NEW YORK MEDICAL COLLEGE
A MEMBER OF THE TOURO COLLEGE AND UNIVERSITY SYSTEM
School of Medicine

2016-2018

School of Medicine
Student Handbook
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Greetings from the Dean

Donald Douglas Miller, M.D., C.M., M.B.A.,
Dean of the School of Medicine

Welcome to the New York Medical College School of Medicine!

I am pleased that you are pursuing medicine as a career. As a physician, I can attest to the fact that the challenges and rewards of medical school, culminating in the joy of practicing in one’s chosen specialty, are among the most life-changing and important you will ever experience.

At New York Medical College, we share the hope that the four years you spend with us will serve to shape your mind, develop your abilities and hone your character. We are certain you will leave here as the skilled and compassionate physician you dream of becoming.

Your generation has shown itself to be intelligent, caring, energetic and driven to improve conditions in the world you will inherit from us. We promise to do all that is within our power to support you academically, personally and professionally in achieving your goals.

Our dedicated faculty will help you acquire the knowledge and proficiency you will need to achieve your goals. Our diverse network of affiliated hospitals will offer you a variety and depth of clinical experiences that is unrivaled, and is most often cited by our graduates as proof of our exceptional quality as a medical school.

While the focus of your time here is primarily academic, I also encourage you to participate fully in campus life, to devote yourself to service to the community and to invest some of your time and energy in building the relationships that will enrich you for a lifetime. You will find much evidence of this abundant variety of experience as you explore this website.

I sincerely hope that you will join us, if you have not already done so. As you begin your exciting journey toward becoming a physician, my best wishes for your success go with you.

Donald Douglas Miller, M.D., C.M., M.B.A.
Dean of the School of Medicine
Mission and Vision

Mission
New York Medical College is a health sciences college whose purpose is to educate physicians, scientists, public health specialists, and other healthcare professionals, and to conduct biomedical and population-based research. Through its faculty and affiliated clinical partners, the College provides service to its community in an atmosphere of excellence, scholarship and professionalism. New York Medical College believes that the rich diversity of its student body and faculty is important to its mission of educating outstanding health care professionals for the multicultural world of the 21st century.

Vision
The College will continue to be one of the foremost medical schools in the nation accredited by the Liaison Committee on Medical Education, offering an educational program leading to the M.D. degree, as well as masters and doctoral programs in public health, the biomedical sciences and other health professions. With its wide spectrum of hospital and teaching affiliates, New York Medical College provides excellent educational, research, specialty and primary care opportunities throughout the New York metropolitan and tri-state area.

Education
The College will:
- educate outstanding physicians, scientists, public health practitioners and other health care professionals;
- sponsor residency and fellowship programs accredited by the Accreditation Council on Graduate Medical Education;
- sponsor continuing medical education programs accredited by the Accreditation Council on Continuing Medical Education. These will be available to all physicians of its affiliated hospitals and other practitioners in the region;
- educate the public with innovative programs that integrate the latest research advances with the best clinical practices;
- provide educational opportunities with an international perspective through graduate, post-doctoral and other training.

Research
The College will:
- advance health care through cutting edge basic, clinical and population based research leading to improved scientific knowledge;
- be a leader in translational research discoveries to improve treatment and prevention of disease;
- promote excellence in the education of health care professionals through research in medical education.

Clinical Care
The College will:
- with its clinical affiliates, provide outstanding clinical care and service to the community;
- incorporate the latest advances in medical knowledge into health care practices;
- improve patient care at our clinical affiliates through advances in education and research.
Brief History of New York Medical College

The College was founded by a group of visionary civic leaders who believed that medicine should be practiced with more sensitivity to the needs of patients. They were led by William Cullen Bryant, the noted poet and editor who used the power of the written and spoken word to advance vital causes in the city and the nation. The son of a physician, Bryant was particularly concerned about the condition of hospitals and medical education.

Through Bryant’s efforts, the New York Homeopathic Medical College opened its doors in 1860 on the corner of 20th Street and Third Avenue. At the first session, there were 59 students and eight faculty members. Bryant served as the medical school’s first president and was president of the Board of Trustees for ten years.

A Series of Firsts

In 1863, a separate but related institution known as the New York Medical College for Women was founded by Dr. Clemence Sophia Lozier, staffed by many of the College’s male personnel. This institution graduated one of the first female physicians in the country, Dr. Emily Stowe, in 1867. Dr. Susan McKinney Steward, the first African-American female physician in New York State and the third in the nation, graduated from New York Medical College for Women in 1870 with the highest grade in the class. When the institution closed in 1918, students transferred to the College.

Walter Gray Crump, Sr., M.D., led the College effort to become the first medical school in the country to establish a minority scholarship program in 1928. Dr. Crump, an alumnus and faculty member who taught surgery and achieved emeritus professor rank, served as staff surgeon at several hospitals. He was a founder of New York Medical College for Women and a trustee of Tuskegee Institute and Howard University. An early recipient of the Walter Gray Crump Scholarship for Young Women was surgeon Myra Logan, M.D., who earned her medical degree at New York Medical College in 1933. While doing her residency at Harlem Hospital, she operated on a human heart, making her the first female physician believed to perform this type of surgery.

The Move to Westchester County and the Valhalla Campus

In 1972, the College was invited to move to its Westchester County location by a group of community and business leaders who were determined to establish a teaching hospital for the people of this growing suburban community. They recognized the many ways an academic medical center serves the needs of a region—by educating the nation’s physicians and healthcare providers, affording the highest level of patient care and providing the most advanced procedures, technologies and innovative treatments available. Thanks to the initial foresight and commitment of these astute leaders, and the university’s full participation in the effort, New York Medical College is a stable, enduring force in the life and economy of Westchester County.

The need for infrastructure improvement was identified as a major institutional priority in 1995. A comprehensive planning process was launched to develop a campus master plan that would support and enhance the educational and research environment. The culmination of this effort was a $32 million facilities improvement proposal that incorporated the construction of a four-story Medical Education Center (MEC) and upgrades in the Basic Sciences Building (BSB), the university’s primary teaching and research sites.

Construction of the 50,000 square foot MEC—four floors of education-centered facilities and amenities designed to concentrate teaching areas separate from research labs—was completed in the summer of 2001 and opened in August of that year. Today, the MEC serves as a focal point for campus activities and student
A 250-seat auditorium, named for School of Medicine alumnus John W. Nevins, M.D. ‘44, graces a portion of the spacious, light-filled atrium lobby named for Blanche and Albert Willner, M.D. ‘43.

The modernization of the Basic Sciences Building (BSB) has also been critical to the university’s continued ability to provide superior medical education. Built as a temporary structure, the BSB has served as the core education and research facility since 1972. After a quarter of a century, renovations and upgrades were essential in the research, teaching and student support areas of the building. The improvements include the addition of 18,000 square feet of new space, upgrades to the existing auditoria, dining facilities and bookstore, central offices for the Graduate School of Basic Medical Sciences and a new student lounge. The entire construction and renovation project resulted in a total of approximately 122,000 square feet of laboratory and office space dedicated to research. The new space is configured as open laboratories with core instrument areas in order to provide maximum flexibility for the recruitment of top-level faculty scientists.

In 2005 the College acquired the former Institute for Cancer Prevention building located at 7 Dana Road. The building, approximately 26,600 square feet, underwent extensive renovations and now houses the Clinical Skills and Disaster Medicine Training Center. Medical students and allied health professionals will receive hands-on training in a replicated hospital setting there. State-of-the-art resources and technology allow students to hone clinical skills in a safe and controlled environment before treating actual patients. The facility provides a vital training platform for medical, paramedical and other personnel who are called upon during local and regional emergencies from natural or man-made disasters.

Dana Road also houses BioInc@NYMC, a wet-lab biosciences business incubator designed to house start-up biomedical research and development companies. Here, independent entrepreneurs will develop new drugs, medical devices and medical apps for smart phones and tablets. The first incubator clients are expected to begin occupancy at the end of 2014.

In April 2013, the College purchased 19 Skyline Drive, a 248,000 square-foot, five-story building located adjacent to campus. The building accommodates faculty and staff who relocated from the now vacant Munger Pavilion in December 2013 and houses a 115-seat auditorium/conference room, a library, a cafeteria facility and a 720-space parking lot.

NYMC Joins the Touro College and University System
In May 2011, New York Medical College joined the Touro College and University System, creating one of the United States’ largest biomedical higher education consortiums under one institutional banner. Touro, which has approximately 18,550 students studying at 32 locations, was chartered in 1970 and is headquartered in Manhattan. It is America’s largest not-for-profit, independent institution of higher and professional education under Jewish auspices. The Touro College and University System includes undergraduate colleges, three colleges of osteopathic medicine, two colleges of pharmacy, several graduate programs and a law school.

Today, New York Medical College is proud of its longstanding reputation for producing superior physicians, scientists and healthcare professionals, as well as members of the faculty who enjoy international recognition for their clinical and scientific accomplishments.
New York Medical College Today

New York Medical College is located in Valhalla, New York, in suburban Westchester County, within the nation’s largest metropolitan region. The College is committed to educating individuals for careers in medicine, science and the health professions.

The College comprises three schools—the School of Medicine and two graduate schools, the Graduate School of Basic Medical Sciences and the School of Health Sciences and Practice. The faculty is made up of more than 2,800 members, many of whom enjoy international reputations for their clinical and scientific accomplishments. The university has more than 12,000 alumni actively engaged in medical practice, healthcare administration, public health, teaching and research throughout the nation and abroad.

The School of Medicine, founded in 1860, is one of the oldest private health science universities in the nation. Upon graduation, students are prepared to assume their roles in society as clinicians, physician scientists, public health oriented physicians and educators. The School of Medicine has a longstanding reputation for producing outstanding clinicians, both generalists and specialists. The university’s wide range of affiliated hospitals, which include urban medical centers, suburban hospitals and highly advanced regional tertiary care facilities, provide a comprehensive range of resources and educational opportunities. The School of Medicine has more than 54 College-sponsored specialty and sub-specialty residency and fellowship programs. The Office of Continuing Medical Education conducts a wide array of programs for physicians committed to lifelong learning.

New York Medical College is chartered by the Regents of the State of New York and accredited by the Middle States Association of Colleges and Secondary Schools, the Council on Education in Public Health (CEPH), the American Speech-Language Hearing Association (ASHA), the Commission on Accreditation in Physical Therapy Education (CAPTE), the Liaison Committee on Medical Education (LCME), and the Commission on Dental Accreditation of the American Dental Association.

College Facts

- New York Medical College, with more than 1,400 students, 800 residents and fellows, and more than 2,700 faculty members, educates physicians, scientists and health care professionals who are highly qualified to assume leadership roles in the fields of health care and biomedical research.

- Advanced degrees are awarded from the School of Medicine (M.D.), the Graduate School of Basic Medical Sciences (M.S., Ph.D.) and the School of Health Sciences and Practice (M.S., M.P.H., D.P.T., Dr.P.H.). Dual degree programs are also offered (M.D./M.P.H., M.D./Ph.D. and D.P.T./M.P.H.).

- The university is affiliated with a network of hospitals and health care facilities in the New York metropolitan area and Hudson Valley region, ranging from large urban medical centers and regional tertiary care facilities to smaller suburban hospitals. The College is affiliated with other educational institutions and programs as well.

- Of the university’s 1,270 employees, 1,236 work in Westchester County, representing some $86.5 million in annual compensation, making the university a significant factor in the local economy.

- The operating budget for FY 2013-2014 is $145,644,000.

- The university currently corresponds with more than 12,000 alumni who are actively engaged in medical practice, health care administration, public health, teaching and research throughout the nation and abroad.
Students, Faculty and Alumnae

The Students

New York Medical College students come from outstanding colleges and universities across the nation. They are highly qualified, having graduated on average in the top 25 percent of their undergraduate classes. The School of Medicine enrolls approximately 190 applicants out of more than 10,000 who apply each year. An increasing number of graduates from the School of Medicine also earn dual M.P.H. or Ph.D. degrees and/or Certificates through the advanced degree programs offered through the College’s School of Health Sciences and Practice or Graduate School of Basic Medical Sciences. Each year the graduating class matches to outstanding graduate medical education programs at leading hospitals and medical centers in New York and throughout the United States.

The Faculty

With a teaching cadre of physicians, scientists, researchers and healthcare professionals made up of more than 2,700 individuals—encompassing the 6 basic science and 20 clinical science departments—the College affords every student the opportunity to encounter hundreds of faculty members during four years of medical school. Scholarly activities by the faculty—occurring on local, regional, national and international levels—are evident in publications, presentations, honors and awards, medical and scientific meetings, visiting professorships and fellowships, and election to study sections, boards and committees in medicine and the biomedical sciences. Hundreds of faculty members are honored annually for their contributions to books, chapters, articles, editorials, reviews and letters in the scientific literature.

The Alumni

The university currently corresponds with more than 12,000 alumni who are actively engaged in medical practice, health care administration, public health, teaching and research throughout the nation and abroad.
Affiliations

New York Medical College boasts an extensive network of affiliated hospitals, which includes urban medical centers, suburban community hospitals and highly advanced regional tertiary care facilities, providing students with a comprehensive range of resources and educational opportunities.

