	12	13	14		13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26				
27	28	29	30	25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31									