The College enjoys diversified opportunities for the study of medicine at clinical facilities and at voluntary, municipal and county hospitals located in Westchester County, New York City, New Jersey, the mid-Hudson Valley and Fairfield County, Connecticut. This affords students a variety of patient care experiences for third- and fourth-year clinical rotations.

New York Medical College boasts an extensive network of affiliated hospitals, which includes urban medical centers, suburban community hospitals and highly advanced regional tertiary care facilities, providing students with a comprehensive range of resources and educational opportunities.

**Major Clinical Affiliated Sites**

- Westchester Medical Center
- Metropolitan Hospital Center
- Brookdale University Hospital and Medical Center
- St. Joseph's Healthcare System, Paterson, NJ

**Affiliated Clinical Sites**

- Beckley VA Medical Center
- Calvary Hospital
- Good Samaritan Regional Medical Center
- Greenwich Hospital
- Hoboken University Medical Center
- Keller Army Community Hospital, West Point
- Lenox Hill Hospital
- Phelps Memorial Hospital Center
- Richmond University Medical Center
- Saint Joseph's Medical Center, Yonkers
- Saint Michael's Medical Center
- Terence Cardinal Cooke Health Care Center
- VA Hudson Valley Health Care System

**Ambulatory Care Programs**

- Open Door Family Medical Centers
- Westchester Institute for Human Development
New York Medical College, through its renowned research institutes and centers, sponsors ground-breaking studies and investigations into some of the most pressing healthcare issues of today and tomorrow.

New York Medical College places a special emphasis on scientific research with direct clinical applications as an essential aspect of the training of physicians, scientists and health professionals. Through its renowned research institutes and centers, it sponsors ground-breaking studies and investigations into some of the most pressing healthcare issues of today.

We are proud of the strides and breakthroughs made by our world renowned centers and institutes:

- Brander Cancer Research Institute
- Cardiovascular Research Institute
- Center for Disaster Medicine
- Center for Disability & Health
- Center for Pediatric Hypotensive Disease
- Center for Long Term Care Research & Policy
- Center for Medical Outcomes Research
- Children and Adolescent Cancer & Blood Diseases Center
- Clinical Skills and Disaster Medicine Training Center
- Institute for Bioethics at New York Medical College
- Institute for Trauma Emergency Care (ITEC)
- Institute for Minimally Invasive Surgery
- NYMC-WAKF Renal Research Institute
- Translational Center for Cardiovascular Stem Cell Research
- Translational Center for Pulmonary Hypertension

**Strategic International Partnerships**

Catholic University of Korea, Seoul, South Korea

Semmelweis

Technion University, Israel

Tokai University, Tokyo, Japan
Accreditation

New York Medical College is chartered by the Regents of the State of New York, and all of its degree programs are authorized by the New York State Department of Education.

Accreditation

The New York Medical College School of Medicine is fully accredited by the Liaison Committee on Medical Education, the Accreditation Council for Graduate Medical Education, Accreditation Council for Continuing Medical Education and the Middle States Commission on Higher Education.

The College is accredited by the Middle States Commission on Higher Education (MSCHE). Specialty accreditations for programs in the School of Health Sciences and Practice have been granted by:

Council on Education for Public Health (CEPH)
CAMPUS ENVIRONMENT

Administration Building (also known as Sunshine Cottage)

The administrative headquarters of New York Medical College are in the Administration Building. The offices of the president, chancellor, senior academic and administrative leadership are located here, as are the Offices of Academic Affairs, Student Affairs, Admissions, Student Financial Planning, Housing, Bursar, Undergraduate Medical Education and Public Relations, among others.

Medical Education Center (MEC) and Basic Sciences Building (BSB)

The Health Sciences Library has enjoyed a 40 percent expansion from its previous space, offering larger areas for collections, study and teaching, and rooms for the Harvey cardiac teaching models and Educational Media Services. The second and third floors can accommodate up to 216 students in a variety of flexible configurations within nine module classrooms, each divided into small group teaching and study rooms. The entire fourth floor of the MEC is dedicated to the Alumni Gross Anatomy Laboratory. The lab is used for teaching medical students as well as students in the physical therapy and speech-language pathology programs in the School of Health Sciences and Practice, and by residents and faculty from the College’s various hospital affiliates in the graduate medical education program. The Basic Sciences Building has approximately 122,000 sq. ft. of laboratory and office space dedicated to research. The space (18,000 sq. ft.) is configured as open laboratories with core instrument areas in order to provide maximum flexibility for the recruitment of top-level faculty scientists.

The Alumni Center

A former residence restored in 1985, the Alumni Center houses Alumni Relations and the Parents’ Council as well as reception and meeting rooms.

Student Housing

The Student Housing complex is composed of ten garden-style apartment buildings and five suite style buildings. The garden apartments contain 100 studio, one-, two- and three-bedroom apartments for families and non-traditional students. The suite-style buildings provide housing for 310 single students in 80 shared apartments. Centrally located in the complex is the Student Center Building, which contains a laundry room and a fitness center.

Vosburgh Pavilion/ School of Health Sciences and Practice

A four-story building, Vosburgh Pavilion is composed of 66,000 square feet of space divided into two wings. The north wing is devoted to clinical offices, research labs and some College administrative departments. The south wing, which houses the School of Health Sciences and Practice, also contains the Center for Interactive Learning, classrooms, alumni computer laboratory, media library, study space, a student lounge and faculty offices.
Clinical Skills and Disaster Medicine Training Center (7 Dana Road)

The Center houses 20 examination rooms complete with Medical Education Technology, Inc. (METI) Learning Space technologies. The rooms are equipped with ceiling-mounted and wall-mounted pan-tilt-zoom cameras, multi-directional microphones, two-way communication speakers, telephones and a computer. The rooms are also outfitted with wall-mounted instruments including blood pressure cuffs, otoscopes (an instrument used to look into the ears), ophthalmoscopes (an instrument used to view the interior of the eye) and examination tables. Outside each examination room is a writing station where students can complete post-encounter exercises such as writing notes in electronic health records (EHR). The Center houses three Laerdal SimMan 3G high fidelity patient simulators in two large simulation rooms. SimMan 3G is a wireless, self-contained simulator which allows learners to manage all aspects of patient care practices and procedures, including pharmacological interventions, airway management and numerous other medical procedures. Additionally, a Laerdal SimJunior allows users to practice a broad range of pediatric skills in multiple patient care settings, both within and outside the hospital. The Center also boasts an auditorium with a 115-person capacity as well as a conference area for multifunctional purposes such as small group learning exercises and training of actors to portray standardized patients in some of the simulations.

Dana Road also houses BioInc@NYMC, a wet-lab biosciences business incubator designed to house start-up biomedical research and development companies.

19 Skyline Drive

In April 2013, the College purchased 19 Skyline Drive, a 248,000 square-foot, five-story building located adjacent to campus. The building accommodates clinical administrative faculty and staff who relocated from the now vacant Munger Pavilion in December 2013 and houses a 115-seat auditorium/conference room, a library, a cafeteria facility, a 720-space parking lot and the newest addition: the Dr. Edward F. and Mrs. Anna M. Aspronio Fitness Center.
STUDENT RESOURCES

Student Health Services

The office handles internal medicine problems and is staffed by a nurse practitioner and a medical director. Our nurse practitioner is able to diagnose and treat most common illnesses as well as prescribe medications.

Staff:
Marisa A. Montecalvo, M.D.
Director, Health Services

Diane Hackert
Administrator, Health Services

Katherine Kowalski, N.P.
Nurse Practitioner

Peggy Saul
Secretary, Health Services

Mailing Address:
New York Medical College
Health Services
Basic Sciences Building
Valhalla, NY 10595

Walk-in Clinic Office Hours:
Monday – Thursday 8:30 a.m. – 4:30 p.m.
Friday – 8:30 – 3:00 p.m. (From October 1st through March 31st).
The nurse practitioner is unavailable between 1:00 – 2:00 p.m. daily. Physicals are by appointment only

Main Phone Number: 914-594-4234
Medical Director: 914-594-4236
Nurse Practitioner: 914-594-4237
Administrator: 914-594-4235
Office Fax: 914-594-4692
After Hours:
If you need medical attention after 4:30 p.m. the following medical services are available to you:

The Westchester Medical Group – Urgent Care Centers
(They are affiliated with White Plains Hospital)
210 Westchester Avenue
White Plains, NY
Phone: 914-681-3100

Hours:
Open: Monday – Friday 9:00 a.m. – 9:00 p.m.
Saturday & Sunday 9:00 a.m. – 5:00 p.m.
The Urgent Care Center accepts walk-in patients anytime during its regular hours, no appointment is needed.

Minute Clinic – Located within CVS pharmacy.
They are staffed with licensed nurse practitioners and physician assistants, board certified, most insurance accepted, open 7 days a week. No appointment needed, walk right in.

Hours: Monday – Friday 8:00 a.m. – 8:00 p.m.
Saturday & Sunday 10:00 a.m. – 4:00 p.m.
Phone: 1-866-389-2727 - http://www.minuteclinic.com

Westchester Locations:
375 White Plains Rd, Eastchester
1310 Boston Post Rd., Larchmont
2000 Commerce St., Yorktown

Pharmacy:
Bradhurst Pharmacy, Inc.
Cedarwood Hall
Valhalla, NY
Phone: 914-345-3838 (on campus)

Atrium Pharmacy
19 Bradhurst Ave.
Hawthorne, NY
Phone: 914-345-0070

New York City Locations

D.O.C.S.
55 E. 34th St (between Madison/Park)
(212) 252-6000

Hours:
Walk In Hours: No appt necessary
Monday-Thursday: 8 AM to 8 PM
Friday: 9 AM to 7 PM
Saturday: 9 AM to 3 PM
Sunday: 9 AM to 2 PM
Holidays: 9 AM to 1 PM

D.O.C.S.
202 W. 23rd St. (at 7th Ave. Chelsea)
(212) 352-2600

Hours:
Walk-In Hours: No appt necessary
Open 24 hrs a day/365 days a year including Holidays.
** They do accept NYMC student health insurance [Empire BC/BS PPO]

Metropolitan Hospital
Location:
1901 First Ave (between 97th & 99th Sts.)
New York, New York 10029

Phone:
Fast Track Direct Line: (212) 423-6466

Hours:
Daily from 7:00 a.m. to 8:00 p.m.

St. Joseph’s Hospital

For students on the SJH campus, SJHS Employee Health Office handles non-emergent family medicine problems.
Contact:
Michael Delisi, M.D., Chairman, Family Medicine;
Director, Employee Health Services
Location:
Employee Health Office
1135 Broad Street
Clifton, NJ

Hours:
Monday –Friday 8:30 a.m. to 4:30 p.m.

Phone:
973.754.4100

For emergencies, students are seen through the SJH Emergency Department.

Contact:
Mark Rosenberg, D.O.,
Chairman, Emergency Medicine

Location:
SIH Emergency Department
703 Main Street
Paterson, NJ

Hours:
24/7

Phone:
973.754.2222


**Student Health Insurance**

Full-time students are required to be covered by hospitalization insurance satisfactory to the College. Student group contracts with Blue Cross/Blue Shield Comprehensive Care Plan are maintained by the College for this purpose. Married students may elect to purchase family contracts at additional expense. Enrollment forms are available in the Office of the Bursar. A student who elects to retain other acceptable insurance will be required to submit written documentation. The health insurance program is administered by the Bursar. Booklets describing the student medical and hospitalization insurance plan are available from Diane Alexander, Office of the Bursar (914) 594-4319.

**Student Disability Insurance**

A disability income protection plan designed for all medical students at New York Medical College is available at no additional cost. Each individual policy is non-cancelable, guaranteed renewable and portable. During residency education, coverage can be increased beyond the maximum monthly disability benefit of $1,500 available to medical students. Benefits are payable to age 65, include rehabilitation, and cover disability from the insured’s own occupation. The waiting period from the onset of disability to the payment of benefits is 180 days in accordance with the policy terms.

**Stu-Dent Dental Program**

The student dental program, sponsored by the New York University David B. Kriser Dental Center, is an optional pre-paid plan available to all New York Medical College students, their spouses and dependents. For an annual enrollment fee of $125, members are entitled to semi-annual dental examinations and cleanings, diagnostic X-rays and complete evaluation of treatment needs, emergency treatment to relieve pain and discomfort, and all routine amalgam and composite restorations. All treatment is provided by senior dental students who are closely supervised by an experienced licensed dentist at the Kriser Dental Center in New York City.

For more information about Stu-Dent, please call (212) 998-9870.

**Immunization Policy**

**Needle Stick/Exposure Information**

The safety of our students in both an educational and clinical setting is of utmost importance to New York Medical College. Students, faculty and staff, both at Valhalla campus and at our affiliate partner sites, are asked to familiarize themselves with the policies and procedures regarding needle sticks and exposure to blood and body fluids.

Costs incurred at affiliated hospitals for needlestick incidents are paid by the hospital. If a bill is sent to a student erroneously, he or she should not pay it. Arrangements for payment can be made through the associate dean or medical director’s office of the hospital.
Needlestick Policy and Procedures for all Students at Affiliated Hospitals

To the student, in the event of a needlestick:

1. In the event of a needlestick, the student is to immediately wash the area scrubbing the skin with soap and water. If there is no obvious laceration or major abrasion, the student may choose to wash with a germicidal soap.

2. Between 9 a.m. and 5 p.m., the student should report immediately to the Employee Health Services office at the affiliated hospital, except at Metropolitan Hospital Center, where the student should report to the Terence Cardinal Cook Employee Health Service.

3. Between 5 p.m. and 9 a.m., the student should report immediately to the emergency room physician at the affiliated hospital.

4. The student is to report all pertinent data to the treating physician about the exposure and information on source patient. This includes but is not limited to how exposure occurred, what body fluids were involved, the social and medical history, HIV antibody status, hepatitis B surface antigen status, and hepatitis C antibody status of source patient if available. For effective treatment of any potential HIV infection, it is imperative to initiate prophylactic treatment within two hours of the incident.

5. The student should expect to have blood drawn by the affiliated hospital for baseline results of hepatitis B surface antibody, hepatitis C antibody, HIV antibody and possibly other recommended tests.

6. If there is an index of suspicion regarding the source patient’s HIV status, a 48-hour supply of prophylactic medications will be provided to the student free of charge. If a needlestick occurs on a Friday, a three-day allowance will be provided until follow up care is done on the following Monday at NYMC Health Services or at Terence Cardinal Cooke Health Care Center.

7. The student is to report to either the NYMC Health Service in the Basic Science Building (914) 594-4234 or to the TCC Health Care Center at 1249 Fifth Avenue (the corner of 5th Ave. & 105th St.), (212) 360-3640 the next working day.

8. When the student reports to Health Services at either location, a complete evaluation will be made and the student will be able to discuss any questions or concerns he or she may have.

9. It is strongly recommended that the student continue taking medication as prescribed until a final determination is made.

10. Some hospitals require the student to follow up with them directly. If this is the case, follow-up information can be forwarded to the NYMC Health Service.

It is extremely important that students follow these guidelines and report incidents promptly. This will help to avoid later problems that could occur later with the student’s health, or with bills that accidentally go to the student from the hospital where the incident occurred.
Policy on Students Infected With Blood-borne Pathogens

I. POLICY
It is the policy of New York Medical College (NYMC) to have standardized procedures for the management of students infected with blood-borne pathogens because of the history of the potential risk of provider-to-patient transmission of blood-borne pathogens.

II. PURPOSE
To define the procedures for the management of students infected with blood-borne pathogens.

III. SCOPE
Students in the School of Medicine.

IV. DEFINITIONS
- **Blood borne pathogen**: Blood borne pathogen is a microorganism in the blood that can cause illness in humans. For this policy, blood borne pathogens are limited to human immunodeficiency virus (HIV-1), hepatitis C virus (HCV) and hepatitis B virus (HBV).
- **Standard Precautions**: Infection prevention guidelines by the Centers for Disease Control and Prevention (CDC) based on the principle that all blood, body fluids, secretions (except sweat), excretions, non-intact skin and mucous membranes may contain transmissible infectious agents (ref 1). Standard precautions defines a set of practices for hand hygiene, safe injection practices and use of gloves, gown, mask, eye protection or face shield depending upon anticipated exposure.
- **Provider to patient transmission risk**: The risk that an infection will be acquired by a patient due to transmission of a pathogen from a health care provider. For blood borne pathogens, this risk depends upon 3 conditions: (a) the health care provider must have sufficient virus circulating in their bloodstream, (b) the health care provider must have an injury (e.g. puncture wound) or condition (e.g. non intact skin) that allows exposure of his/her blood to other infectious body fluids, (c) the provider's blood or infectious body fluid must come in direct contact with a patient's wound, traumatized tissue, mucous membrane, or similar portal of entry during an exposure-prone procedure (ref 2).
- **Exposure prone procedures**: Procedures known or likely to pose an increased risk of percutaneous injury to a healthcare provider and thus pose a risk of blood-borne virus transmission. Procedures have been classified as Category 1: minimal risk of blood-borne virus transmission; Category 2: procedures in which blood-borne virus transmission is theoretically possible but unlikely; Category 3: procedures in which there is a definite risk of blood-borne virus transmission (ref 3) (see Appendix 1).

V. POLICY AUTHOR(S)
- New York Medical College Health Services

VI. RELATED POLICIES
1. Blood and Body Fluid Exposure (Needlestick)
2. New York Medical College Policy on Students with Disabilities

VII. PROCEDURE(S)
1. **Mandatory Infection Prevention and Control Training:**
   a. Before working with patients, all medical students must complete course work or training in infection control practices in accordance with NYSDOH Public Health Law 239 (ref 4). The course must be a New York State Education Department approved syllabus and course provider.
   b. The requirement above (section 1a) is particularly relevant to this policy because appropriate use of Standard Precautions and Infection Prevention practices is considered adequate to prevent transmission of blood-borne pathogens from health care workers infected with blood-borne pathogens. Situations requiring additional measures are detailed below in section 3.

2. Students identified with HIV-1, HCV or HBV:
a. In accordance with NYSDOH policy (3), mandatory screening of healthcare personnel for blood borne pathogens is not recommended.

b. Students may be identified as infected with HIV-1, HCV or HBV through disclosure in the medical history.

c. As part of the medical and vaccination history, all students are required to show documented immunity to HBV or to receive HBV vaccination. Students without serologic immunity to HBV who have received HBV vaccination are given a second series of HBV vaccination or evaluated for chronic HBV infection, in accordance with CDC guidelines (ref 5).

d. In the event of a possible exposure, students are tested for HIV-1, HCV and HBV infection in accordance with the NYMC Blood and Body Fluid Exposure (Needlestick) policy.

e. Students may request voluntary testing for HIV-1 HCV and HBV infection at any time and are encouraged to seek testing if there is any potential exposure to a blood borne pathogen.

f. Students may disclose the presence of HIV-1, HCV or HBV infection to an Associate Dean of Student Affairs. In such a case, the student is informed that the information will be disclosed to Health Services for further evaluation and management.

3. Management of Students Infected with HIV-1, HCV or HBV: Role of Health Services

a. Health Services will advise the student to have a viral load performed and, in the case of HBV infection, a Hepatitis e Antigen and Hepatitis e Antibody.

b. The student will be referred to an Infectious Diseases physician for ongoing management of HIV-1, HCV, or HBV or to a hepatologist for management of HCV, HBV if the student is not already under the care of such a provider.

c. In accordance with NYSDOH law, the infection will be reported as required by the Communicable Disease Reporting Requirements (ref 7).

d. The student will be advised to have a viral load performed every six months, to monitor the status of potential infectivity, in accordance with national guidelines (ref 2, 3).

e. Health Services will provide the student with a copy of the current NYSDOH policy statement (ref 6) and guidelines from the CDC (ref 2) and the Society of Health Care Epidemiologists of America (SHEA) (ref 3) regarding serial viral load tests and potential practice restrictions. In summary the current guidance is:

   1. In accordance with the NYSDOH, HIV-1, HCV or HBV infection alone does not justify limiting a healthcare worker’s professional duties (ref 6).

      u. Restriction of a healthcare worker’s professional duties due to infection with HIV-1, HCV, or HBV infection is recommended based upon a viral load consistent with an increased risk of transmission, the performance of exposure-prone procedures, and other factors that may increase the risk of provider-to-patient transmission such as poor infection control technique, exudative skin lesions, lack of adherence to proper technique, mental confusion, or a prior incident of transmission of a blood borne pathogen to a patient (ref 2,3,6).

f. Health Services will inform the student that there is a professional and ethical obligation to evaluate how the presence of a chronic HIV-1, HCV or HBV infection may affect clinical training, the care of patients and future career choice.

   1. Health Services will inform the student that all cases of students with HIV-1, HCV or HBV infection are disclosed to the Senior Associate Dean for Student Affairs in a de-identified manner. Disclosure of a de-identified student will lead to convening an Expert Review Panel. The responsibilities of the Expert Review Panel is to review the viral load results and general clinical responsibilities of the student to determine if there is a need for any clinical practice modification or restriction, in accordance with published guidelines (ref 2,3).

   n. If the Expert Review Panel determines that a student will need a restriction of clinical activity, Health Services will inform the student of the need to disclose the student’s name to the Senior Associate Dean for Student Affairs and will be required to submit an application for accommodations in accordance with the NYMC Policy on Students with Disabilities.

m. Students with a chronic blood-borne infection are required to seek career counseling. This process can be initiated when the student discloses the presence of HIV, HCV or HBV infection to the Senior Associate Dean for Student Affairs.
4. Role of Student Affairs, School of Medicine:
   a. To assist with provision of a clear understanding of the current state NYSDOH policy and national guidelines regarding health care workers with HIV-1, HCV, or HBV infection.
   b. To convene an Expert Review Panel to review de-identified information regarding the student’s viral load or other markers or clinical conditions indicative of infectivity and the clinical activities of the student. Members of such a panel may include, but are not limited to, persons who perform exposure prone procedures, contact personnel in particular clinical departments that perform exposure prone procedures, an Infection Control expert, an Infectious Diseases physician, a hepatologist, Health Services.
   c. To provide appropriate career counseling and to provide guidance for any potential impact on clinical training in accordance with current guidelines.
   d. General recommendations regarding participation in clinical activities:
      1. Students should not be prohibited from participating in patient care activities solely on the basis of HIV-1, HCV or HBV infection.
      11. Restriction of a clinical activity may be required based upon high viral load in situations of exposure prone procedures (see Appendix 1).
      111. A documented lack of adherence to Standard Precautions may lead to a restriction in clinical activity.
   e. On a cases by case basis, when needed, advise the student regarding the NYMC Policy on Students with Disabilities.

5. Responsibilities of the Student with HIV-1 HCV or HBV infection:
   a. To inform Health Services of the presence of HIV-1, HCV or HBV infection.
   b. To complete the tests recommended by Health Services for further evaluation of HIV-1, HCV, or HBV infection. In the case of a blood or body fluid exposure, to complete the tests as outlined in the NYCM Blood and Body Fluid Exposure (Needle stick) policy.
   c. To seek appropriate career counseling.
   d. To meet with the Senior Associate Dean for Student Affairs if the Expert Review Panel determines any restriction of clinical activity is needed.
   e. To comply with any modification or restriction of clinical activity.

VIII. REFERENCES
LCME Standard 12.8: Student Exposure Policies/Procedures
A medical school has policies in place that effectively address medical student exposure to infectious and environmental hazards, including:
• The education of medical students about methods of prevention.
• The procedures for care and treatment after exposure, including a definition of financial responsibility.
• The effects of infectious and environmental disease or disability on medical student learning activities.
All registered medical students (including visiting students) are informed of these policies before undertaking any educational activities that would place them at risk.
INSURANCE

New York Medical College’s insurance program is administered by the Office of the General Counsel. The essential components of the insurance program currently in place is as follows:

- Liability Insurance (including Hospital Professional and Medical Malpractice Liability)
- Property Insurance
- Director’s and Officer’s Liability
- Environmental Pollution Liability
- Pension and Trust Liability
- Fiduciary Liability
- Crime Insurance
- Business Auto Liability

The above insurance program and the specific limits and extent of each insurance coverage are subject to change at any time, without notice at the sole discretion of New York Medical College.

Claims Reporting Process
The following procedure is applicable in the event of any incident involving potential or actual personal injury or property damage occurring on College-owned or leased property.

All claims are to be reported promptly, in writing, to the Office of the General Counsel, within forty-eight (48) hours of the incident. The Claim Form is to be used for such purpose. Examples of claims, or potential liabilities are situations such as: a slip and fall by a third party, any lawsuits, hazardous spills, thefts, fires or damage to equipment. Upon receipt, the Office of the General Counsel shall review the matter, make a determination as to whether or not the claim is covered under the College’s insurance program, and, if appropriate, submit the claim to the applicable insurance carrier in accordance with policy requirements. All required and relevant documentation to support any claim submitted to the College’s insurance carriers must be forwarded to the OGC no later than sixty (60) days after the date of the incident. It is noted that the Office of the General Counsel is the only department that is authorized to administer and handle insurance matters on behalf of New York Medical College.

Finally, the reporting requirements of this procedure to the Office of the General Counsel are in addition to all other incident reporting requirements of the College such as to the Security Department.

Certificate of Insurance
A Certificate of Insurance Request Form should be forwarded for consideration to the Office of the General Counsel for all certificates of insurance requested.

Should you have any questions on the above, please contact either Waldemar A. Comas, Vice President and General Counsel, or Karen Longo, Administrator at (914) 594-4567.
LIBRARY

About the Library:
The Health Sciences Library (HSL) serves all faculty, students, employees, and sponsored residents and fellows of the New York Medical College.

Locations: The Main Health Sciences Library is in the junction between the Basic Sciences Building (BSB) and the Medical Education Center (MEC), right off the BSB Lobby and across from the cafeteria. The Main Library consists of approximately 19,000 square feet, with an additional 3,033 square feet in the Skyline branch. The Skyline branch is in the Skyline Building at 19 Skyline Drive off of Route 9A in Hawthorne, NY.

Contact: Mailing address: Health Sciences Library | 15 Dana Road | Valhalla, NY 10595
Director: Marie Ascher (marie_ascher@nymc.edu)
Staff Directory | Departmental Liaisons

History: New York Homeopathic Medical College first opened a Library in 1885 at the behest of students and alumni when the college was at Flower Hospital. In 1972 the libraries of New York Medical College Flower and Fifth Avenue Hospitals and Westchester Academy of Medicine in Purchase, New York merged under an agreement signed by both parties. As of 2011, when New York Medical College became part of the Touro College and University System, all Touro faculty and students have onsite access to the library facilities and resources.

Consortia: The New York State Library has designated the Health Sciences Library as a Leader Electronic Doorway Library. The Library is also a Resource Library in the Middle Atlantic Region (MAR) of the National Network of Libraries of Medicine (NN/LM). The Library actively participates in the Online Computer Library Center (OCLC) global network and remains a full member of METRO, the New York metropolitan area library planning cooperative. Loansome Doc use is promoted and encouraged; we honor METRO card access for the public via local libraries. The Library is also a founding member of the HILOW+ library consortia, composed of health sciences libraries in the upper Westchester County and Hudson Valley region of New York State.

The Health Sciences Library (HSL) of New York Medical College (NYMC) is located in the Basic Sciences Building on the Valhalla, New York campus. A branch Media Library is located in the School of Health Sciences and Practice building.

Your library barcode acts as your library card. It serves as proof that you are a registered user of the NYMC Library. It is a sticker and should be appended to your NYMC or hospital ID card as appropriate. The barcode itself is used for checking out physical library materials and to authenticate your access electronic or remote.

All NYMC users are expected to show the appropriate ID and to follow all Library policies and procedures. Acceptance of a barcode assumes users understand and accept the terms of use including: timely return of materials, payment of fines and fees, appropriate use of electronic resources, and adherence to the HSL copyright policy. Privileges are not transferrable and may be suspended due to misuse, illegal use or other action deemed unprofessional or unethical per the NYMC honor code and the Provost, Dean or Associate Dean/Director of the Library.
The HSL is not open to the general public. Individuals may arrange for onsite access and/or borrowing through special memberships or via a METRO card (for specific titles only) from your local library. As a designated Resource Library in the National Network of Libraries of Medicine (NN/LM) and OCLC, the HSL provides fee-based document delivery services via fax, electronic and regular mail. Please contact the library at 914 594 4200 for more information.

**LIBRARY ACCESS POLICY**

<table>
<thead>
<tr>
<th>Full Privileges</th>
<th>Faculty</th>
<th>Eligible if included on the current faculty listings provided by the deans’ offices in the School of Medicine, the School of Basic Medical Sciences and/or the School of Health Sciences and Practice or designated on PeopleSoft. All adjunct or voluntary faculty must be verified by the appropriate dean’s office and/or by the director of the HSL.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Eligible if employed by NYMC, wearing a blue NYMC ID card, and can be verified by NYMC Human Resources or PeopleSoft, the NYMC administrative system.</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Eligible if identified by a maroon NYMC ID, PeopleSoft, or verified by the Registrars’ listing, cancelled check or current receipt.</td>
<td></td>
</tr>
<tr>
<td>Resident/Fellow</td>
<td>Eligible if the trainee is in a NYMC sponsored Graduate Medical Education (GME) program and is listed in the AAMC GMETrack database. All residents/fellows must have both an authorized program director’s signature and a NYMC account number as part of their registration information.</td>
<td></td>
</tr>
<tr>
<td>Preceptor</td>
<td>Eligible if included on a master list provided by the Center for Primary Care Education and Research, School of Health Sciences and Practice or Family Medicine department on an annual, academic year basis (July-June).</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Eligible on a short-term, temporary basis pending approval of the Associate Dean/Director of the Library.</td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Use of Library’s electronic resources requires Library Barcode*

II. ACCESS PRIVILEGES: Includes onsite use of library and non-electronic materials

| NYMC Alumni | Eligible if graduated from any of the Schools of NYMC if verifiable by current Alumni Association membership card, by Alumni Association offices or by the Registrar’s Office. |
| Special Members | Eligibility based on type and terms of membership. Special members may not use licensed databases remotely or check out journal volumes/issues. |
| Other | METRO card access via yellow cards can be arranged from library to library. |

**Library Hours**

| 08:00AM | » | 12:00AM | Sun |
| 08:00AM | » | 12:00AM | Mon |
| 08:00AM | » | 12:00AM | Tue |
| 08:00AM | » | 12:00AM | Wed |
| 08:00AM | » | 12:00AM | Thu |
| 08:00AM | » | 03:00PM | Fri |
Welcome to the Office of Student & Residential Life at New York Medical College!

Residence Life is more than just housing at New York Medical College. We are committed to the overall growth, development, and education of our residents. Our primary goal is to provide a safe, secure, comfortable environment while providing residents with opportunities to become involved, share ideas, and be part of a residential community.

The Office of Student & Residential Life strives to serve our residents as effectively as possible by providing various different housing options for full-time, matriculated medical and graduate students. We are committed to assisting you in making the most of your living experience and supporting you in achieving your educational goals. I encourage you to become an active member of your community and we look forward to meeting each of you during the course of the academic year. If we can be of any assistance to you please don’t hesitate to visit our or contact our office!

The Office of Student and Residential Life provides the below services to students:

- Acts as a liaison between building residents and other NYMC offices to ensure all appropriate services/maintenance are provided
- Oversees Student Clubs and Activities
- Coordinates all assignments, billing charges, move-in/out, housing lottery and maintain rosters/databases
- Handles disciplinary matters within the student housing
- Arranges and provide various recreational opportunities for students
- Creates workshops and resources for off-campus housing options; maintain off-campus housing listings
- Creates programs and events that foster a sense of community, and opportunities for integrative learning

Office Hours:
October 1 through March 31 (Fall/Winter):
9 to 5 PM, Monday, Wednesday, Thursday
9 to 7 PM, Tuesday
9 to 3 PM, Friday

April 1 through September 30 (Spring/Summer):
9 to 5 PM, Monday, Wednesday, Thursday, and Friday 9 to 7 PM, Tuesday
SECURITY AND SAFETY

Security Department

The Department is responsible for overall campus security, emergency response, investigations, crime prevention campus shuttle, and management of the parking permit and identification badge program. The department is staffed by a director, (1) associate director, (1) assistant director, (16) full time and (9) part time uniformed security officers. All security staff are employees of the College. All security officers are New York State licensed security officers who receive (8) hours of pre-employment training, (16) hours of on the job training and (8) hours of annual refresher training as required by New York State. Additionally, officers receive training annually in CPR/AED, fire extinguisher usage, response to hazardous materials emergencies and threat awareness. The College is a New York State approved security guard training school and both the Director and Associate and Assistant Directors are certified security guard instructors. The security staff are not armed and do not have police or peace officer arrest powers. Officers are assigned to both fixed and motor patrols.

Primary law enforcement jurisdiction for student housing lies with the Mt. Pleasant Police Department. The rest of the campus is under the jurisdiction of the Westchester County Department of Public Safety. The security director works closely with both of these police agencies on matters affecting the campus including criminal investigations, crime prevention and emergency.

It is the policy of the university to promote the safety and security of the academic community on campus; to prohibit any criminal or illicit activities including sexual assault or other sex offenses; to report any alleged criminal conduct to the appropriate enforcement authorities and to discipline any student, faculty member or employee after the university has conducted its investigation of the alleged conduct. Discipline may include suspension, expulsion, dismissal or termination of employment.

The deans of the respective schools within the university are responsible for the coordination and dissemination of information regarding sexual assault prevention measures during the student orientation process.

Mr. William Allison is the Director of Security and he can be reached at 914-594-4577. The Security Office is located in the Basic Sciences Building on the Valhalla campus. The telephone is 914-594-4226.

360 Stay Safe

Visit our 360 Stay Safe website (login required) to view our online training program that helps students, faculty and staff create a safe and healthy campus community where they take care of themselves, look out for one another, and make choices for the greater good.

Annual Security and Fire Safety Report ("Clery Act")

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV educational institutions, without exception, prepare, publish and distribute an Annual Security and Fire Safety Report. This report consists of two basic parts: disclosure of the College's crime statistics for the past three years; and information about the College's current campus security policies. Prospective students and employees are entitled to request and receive a copy of the New York Medical College’s Annual Security and Fire Safety Report which is available by clicking here.

Paper copies of the College’s Annual Security and Fire Safety Report are available at the New York Medical College Security Office located in room 223 in the Basic Sciences Building, 15 Dana Rd. Valhalla NY 10595 or by calling the Director of Campus Security at 914 594-4577.
Campus Security Policy and Program

I. Purpose

In compliance with the Crime Awareness and Campus Security Act of November 8, 1990, and the New York State Amendments to Section 6450 of the Education Law, the College, in consultation with faculty, students, and appropriate administrative offices, has developed and adopted a program that reaffirms our policies regarding sexual assault prevention, crime awareness, and campus security procedures.

II. Policy

It is the policy of New York Medical College to promote the safety and security of all faculty, students and employees on College premises, to prohibit any criminal or illicit activities including sexual assault or other sex offenses, to report any alleged criminal conduct to the appropriate enforcement authorities, and to discipline any faculty, student or employee after conviction of a criminal offense, which may include suspension, expulsion, dismissal or termination of employment. In the case of a student, an ad hoc faculty committee shall be appointed by the respective dean of the medical school or graduate schools to review, report and make recommendations to the respective dean.

III. Program

To promote awareness of and facilitate prevention of sexual assault offenses, the College shall provide specific information to incoming students about sexual assault prevention measures. Such information shall include the legal sanctions and applicable penalties under applicable laws, ordinances and regulations on sex offenses, the campus security procedures for dealing with sex offenses, and the identification and availability of counseling and support services. The respective deans of the School of Medicine, the Graduate School of Basic Medical Sciences or the School of Health Sciences and Practice shall each be responsible for the coordination and dissemination of this information in the student orientation processes.

The College has established an advisory committee on campus security consisting of the following six members, at least half of whom shall be female:

Two designated by the President of the Faculty Senate
One designated by the President of the Student Senate of the Medical School
One designated by the President of the Graduate Student Association of the Graduate School of Basic Medical Sciences
The Dean of the School of Health Sciences and Practice
The Senior Associate Dean for Student Affairs, or other designee of the Dean of the School of Medicine, who shall chair the committee

The Committee shall review campus security policies and procedures for educating the campus community, including security personnel and those persons who advise or supervise students about sexual assault, personal safety and crime prevention, for reporting sexual assaults and referring complaints to appropriate authorities, and for counseling victims. The Committee shall make recommendations to the President
The Committee will provide upon request all campus crime statistics as reported to the United States Department of Education. For campus crime statistics, please refer to the United States Department of Education web site at www.ope.ed.gov/security/.

IV. Criminal and Legal Penalties

The criminal and legal penalties for the commission of sex offenses range from maximum imprisonment sentences of 3 months to 25 years depending on the type and seriousness of the offense involved. Additional specific information is contained in Attachment A.

V. Firearms

The possession of firearms is strictly prohibited on NYMC property and in affiliated hospitals.

VI. Responsibilities

It is the responsibility of all faculty, students and employees to report all incidents of alleged criminal conduct to the College's Security Department and to cooperate fully with regard to the specific details of such incidents.

The College's Security Department shall investigate such incidents and, as necessary, report the matter to local enforcement authorities. The Security Department shall also maintain records of all reported incidents and shall collect information on reported criminal offense and arrest statistics on the College's Valhalla campus, as required by federal law. Such information, together with relevant campus security procedures shall annually be published and distributed, through appropriate publications or mailings, to faculty, students and employees and to any applicant for enrollment upon written request.
POLICY ON ISSUING TIMELY WARNINGS

I. PURPOSE

The purpose of this policy is to provide guidelines for the issuing of timely warnings in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act "Clery Act".

II. POLICY

It is the policy of New York Medical College to issue timely warnings, also known as security notices, for any Clery Act crime (as defined below) or a similar type of situation that is reported to campus security or is brought to the attention of campus security by law enforcement and is considered to present a serious or continuing threat to faculty, staff or students.

III. SCOPE

This policy applies to all faculty; staff and students on the Valhalla campus.

IV. DEFINITIONS

A Clery Act crime is defined as follows:

1. Criminal Homicide
   a. murder and non-negligent manslaughter
   b. negligent manslaughter
2. Sex Offenses
   a. forcible
   b. non-forcible
3. Robbery
4. Aggravated Assault
5. Burglary
   a. There is evidence of unlawful entry (trespass), which may be forcible or not involve force
   b. Unlawful entry must be of a structure -having four (4) walls, a roof and a door
   c. There is evidence that the entry was made in order to commit a felony or theft
6. Motor Vehicle Theft
7. Arson

V. PROCEDURES

A. The NYMC Security Director or his designee shall make the decision whether to issue a timely warning on a case-by-case basis. The decision making process may involve consultation with members of the NYMC senior leadership. Timely warnings shall be issued as soon as possible after the Security Department is notified; however, the release is subject to the availability of accurate facts concerning the incident. Criteria to be evaluated include:
1. Nature of the crime;
2. The continuing danger to the campus community
3. The potential risk of compromising law enforcement efforts.

B. Timely warnings shall include all information that would promote safety and would aid in the prevention of similar crimes, including, but not limited to:

1. Succinct statement of the incident
2. Possible connection to previous incidents if applicable
3. Date and time the warning is released
4. Descriptions, photographs or composite drawings of a suspect at large
5. Descriptions of any vehicles involved
6. Recommended actions if suspect is seen
7. Contact information if you have knowledge about the incident/investigation
8. Precautions for the campus community to protect itself
9. Crime prevention suggestions to prevent similar incidents

C. Timely warnings shall be issued to the campus community via email. In addition, the Security Director may elect to post fliers in various areas on the Valhalla campus.

D. Timely warnings shall be updated as new or more accurate information becomes available.

E. Timely warnings shall be numbered sequentially beginning January 1 of each year and can be viewed at http://www.nymc.edu/depthome/security/CrimeAlertsAndWarnings.asp

V. EFFECTIVE DATE
In effective

VI. POLICY RESPONSIBILITIES

Security Director - responsible for working in conjunction with NYMC senior leadership and local law enforcement to issue timely warnings to the campus community.

VII. VII. POLICY MANAGEMENT

Responsible Executive: Senior Vice President for Finance and Chief Financial Officer
Responsible Officer: Director of Security; Director of Student Affairs; Registrar
Responsible Office: Campus Security Department

Any questions regarding the interpretation or application of this policy should be referred to the Office of the General Counsel.
Instructions for Downloading the SoM Student Security/Emergency Response Plan

In 2015, the School of Medicine (SoM) implemented SchoolDude's “CrisisManager” smartphone app in order to ensure that SoM students always have access to the latest information on campus safety and security, contact information, emergency response, and one step documentation and/or reporting of incidents. This initiative was developed as a result of the Independent Student Analysis as part of the LCME Accreditation Process and efforts of the Educational Quality Improvement Program (EQUIP) team.

- Can’t remember the phone number for Security? Use the one-touch button in the app!
- Need to report a needlestick to Health Services? Use the incident report in the app!
- Need info on or contact numbers for Student Mental Health & Wellness? It’s in the app!
- Can’t remember what it means to shelter-in-place? The app knows!

Please be sure to download the CrisisManager App and the NYMC SoM Student Plan such that you always have access to the latest security and emergency preparedness information, as well as access to "in-app" incident reporting, communication links and important information that may be sent via push notifications. If you have already downloaded the plan, please make sure that you update to the latest plan, as updates have been made recently.

How to Download the SchoolDude “CrisisManager” App and the NYMC SoM Student Plan:

1. Go to the App Store (for Apple devices) or “Google Play” (for Android devices):
   - Search “Apps” for SchoolDude CrisisManager;
   - Download app onto device (This is a free app!)

2. After downloading and opening the CrisisManager app:
   - When it the pop-up window says “CrisisManager Would Like to Send You Notifications;“ select “OK” (NYMC will sometimes use push notifications to make important announcements).
   - You can either create an account with your name and email OR continue as a guest.

3. In the field “Find Crisis Plan by Keyword,” search available plans using the keyword “NYMC”
   - At the “Password is needed” prompt, enter the password: 1860
   - Download “NYMC School of Medicine Student Plan”

As always, please feel free to contact Environmental Health & Safety or Campus Security with any questions or concerns; we are proud to be part of the team that keeps you safe.
STUDENT SERVICES

Office of Student Affairs

The Office of Student Affairs at New York Medical College offers a wide range of services including information about financial aid, loans and scholarships, personal and academic counseling, career counseling and assistance in obtaining residencies.

The main offices are located in rooms 116 to 126 of the Administration Building with satellite offices in the Skyline Building. The telephone number is (914) 594-4498. The Office of Student Affairs is part of the Office of Academic Affairs and encompasses the Office of the University Registrar, the Office of Student Financial Planning, University Academic Support Services, Student Mental Health and Wellness, Advisory Dean Program, Student Health Services, Student Housing and Residential Life and other services related to medical student life.

The main Office of Student Affairs provides many resources and services. Deans are always available by appointment and try to accommodate students who “drop in” whenever possible. The Student Affairs Team monitors their e-mail frequently and encourage dialogue by this medium as well. The Associate Deans for Student Affairs have overall responsibility for the Office of Student Affairs and are concerned with all aspects of students’ progress, both academic and non-academic, throughout all four years at New York Medical College, including:

Senior Associate Dean for Student Affairs (Dean of Students)

Gladys M. Ayala, M.D., M.P. H.
(914) 594-4499
E-mail: gladys_ayala@nymc.edu

Associate Deans for Student Affairs

Elliot N. Perla, M.D.
(914) 594-4498
E-mail: elliot_perla@nymc.edu

Susan Rachlin, M.D.
(914) 594-4498
E-mail: susan_rachlin@nymc.edu

Director: Tanya L. Hodges
Administrator: Dwayne Plummer
Administrative Assistant: Christine Persaud
Secretary: Shaneia Perryman
The following is a brief description of the functions.

- Award and scholarship information
- Counseling:
  - Academic
  - Career
  - Personal
- Faculty advisors (years 3 and 4)
- Fourth-year information and schedules:
  - Elective catalogs (NYMC and away)
  - Student evaluations of NYMC electives
- Jury duty exemption letters
- Ombudsman for students
- M.D./Ph.D. program information
- Employment (summer and part-time)
- Third-year information and schedules
- Credentialing for clinical procedures
- Letters of recommendation:
  - Dean’s letters
  - Scholarships
  - Research opportunities
  - Visiting electives
- USMLE applications
- Residency information
  - Hospital residency program brochures
  - Evaluation of residencies by NYMC graduates
  - NRMP information
  - "Match" Results
- ERAS (Electronic Residency Application Service)
  - Registration and data submission
- Academic accomplishments and challenges
- Liaison with the Curriculum Committee
- "Third-year lottery" and third-year clerkship assignments
- Liaison with the Student Senate and other student organizations
- Publication of the Elective Catalog and Student Directory
- Function and composition of working and advisory committees such as the Student-Faculty Relations Committee and Graduate Medical Advisory Committee
- Orientation programs for entering and transfer students
- Maintenance of academic records for first-, second-, third-, and forth-year students
- Administration of the Dean’s Student Summer Research Program
- Orientation for students beginning the third year
- Selection and approval of student fourth-year elective programs
- "Fourth-year lottery" and fourth-year selective and elective assignments
- Advice about career decisions and postgraduate education
- Maintenance of files, available for student review on:
  - Elective opportunities at other institutions
  - Residency programs
  - Evaluations of NYMC graduates and students in elective and residency programs
- Registration of "Visiting Students" from LCME accredited medical schools
- USMLE Step 2 applications
Advisory Program

The House Advisory Dean System is the cornerstone of our longitudinal career advising, mentorship, and professionalism program. Officially launched in 2014, the House Advisory program consists of ten virtual houses, each of which has an assigned Advisory Dean. There are approximately 80 students per house with an equal number of students for each of the four years of the medical program. The House Advisory Deans must meet with the students at least once a semester. Advisory Deans, over time work to develop a good mentoring relationship and get to know his/her students very well. This facilitates individualized career and academic advisement, as it allows the Deans to understand the needs and interests of the students when it comes to choosing a potential career. In addition to an Advisory Dean all students are assigned a Peer Mentor within their house. All students are also able to select a career specialty advisor in his/her third year, outside of the Advisory Dean program and more focused on his/her career interests.

Class meetings are held throughout all four years have career planning sessions designed to aid and advise the students. In addition, students are introduced to the Association of American Medical Colleges (AAMC) “Careers in Medicine” web-based resource from the onset of medical school and have several workshops throughout the first three years of our program on how to best use this program to help students with their career planning process.

The House distinctions are as follows:

**The Branch House**  
_Geraldine Burton Branch, M.D., M.P.H._  
(1908– )  
Advisory Dean: Dr. Karen Murray

**The Bryant House**  
_William Cullen Bryant (1794-1878)_  
Advisory Dean: Dr. Fern Juster

**The Gray Crump House**  
_Walter Gray Crump, M.D. (1869-1945)_  
Advisory Dean: Dr. Maria Capparelli

**The Burgess Holley House**  
_Alonzo Potter Burgess Holley, M.D., Class of 1888 (1865-1932)_  
Advisory Dean: Dr. Mill Etienne

**The Kogel House**  
_Marcus Kogel, M.D. (1903-1989)_  
Advisory Dean: Dr. Elliott Perla – Navy

**The Lozier House**  
_Clemence Sophia Lozier, M.D. (1863-1918)_

Advisory Dean: Dr. Joseph Giamelli – Orange

**The Remsen House**  
_Ira Remsen, M.D., Class of 1865 (1846-1927)_  
Advisory Dean: Dr. Daniel Zelazny – Pink

**The Steward House**  
_Susan Smith McKinney Steward, M.D., Class of 1870 (1847-1918)_  
Advisory Dean: Dr. Roger Chirurgi – Black

**The Stowe House**  
_Emily Howard Jennings Stowe, M.D., Class of 1867 (1831-1903)_  
Advisory Dean: Dr. Kathryn McGoldrick – Light Blue

**The Wright House**  
_Jane C. Wright, M.D., Class of 1945 (1919-2013)_  
Advisory Dean: Dr. Susan Rachlin – Purple
Academic Support

Kristina H. Petersen, Ph.D.
Director of University Academic Support
(914) 594-4498
E-mail: k_harrispetersen@nymc.edu

The School of Medicine is committed to the academic success of all of its students. The amount of material and the pace of the medical curriculum generally will cause students to adapt or modify their study and personal habits, as well as their test-taking skills, and this can present difficulties for many students. Our goal is to identify struggling students as early as possible and provide academic or other support resources for the purposes of course and exam preparation. The Director of Academic Support works closely with first and second year course directors, and monitors students’ quiz and exam grades as they are posted. Students who perform poorly or borderline on quizzes or exams are contacted and invited to speak with both the Course Director and the Director of Academic Support. During the clinical curriculum, Clerkship Directors are also in contact with the Director of Academic Support and may express concerns about a struggling third year student during a rotation. In addition, third year NBME clinical subject exam scores are monitored by the Director of Academic Support and Student Affairs Deans. If any student fails, or passes with a borderline score, they are contacted and invited to make an appointment to discuss ways to improve their exam-taking strategies.

Support Services Offered:

- Learning style surveys (VARK) are administered at the start of medical school to help each student determine his/her most effective approach(es) to learning.
- One-on-one appointments (in-person, skype, or phone)
- Study Skills and Text-Taking Strategies Workshops
- Time and Stress Management Workshops.
- U.S.M.L.E. Step 1 and 2 CK Preparation Workshops
- Peer-Tutoring Program
- Study Partner Match Program
- Peer-Mentorship Program
- Exam and Other Accommodations (Students with Disabilities)

All students need assistance at some point in their academic career and there are many staff and faculty available at NYMC to assist you.
Policy on Students with Disabilities

I. POLICY

New York Medical College prohibits discrimination against any individual on the basis of physical or mental disability. It is also the policy of the College to provide reasonable accommodations, as required by Section 504 of the Rehabilitation Act of 1973, the ADA and the ADA Amendments Act of 2008 (the "ADAAA"), to qualified students with a diagnosed and documented disability who have identified themselves to the College in a timely manner as individuals with a disability so that such qualified students will be capable of completing the full curriculum of required courses and electives under College policies and in accordance with applicable technical standards for admissions and enrollment. Such reasonable accommodations shall be provided on an individualized and flexible basis and shall serve to alleviate an impairment created by a functional limitation unless such accommodations would impose an undue burden or fundamentally change the essential educational environment of the program involved or adversely affect the safety and welfare of other students, faculty or patients. Furthermore, it is the policy of the College to require qualified students with disabilities to meet the same academic standards as nondisabled students.

II. PURPOSE:

Pursuant to several federal and state laws, including the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, all qualified students with disabilities who identify themselves as individuals with a disability are protected from discrimination on the basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them to enjoy equal access to academic programs, services or activities. Each year, New York Medical College admits a class of exceptional men and women, among whom there may be individuals with disabilities as defined by these laws. The purpose of this policy is to reaffirm New York Medical College's commitment to comply with the laws regarding equal opportunity for all qualified students with disabilities who have identified themselves to the College in a timely manner as individuals with a disability in all aspects of campus life; ensure that each student, disabled or not, admitted to any of the constituent schools of the College will be capable of completing the full curriculum of required courses and electives under the established College policies and in accordance with applicable technical standards for admissions and enrollment; and making reasonable accommodations as are necessary in accordance with the procedures of this Policy to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability.

III. SCOPE:

- All NYMC students, including Medical Students-NYMC-SOM
- Faculty
IV. DEFINITIONS:

• "Disabled" - within the meaning of the ADA, an individual with an impairment that substantially limits a major life activity.
• "COSD" - Committee on Student Disabilities

V. POLICY AUTHOR(S)

• Office of Student Affairs - NYMC SOM

VI. RELATED POLICIES:

• Technical Standards for Admissions and Continued Enrollment - NYMC SOM
• University Policy on Students with Disabilities

VII. PROCEDURE(S):

a. Student Registration and Accommodation Request Procedures
   1. A student seeking an appropriate and reasonable accommodation by the College must identify themselves as an individual with a disability by completing and filing the Registration and Application for Accommodation form, attached herein as Exhibit A (Word and PDF), and submitting the appropriate medical documentation of a disability as specified below with the Director of University Academic Support Programs as soon after matriculating as possible, before a semester begins or as soon as a disability becomes known. Appropriate medical documentation of a disability must include a written evaluation from a licensed physician, psychologist or other qualified specialist that establishes the nature and extent of the disability, the basis for the diagnosis and the dates of testing, and the current need for accommodation. The documentation must at a minimum provide for the following:

   • Clearly identify the diagnosed disability or disabilities;
   • Describe the functional limitations resulting from the disability or disabilities;
   • Be current within three (3) years for learning disabilities and ADHD, and within six (6) months for psychiatric impairments;
   • Be current for visual, hearing or mobility-related impairments. (Although some individuals have long-standing or permanent diagnoses, because of the changing manifestations of many physical disabilities, it is essential for those individuals to provide recent and appropriate documentation from a qualified evaluator);
   • Include a complete educational, developmental and medical history relevant to the disability;
   • Include a list of all test instruments used in evaluation and relevant subtest scores.
• Describe the specific accommodations, adaptive devices, assistive services, compensatory strategies and/or collateral support services requested;
• Be typed or printed on official letterhead and signed by an evaluator qualified to make the diagnosis, including licensure or certification and area of specialization; and,
• Provide documentation of accommodations received at previous educational institutions.

Medical documentation may need to be updated or augmented in order to be reviewed more fully. A student who submits documentation that does not meet the above guidelines will be required to send a revised evaluation before being considered for accommodations. Students need to allow time for the paperwork to be reviewed and processed. From the time a student's complete file has been submitted, it will take up to ten (10) business days to make a determination and notify the student of a decision. Students should plan accordingly and submit documents early, so there is enough time to review the file, make a determination, and put exam accommodations in place prior to any upcoming examinations.

ii. The evaluation and forwarding of medical documentation to the Director of University Academic Support Programs shall be done at the student's expense.

ii. The completed Registration and Application for Accommodation and the medical documentation received shall be reviewed by the Director of University Academic Support Programs. Following such review, the Director of University Academic Support Programs shall discuss the matter with the student and prepare a written accommodations plan if the student is found to qualify for reasonable accommodations because of a disability. Not all accommodations requested by a student or suggested by an evaluator are necessarily feasible, reasonable or appropriate in a medical or graduate school environment. The student's needs and preferences shall be taken into consideration, along with the applicable technical standards for admissions and enrollment, when determining what is reasonable; however the College is not obligated to approve a student's exact request. If the student agrees with the written accommodations plan, he/she will sign it together with the Director of University Academic Support Programs and such plan shall be in effect for the term of such academic year. Such plan shall thereafter be reviewed each academic year by the Director of University Academic Support Programs and the student involved at the beginning of each academic year to determine whether it should be continued, modified or terminated. A digital signature is sufficient to show the student has reviewed and accepted the offered accommodations.
Committee on Students and Disabilities

A Committee on Students and Disabilities ("COSD") shall review applications for accommodations and medical documentation upon the written request of either the Director of University Academic Support Programs, or the Vice Chancellor for University Student Affairs, or a student from a denial of a requested accommodation or the student's non-acceptance of the written accommodations plan. The Committee shall consist of the Director of University Academic Support Programs, the Vice Chancellor for University Student Affairs, and two full-time faculty of the College appointed by the Chancellor for Health Affairs and Chief Executive Officer. The Chairman of the COSD shall be selected by the COSD from among its members. The Office of General Counsel shall participate in an advisory capacity.

The following procedures shall be in effect following the receipt of a written request for consideration by the COSD:

I. The COSD shall review the application for accommodation, the medical documentation submitted, the written accommodations plan if any, and any information gathered through the personal interview with the Director of University Academic Support Programs.

II. If the COSD finds that the documentation provided by the student is insufficient, the student may be asked to obtain and submit additional documentation at his or her expense.

III. In the event that the COSD disagrees with the findings and/or recommendations of an evaluator, a second evaluation may be requested, at the College's expense.
STUDENT MENTAL HEALTH AND WELLNESS

Aid for the Impaired Medical Student (AIMS)

The AIMS program at New York Medical College (NYMC) was developed to address the risk of development of alcohol and substance abuse problems in medical school students. Physician impairment, often due to alcohol or other substances, has been increasingly recognized as a significant problem nationwide. Research has suggested that approximately 12-14 percent of all practicing physicians are or will become impaired with alcohol or some substance over the course of their careers. Of critical importance is the fact that a large percentage of these impaired physicians report that impairment began during their undergraduate or graduate years of medical school. Through increased awareness of the tremendous social and medical problems from alcohol and substance abuse at an early time in their careers, and through the establishment of clear guidelines, it is hoped that students and physicians can get help and reduce the prevalence of these disorders. The primary purpose of the AIMS program is to identify, prevent and treat impairments related to alcohol or other substance abuse.

Student Mental Health Services

Contact:

Reon Baird, Ph.D.
Clinical Psychologist
Assistant Professor of Psychiatry
Director of Wellness
(914) 493-8422
E-mail: Reon_Baird@nymc.edu

David Stern, M.D.
Psychiatrist
Assistant Professor of Psychiatry
Director, Student Mental Health & Wellness Services
914-493-7425
E-mail: SternD@WCMC.com

Mental health services are available to all medical students. All services are free and completely confidential. No records are transmitted to the school or to family members. Services are available throughout the year and early morning and evening hours are available.
OFFICE OF THE UNIVERSITY REGISTRAR

Jennifer Simmons, University Registrar
(914) 594-4495
E-mail: jennifer_simmons@nymc.edu

Eileen Romero, Assistant Registrar

Jessica Ready-Jackson, Senior Coordinator, School of Medicine

Teresa Bradshaw, Coordinator, School of Health Sciences and Practice

Marina Cornale, Coordinator, Graduate School of Basic Medical Sciences

- Maintains educational and demographic data on every student
- Records required and selective course enrollment, including current enrollment, final grades and credits earned
- Records awards and honors received, disciplinary actions imposed, withdrawals, dismissals, repetition of courses and transfers
- Processes transcripts
- Records official name changes
- Processes enrollment verification
- Processes applications for USMLE, Step 1
- Processes loan deferments and state licensure forms
- Records and verifies degrees conferred

Registration Process and Timing

In the summer prior to their arrival on campus, newly accepted students receive information regarding registration and orientation from the Registrar’s and Student Affairs Offices.

First and second year students take a set curriculum and are pre-registered by the Registrar’s Office for these courses.

Third year students participate in a lottery during the spring of their second year, which determines the location and timing of their required clerkships for the third year. The Registrar’s Office registers students for this assigned schedule. Students who have reason to request a change in schedule can submit a request for consideration by the Student Affairs Office.

The fourth year curriculum allows for required and elective courses, both clinical and nonclinical in nature. The specific courses a student will take is defined by the Academic Track he/she has declared, reflecting the student’s desired field of medical practice upon graduation. Required clerkships in the fourth year are assigned by lottery and pre-registered by the Registrar’s Office. To add or drop elective
courses, students should submit an add/drop form to Student Affairs through their e-portfolio account. Students interested in doing electives at “away” sites should apply for those through the VSAS system during their third year.

To finalize their registration, students must make satisfactory payment arrangements with the Bursar’s Office prior to the start of each semester.

Prior to the beginning of each academic year, students should review their contact information (address, phone, and emergency) on file and make updates as needed. This can be done through the Student Self Service Portal.

Only registered students are allowed access to campus services, facilities, and the school network and email system.

**Registration Holds**

In the event that a student fails to satisfy requirements for documentation or payment, the appropriate university office will place a hold preventing further registration. Students should check the Student Self Service Portal regularly to see if any holds have been placed on their account. The portal will indicate the type of hold and the appropriate office to contact to resolve the hold.

**Enrollment Status**

New York Medical College’s School of Medicine curriculum is designed to be a full-time program of study. Students who wish to register for a reduced schedule (whether for health, academic, or other reasons) must have special approval from the Dean of Student Affairs.

**Student Access to Grades**

Grades for individual courses and clerkships are made available to students online (through the learning management system and/or ePortfolio). Students can view their transcript, including all final grades, through the student self-service portal found at https://isweb.nymc.edu/isportal/login.aspx.

**Transcripts and Release of Information**

An official transcript carries the Registrar's signature and the NYMC seal, and documents a student’s permanent academic record at the college. Students may have a transcript mailed to the address of their choosing (including other educational institutions and hospitals) by submitting an official request to the Office of the Registrar. Transcripts are not issued for students with outstanding debts to NYMC. For additional information visit: http://www.nymc.edu/StudentServices/Registrar/OfficialTranscriptRequest.html

The release of transcripts and other pieces of a student’s educational record is governed by The Family Education Rights and Privacy Act of 1974 (FERPA) and its associated regulations.
TUITION AND FINANCIAL AID

Bursar’s Office

Bursar: Diane T. Alexander
(914) 594-4319
Email: diane_alexander@nymc.edu

Senior Student Account Coordinator: Karin Breen
Loan Repayment Coordinator: Karisma Burden
Student Account Representative: Lisa Collins

- Administer health insurance benefits for the student group policy
- Responsible for collection of monies paid by students for tuition, housing, fees, and health insurance
- Applies federal, state and university financial aid to student accounts and reimbursement for living expenses
- Oversees 2,000 loan accounts in repayment for graduates with both governmental and NYMC loans
- Conducts exit interviews
- Processes loan deferment forms
- Negotiates repayment plans

Counsels and assists students and graduates with financial and insurance problems

Note:
All graduating SOM students and some program specific graduates of our other schools must fill out the Exit Interview Form (please check your school’s policies for this requirement).

The Office of the Bursar is responsible for:
- billing and collection of Tuition, fees, housing, health insurance, dental insurance and the vision plan.
- approval and processing of refunds.
- billing and collection all in-house loans i.e. Perkins, New York Medical College and The Scholarship and Loan.

Location:
The Bursar’s Office is located on the first floor of the Administration Building (Sunshine Cottage) rooms 115 A, B and C.

Hours:
October 1 through March 31 (Fall/Winter):
  8:30 AM to 5 PM, Monday, Wednesday, Thursday

April 1 through September 30 (Spring/Summer):
  8:30 AM to 3 PM, Friday

8:30 AM to 7 PM, Tuesday
Telephone Numbers:
Students who wish to speak to a representative may call (914) 594-4454 or (914) 594-4471 during business hours.

Fax Number:
(914) 594-3477

For your convenience a Direct Deposit Box is located outside the Student Services wing. We have provided envelope for you to fill out and deposit your payment after hours.

Where to send payments:
You can send your payment along with the top portion of the bill to the following address, and be sure to include the student’s ID number on the check.

All checks should be made payable to New York Medical College.

New York Medical College
Office of the Bursar
Administration Bldg. Room 115C
Valhalla, New York 10595

Withdrawals and Refunds

If a student terminates his or her medical college registration by official leave of absence or withdrawal, tuition will be charged for that tuition installment period according to the date written notice of such intended action is received in the Office of Student Affairs. The following tuition schedule begins with the first full week of classes in the installment period and pertains to each subsequent week or fraction of a week.

Effective Fall 2014

<table>
<thead>
<tr>
<th>Week</th>
<th>Percentage of Full Tuition Charged for the Period</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
<td>15%</td>
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<td>3</td>
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<td>5</td>
<td>60%</td>
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<tr>
<td>6</td>
<td>75%</td>
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<tr>
<td>7</td>
<td>90%</td>
</tr>
<tr>
<td>8</td>
<td>100%</td>
</tr>
</tbody>
</table>

For purposes of this schedule, the first installment period begins with the start of the academic year and the second installment period begins on the day the second installment of tuition is due.

Fees are not refundable.

Students who receive federal student aid are subject to both the general New York Medical College refund policy and a separate Federal Title IV Funds Refund Policy.
Payment of Tuition and Fees

Tuition and fees are due to be paid as follows:

- On the first day of school 1/2 of tuition and all fees for the academic year are due.
- On the first Monday of January the remaining 1/2 of tuition is due.

In addition, a late fee of $100.00 will be charged to accounts if payment is not received by the due date.

A charge of $25 plus expenses will be assessed for the first check returned by the bank as unpaid. All subsequent unpaid checks will result in a charge of $50 plus expenses. Unpaid checks will be regarded as "not received" for purposes of determining applicability of interest and late fee charges.

Any student whose account is in arrears will not be granted a degree or issued a transcript. Registration for the next academic year may only occur upon the recommendation of the Vice Dean for Medical Education and the Vice President of Finance.

Registration

All students, including entering students, must register at the specified times in the summer and pay all fees and one half of the annual tuition before undertaking their studies. The second half of tuition is due on the first Monday in January. Payment of tuition and fees should be made in the Office of the Bursar, Room 115, and Administration Building.

Financial Aid

Director's Welcome

Funding your graduate education at New York Medical College is a noteworthy investment. This venture requires a great deal of time, energy and thought. The Office of Student Financial Planning at New York Medical College offers students a financial program that assists them with their decision making before, during and even after they have graduated from New York Medical College. The Office strives to help students find and understand the numerous financial resources available and how these resources will impact their lives. Our goal is to sharpen your financial literacy, avoid costly mistakes and help you make sound and educated financial choices.

New York Medical College graduates have one of the lowest student loan default rates in the nation. We believe our students have benefited from the 50-plus combined years of expertise of the Student Financial Planning Office.

The field of financial aid is always changing. Technological advances are upon us and students have the ability to take better ownership of their financial aid information via school and industry websites.
However, keep in mind that the best source of financial aid information lies with the Office of Student Financial Planning and we are always happy to help.

Anthony M. Sozzo, M.A., M.S. Ed.  
Associate Dean for Student Affairs  
Director of Student Financial Planning and Student Activities

Office Hours:

October 1 through March 31 (Fall/Winter):  
9:00 AM - 5:00 PM, Monday, Wednesday and Thursday  
9:00 AM - 7:00 PM, Tuesday  
9:00 AM - 3:00 PM, Friday

April 1 through September 30 (Spring/Summer):  
9:00 AM - 5:00 PM, Monday, Wednesday, Thursday and Friday  
9:00 AM - 7:00 PM, Tuesday

Student Financial Planning

Introduction

Funding a medical education is a noteworthy investment that utilizes a great deal of time and energy. The financial planning staff is eager to assist students in planning personal financial aid packages to help find and understand the financial resources available and how these resources will impact their lives, during and even after they have graduated. They discuss savings, budgeting, debt management procedures and future financial planning concepts with students.

Financial aid programs are intended to help students pay for a students’ educational program at NYMC. Increases in tuition are inevitable during enrollment in medical school and financial planning should take this into account. The family contribution is determined by a federally approved uniform financial analysis system. The Free Application for Federal Student Aid (FAFSA) or Renewal form is the primary document utilized for this purpose. Any student wishing to be considered for all sources of financial aid must complete a FAFSA.

The Financial Aid Committee

The Financial Aid Committee annually reviews the policies and procedures for awarding financial aid to students at New York Medical College. In addition, the committee approves the financial aid student budgets used for awarding this aid. The Financial Aid Committee consists of members of the faculty, administration, and student body. The latter are elected each year by the Student Senate.

New York Medical College awards financial aid funds without regard to race, sex, color, national or ethnic origin, religion, age or physical handicap.
Student’s Rights

According to federal regulations, a student has the right to know:
1. What financial aid programs are available.
2. The deadlines for submitting applications for each of the available financial aid programs.
3. How financial aid is distributed.
4. How a student’s financial need is determined.
5. How much of the financial need has been met.
6. An explanation of the various programs in a student’s aid package.
7. The school’s tuition refund policy, this can be discussed with the student finance (Bursars) Office.
8. What portion of the financial aid package is a loan and must be repaid, and what portion is a grant or scholarship and not repayable.
9. The interest rate, the total amount that must be repaid, repayment procedures, the length of time to repay the loan and when repayment is to begin for loans awarded.
10. How the school determines satisfactory academic progress and the consequences of not achieving this.
11. All documents submitted to the Office of Student Financial Planning are confidential.

Student’s Responsibilities

The student’s responsibilities are to:
1. Maintain an excellent credit rating. Some student loans are considered consumer loans and are contingent upon your credit rating.
2. Read all information provided by the Office of Student Financial Planning.
3. Complete all documents required for awarding financial aid accurately and on time, before deadlines expire.
4. Provide correct information. Providing inaccurate financial data, in most cases, is a violation of federal law subject to penalty.
5. Supply any and all additional documentation, verification, corrections and/or new information requested by the Office of Student Financial Planning or the agency to which the application is submitted.
6. Start a personal financial aid file to keep copies of signed forms, other documentation and all pertinent correspondence.
7. Become aware of the terms of all the financial aid funds received.
8. Understand the responsibility for all signed documents.
9. Promptly notify the Office of Student Financial Planning in writing of any changes in financial situation since first completing the financial aid application process.
10. Understand fully the institution’s refund policy regarding withdrawal, leave of absence and dismissal. These can be discussed with the Student Finance (Bursars) Office.
11. Be aware of institutional standards for satisfactory academic progress.

The U.S. Department of Education requires that federal funds regulated by the U.S. Commissioner of Education be denied to students who are not making satisfactory progress toward a degree.

All applicants for financial aid are required to submit a signed statement of educational purpose which indicates that financial aid funds will be used solely for educational expenses.

Registration with Selective Service will be checked through the Department of Education when the FAFSA is completed.
Application Deadlines

Financial aid is renewable on an annual basis. Each student receiving any type of financial aid must reapply annually. Continuing medical students must submit their FAFSA or a renewal FAFSA and other documents/loan applications to the Office of Student Financial Planning by the yearly set deadline. Any delay in processing the FAFSA application or any other financial aid form may significantly decrease the chance of receiving certain types of loans, due to the diminished availability of funds. Most, if not all, campus-based financial aid will be distributed before the fall semester begins. Those students who qualify to receive a NYMC award must sign the appropriate promissory notes in a timely manner. All promissory notes must be signed within three weeks or the student risks the loss of funds.

Government and Private Loan Programs

Federal Family Education Loan Programs (FFELP)

(Note: All federal programs are subject to legislative change).

Federal Subsidized Stafford Loan

Eligible students must be U.S. citizens or permanent resident aliens, enrolled in or accepted for enrollment as at least half-time students in an accredited Health Services University. This is a long-term loan with no interest accumulating while a student. As of July 1, 2006 the interest is a fixed 6.8%. Repayment begins 6 months after the grace period, if a student did not consolidate their loans. The maximum amount that may be borrowed is $8,500 per class year, to a combined lifetime total of $65,500, including any loans from undergraduate study. Students must demonstrate financial need on data submitted on the FAFSA. A Federal Stafford Master Promissory Note can be printed from the NYMC On-line Financial Aid process. Subsidized Stafford loans are disbursed in two installments, one in the Fall and one in the Spring.

Federal Unsubsidized Stafford Loan

This enables graduate or professional students at federally approved schools to borrow $10,000 annually, to an aggregate limit of $189,125. Graduate and professional students can borrow this loan in addition to their Subsidized Stafford. A student may receive both Subsidized and Unsubsidized Federal Stafford Loans totaling the applicable Stafford loan limit set by Congress. However, if the student does not qualify for the full amount permitted under the Subsidized Stafford Loan Program, that amount may be converted into Unsubsidized Stafford Loan. The interest rate is the same as the Subsidized Stafford Loan. Students are billed quarterly for interest payments while in school; students may elect to have the interest accrue while in school. Repayment of loan principal is deferred only while students are attending school at least half-time. First time borrowers may apply using the Federal Stafford Master Promissory Note, printable from the NYMC On-line Financial Aid process. Unsubsidized Stafford loans are disbursed in two installments, one in the Fall and one in the Spring.

Total Higher Education—T.H.E.—Loan Program

Along with the Stafford loans, a private loan called T.H.E. is available. Repayment of these loans can be deferred for 36 months after medical school. Loans are electronically transmitted, eliminating loan checks. Total Higher Education offers competitive loan terms and the opportunity for students to receive financial benefits during their repayment phase.
Medical students may borrow up to the cost of education, minus any other aid, during their four years of school.

Applications can be printed from the NYMC On-line Financial Aid process and are also available in the Office of Student Financial Planning.

**Federal Graduate Plus Loan**

Students are allowed to borrow up to the cost of education minus any financial aid received for the academic year. Credit approval is based on federal standards, not credit scores. Original fees up to 4% exist on this loan. Interest rate is fixed at 8.5%. Since this loan is a federal loan it qualifies for federal consolidation, deferment and forbearance options after graduation or leaving school. This loan is forgivable upon death or permanent disability to the borrower.

**Perkins Loan Program**

These are long-term loans available to students enrolled full-time in approved institutions, based on need. A student may borrow up to a lifetime total of $40,000, including any amount borrowed for undergraduate study. Interest on the unpaid balance is at the rate of 5%, deferred while a student attends school. Repayment begins nine months after graduation or leaving school and may extend up to ten years. Payment is not required for up to three years of active U.S. military service, or service in the Peace Corps, Volunteers In Service To America (VISTA) or a similar national program.

**Primary Care Loan (PCL)**

This loan provides long-term low interest loans to full-time students pursuing a degree in family medicine. Under this program, funds are made available to schools for the establishment of revolving student loan funds. Students who obtain a PCL must agree to A) enter and complete residency training in Primary Care and B) practice Primary Care for the life of the loan. The school is responsible for selecting the recipients, making reasonable determinations of need and making loans that do not exceed the set limits. Selections are made after Match Day to qualified fourth-year medical students.

Students are eligible if they are a citizen, national, or a lawful permanent resident of the U.S.

**College Work-Study Program (CWSP)**

Application is made through the Office of Student Financial Planning, where eligibility is determined and work arrangements are made. An institution must make employment reasonably available to all eligible students in need of financial aid. In the event that there are more students eligible for CWSP than available funds, preference will be given to students who have the greater financial need and who must earn a part of their educational expenses. The College arranges jobs on-campus for up to 20 hours per week during the school year. Factors considered by the Office of Student Financial Planning in determining whether the applicant may work under this program are financial need, class schedule, academic progress, health status and the availability of funds.
New York State Programs
Tuition Assistance Program (TAP)

This is an entitlement program requiring no qualifying examination. An applicant must be a New York resident for at least one year prior to enrolling in school, and a U.S. citizen or permanent resident alien, enrolled full-time and matriculated at an approved New York State post-secondary institution. The maximum annual TAP award is determined by NYS Department of Education. Application is automatic through the FAFSA.

Regents Healthcare Scholarship in Medicine

The legislature of the State of New York has established 100 Regents healthcare scholarships for students who are beginning or enrolled in an approved program in medicine. These scholarships require a service commitment after completion of the professional program.

Regents healthcare scholarship holders will receive $1,000 to $10,000 a year for up to four years of medical study in a medical school located in New York State. Awards may not exceed the actual cost of study.

Candidates must have been legal residents of New York State for one year prior to September 1 of the academic year of the award and belong to an under-represented group or have a disadvantaged background. To qualify as legal residents, candidates must meet both of the following conditions:

1. The student must maintain an actual residence in New York State and consider New York State their permanent home.
2. The student must be:
   a. citizens of the United States, or
   b. aliens lawfully admitted for permanent residence in the United States, or
   c. individuals of a class of refugees paroled by the Attorney General of the United States under the parole authority pertaining to the admission of aliens of the United States.

There is a service agreement. To receive an award, healthcare scholarship recipients must agree to practice in an area or a facility within New York State designated by the Regents as having a shortage of physicians. Practice shall mean employment as a licensed physician providing essentially full-time direct patient care. For all scholarship holders, the period of service is 12 months for each annual payment received; however, healthcare scholarship holders are required to serve at least 24 months, even if they receive only one annual payment.

Should an award recipient at any point before completion of his/her professional education program cancel or withdraw agreement to practice, or should the award be revoked for other cause, such person will not be eligible for further payment. If a recipient fails to comply with the requirements concerning approved practice, the full amount of the awards received plus a penalty may be recovered by the State. The amount recovered will be two times the amount of the award received plus interest at the maximum prevailing rate to be paid within a five-year period. Repayment may be excused if such repayment would represent a severe hardship to the recipient.

Within one year of completion of professional training, recipients must forward to the Higher Education Service Corporation, for approval, a proposal concerning their intended service.

College Sources

Through the gifts of friends of the College, a certain number of funds are available to be awarded to students in financial need. The funds are awarded in accordance with specified conditions and at the discretion of the Dean.
New York Medical College Scholarships

The Admissions Office will offer a number scholarship awards based on merit and financial need.

Student Research Program

The New York Medical College Summer Research Program sponsors a limited number of students to pursue research projects under the direction and supervision of faculty mentors. This program is intended primarily for students who have successfully completed their first year and can carry out their research projects during the summer vacation period between their first and second years. However, it is possible for students entering their third or fourth year to participate if appropriate curricular arrangements can be made to provide for an eight-week period free of other commitments that can be devoted to a research project. Research projects available for student participation are listed by department in a catalog prepared yearly. Application for financial support from the College program should be made to the Office of Student Affairs by submission of a research proposal approved by a faculty mentor. Financial support from departmental sources can be obtained through the sponsoring faculty mentor.

National Medical Fellowships

This program provides financial assistance to minority group students who are U.S. citizens and who demonstrate financial need and are members of a first or second-year class of a U.S. medical school. Information may be obtained by contacting:

The National Medical Fellowships, Inc.
5 Hanover Square 15th floor
New York, NY 10004
212-483-8880
www.NMFOnline.org

Outside Sources of Financial Aid

The Office of Student Financial Planning has obtained publications listing sources of financial aid from foundations and private individuals. This is available in the Office of Student Financial Planning. Research of outside sources through a reference library is also recommended.

Armed Forces

Health Professionals Scholarship Program

This scholarship program provides the Armed Forces (Army, Navy, and Air Force) with the majority of its physicians. The scholarships are competitive and require completion of an application, physical examination and an interview.

Scholarships are offered for two, three or four years. However, the minimum obligation is three years; therefore, students should apply before or during the first-year of medical school.

The scholarship pays tuition, student fees and mandatory health insurance premiums in full and reimburses students for all required texts, supplies and medical equipment. Upon acceptance of the scholarship, the recipient
will be commissioned as an officer on reserve status and will be promoted upon graduation from medical school. Additionally, while in school, the student will receive a monthly stipend over $1,300.

Military scholarship recipients incur several obligations. They are required to serve one year of active duty for each year of scholarship support, an obligation usually served after residency. Additionally, participants must apply for a military internship, and if selected, must serve it. However, the military will not choose a student’s specialty. While in medical school, recipients must serve six weeks on active duty each year. This includes a mandatory officer indoctrination course and may include clerkship training in medicine, surgery or a military medical specialty (aerospace, submarine or field emergency medicine), depending on interest. Active duty training is both valuable and profitable.

Application deadlines are early in the fall. It is a good idea to speak with upperclassmen about suggestions for applying to and coping with the military bureaucracy. For further information contact:

U.S. Army: 53 Route 17 K, Time Plaza, Newburgh, NY 12550 (845) 565-2935

**Veteran Administration Educational Benefits (VA)**

Eligible veterans are entitled to receive monthly educational benefits for full or part-time study under the provision of several veteran programs. Further information is available at all Veteran Affairs offices.

**Persian Gulf and Vietnam Veterans Tuition Award**

To be eligible, a student must be a New York State resident; discharged from the US Armed Forces under other than dishonorable conditions; be in a degree program institution in New York State; have applied for a Tuition Assistance Program (TAP).

Full-time applicants must apply annually by completing a Free Application for Federal Student Aid (FAFSA). In addition, the Persian Gulf Veterans Tuition Award Supplement must be completed.

Funding is available for students that have served in the US Armed Forces in the hostilities in the Persian Gulf from August 2, 1990 to November 30, 1995 or in Indochina Between December 22, 1961 to May 7, 1975.

Questions regarding eligible service or how to document service can be answered by calling a local office of the New York State Division of Veterans Affairs and/or a local County Veterans Service Agency. Or visit the website at www.VA.Gov

**National Public Health Scholarship**

The Federal Government sponsors the National Public Health Service Scholarships. These very competitive awards carry a service commitment after residency in an underserved area in the United States. The award covers full tuition, fees, books and supplies plus a monthly stipend for living expenses. Early submission is recommended.

For further information call 1-800-221-9393.
ALUMNI

The oldest and largest of NYMC’s three schools, the School of Medicine (SOM) was established by a group of civic leaders, focused on training doctors to provide compassionate – as well as competent – medical care. Since its founding in 1860, more than 19,000 men and women have graduated from SOM. Today our alumni reside in all 50 states, the District of Columbia, the territories of Guam and Puerto Rico and 14 foreign countries, where they provide superior medical care, perform cutting-edge research, hold leadership positions at prestigious institutions, and train tomorrow’s healthcare professionals at many leading academic health centers and schools of medicine. A student representative to the Alumni Association, chosen by the Senate, attends the monthly meetings of the Alumni Board of Governors and reports back to the student body.

Please contact any member of the Development & Alumni Relations Office directly, and let us know how we can help you!

Office of Development
(914) 594-4550
(914) 594-4626 (fax)
development@nymc.edu

Office of Alumni Relations
(914) 594-4556
(914) 594-4682 (fax)
alumrelations@nymc.edu

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DIVERSITY AND NON-DISCRIMINATION

Diversity

New York Medical College School of Medicine Diversity Policy

New York Medical College School of Medicine is committed to diversity among its students, housestaff, faculty and administration. Based on our shared commitment to cultural competency and social accountability in the School of Medicine (SOM), we will create and maintain a diverse student body, housestaff, faculty and administration. This includes efforts to sustain a positive academic and learning environment for all SOM individuals, embodying a variety of personal experiences, interests, sexual orientations and professional goals. The SOM has also established as a priority the recruitment of students who are from backgrounds considered underrepresented in medicine (URM), particularly those who are African-American and Hispanic/Latino.

Statement of Non-Discrimination

New York Medical College is an Equal Opportunity and Affirmative Action Institution.

Statement of Non-Discrimination

New York Medical College is an Equal Opportunity and Affirmative Action Institution. No person shall be denied admission to any education program or activity on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, age, disability, gender identity or sexual orientation. Additionally, no person shall be discriminated against in the College’s programs, activities and employment.

All policies regarding admissions, employment and educational programs and activities are established and administered in conformity with the Education Practices Act of New York as well as applicable state and federal civil rights laws, specifically including Title IX of the Education Amendments Act of 1972, and with Section 504 of the Rehabilitation Act of 1973, as amended, and regulations thereunder prohibiting practices or policies in admissions, education programs, or employment that are in any way discriminatory on the basis of sex and disability, respectively.

Gladys M. Ayala, M.D., Associate Dean for Student and Minority Affairs, is the Section 504 Coordinator for individuals with Disabilities and the Coordinator for Title IX. Her office is located in the Administration Building, Valhalla, New York 10595, and her telephone number is (914) 594-4498.
DEGREE PROGRAMS OFFERED AT NYMC

Joint Degrees

M.D./M.P.H. Combined Degree Program

Students accepted into the New York Medical College School of Medicine may apply for admission to the M.P.H. program, thereby providing an opportunity to pursue both degree programs simultaneously. M.D./M.P.H. students earn 46 credits (14 courses plus a practicum and a thesis/capstone course) in public health. The degree can be finished within the four years of medical school, or the student may elect to take five years to finish both degrees.

Combining the two degrees, medicine and public health:

- Fosters a better appreciation of the effects of the interplay between community factors and individual behaviors on the health status of patients;
- Creates a better understanding of the basis of treatment and treatment outcomes for individual patients;
- Promotes an understanding of the delivery of health services, including the economic and legal aspects.

Knowledge and expertise acquired through the M.P.H. degree:

- Concepts and principles of public health;
- Health reform in the U.S.;
- Socio-cultural components affecting community health needs;
- The use of biometrics to evaluate the quality of patient care and delivery systems, including patient safety and quality improvement initiatives;
- Environmental influences on public health;
- The structure and management of healthcare delivery systems.

M.D./M.P.H. Accelerated Format

Courses completed on campus and online for maximum flexibility;

- Completed in a 12-month format over 3 consecutive semesters (summer, fall, and spring).
- The schedule sequence:
  - Summer – 5 courses (15 credits)
  - Fall – 6 courses plus practicum initiation (19 credits)
  - Spring – 4 courses (12 credits)
  - Comprehensive examination

Alternative 5-year M.D./M.P.H. Option

- 5 core courses summer following first or second year of medical school;
- Remaining courses (other concentrations available with this pathway) taken online or on campus over the next 3-4 years (with a possible leave of absence for one year from medical school to complete online or live courses);
- No online work permitted during Year 3 Clinical program in medicine;
- Completion of all M.P.H. degree requirements within 5 years.

Admission Procedure

Applicants should:

- Secure a signed “Combined M.D./M.P.H. Program” form from the Associate Dean for Student Affairs of the School of Medicine giving permission to pursue both programs.
- Submit this form with a completed School of Health Sciences and Practice application form and a non-refundable $50 application fee to the School of Health Sciences and Practice Admissions Office.
- See the Admissions Office or appropriate department chair/advisor to discuss a suitable area of concentration.
The Admissions office will arrange to obtain a copy of your official undergraduate transcript(s) that are already on file in the Registrar’s Office as part of your medical school records.

Students having academic difficulty of any sort, including deficiency in a single course, should not participate in any dual-degree program, extracurricular activities that require a significant amount of time expenditure, or gainful employment without discussing the matter with one of the associate deans for Student Affairs, as well as with the M.D./M.P.H. program director and obtaining approval for such activities.

**M.D./Ph.D. Combined Degree Program**

The M.D./Ph.D. program at New York Medical College School of Medicine is intended to provide the opportunity for research-oriented medical students to pursue both these degrees. The program is designed to allow maximal flexibility for students to integrate the two programs.

Medical students at NYMC-SOM who are interested in research and are seriously considering a career as a physician-scientist should begin research as early as possible, preferably during the summer between the first and second years of medical school. A Medical Student Summer Research Fellowship Program, which is funded and administered by the Student Affairs Office of the medical school, provides stipends for this purpose. This research experience is particularly important in that it will help the student identify a sponsor for their subsequent dissertation research. Therefore, undertaking this summer fellowship with a member of the Graduate Faculty at NYMC-SOM is strongly recommended.

**Formal application takes place in the Fall of the student’s second year of medical school, with a complete application and all supporting documentation due in the Graduate School Admissions office by November 1.**

Students are not formally admitted to the Ph.D. program until they have successfully completed all of the preclinical subjects of the medical curriculum and Part I of the U.S. Medical Licensing Examination (USMLE). Students having academic difficulty of any sort, including deficiency in a single course, should not participate in dual-degree programs, extracurricular activities that require a significant amount of time expenditure, or gainful employment without discussing the matter with one of the associate deans for student affairs, as well as with the M.D./Ph.D. program director and obtaining approval for such activities.

In a typical case, the student begins full-time graduate work in the summer following the second year. The course requirements for the Ph.D. are established by the department of the chosen concentration, and generally amount to about 9-16 credits, plus certain non-graded courses such as journal clubs, research rotations, and research seminars. Comprehensive qualifying examinations for the Ph.D. are identical to those given to other Ph.D. students, but may be scheduled after either one or two years of graduate study, depending upon the student’s readiness for the exam.

The student prepares a dissertation research proposal and undertakes an independent research project, under the supervision of a dissertation sponsor and the guidance of a dissertation committee, according to the usual Graduate School rules and procedures. The student’s dissertation committee determines the point where the investigative work is considered complete and the dissertation itself may be written and defended. The Office of Student Affairs and Office of Undergraduate Medical Education works with the student in facilitating the entry to the clinical rotations and in guiding any recommended refreshing of clinical skills needed for this undertaking.

The program is designed so that both degrees are awarded concurrently by the School of Medicine and the Graduate School of Basic Medical Sciences at the time the student completes his or her entire medical school curriculum.
Financial aid in the form of a full tuition scholarship is provided for graduate school study, and the standard Ph.D. candidate stipend is paid during the period of full-time graduate work.

A summary of the M.D./Ph.D. program for medical students is as follows:
First Two Years of Program: Medical student explores the Ph.D. program options during the first or second year, while fully engaged in the School of Medicine coursework; opportunity for summer research between first and second year; formal application by November 1 of second year; final acceptance for Ph.D. program contingent upon successful completion of USMLE, Step 1.

Research Period (Typically Three to Four Years): Graduate school courses and full-time research, during which the student receives full tuition scholarship support and a graduate school stipend. Most students complete this stage in three years. Because of the unpredictability of research progress, however, some students may need part or all of a fourth year to complete the Ph.D. component of the program.

Final Two Years of Program: Clinical rotations and electives as outlined in the requirements for the M.D. program in the School of Medicine.

Application to the M.D./Ph.D. program at New York Medical College School of Medicine is distinct from application by Ph.D. candidates wishing to apply to the medical school. A number of students who have completed the Ph.D. at New York Medical College have been accepted to the medical school. The key characteristic of the program described herein is that the admission process for each school is independent. Thus, the admission of a medical student to one of the graduate programs requires approval of the graduate school; likewise, acceptance of graduate students to medical studies requires approval of the medical school. The School of Medicine has established that acceptance of a Ph.D. candidate into the final years of the M.D. program is conditional upon the completion of all Ph.D. requirements.

All interested students should contact directly the M.D./Ph.D. program director.

**M.D./Ph.D. Program Director:**
Libor Velíšek, M.D., Ph.D.
Professor of Cell Biology & Anatomy
Professor of Pediatrics
Basic Science Building, A20
914-594-4945
Libor_velisek@nymc.edu
Primary Care

Among the challenges facing U.S. healthcare today is a shortage of primary care physicians. Medical schools—New York Medical College among them—have been issued a challenge to increase the supply of these critically needed primary care physicians. We are rising to the challenge.

New York Medical College continues to provide opportunities for students to learn in primary care settings and in guiding students in considering careers in the generalist disciplines. The College was one of the first to provide first- and second-year experiences in community-based primary care settings where students work one-on-one with generalist preceptors to learn the core skills of clinical medicine: communication skills, history-taking, and physical diagnosis.

The College’s stated educational objectives and key competencies reflect the central importance of attaining generalist competencies—a set of standards which are the foundational clinical knowledge and skills required of all students regardless of their ultimate career choice.

New York Medical College’s program of primary care education has received support from the Robert Wood Johnson Foundation, the New York State Department of Health, the Charles E. Culpepper Foundation the Lamar Family Fund, the Josiah Macy Foundation, the United Hospital Fund, and the Partnerships for Quality Education initiative.
Admissions and Enrollment

Admission Policies, Procedures and Requirements

Policy

Candidates for admission to the School of Medicine must have a broad educational background and possess the intelligence, integrity and personal and emotional characteristics necessary to become effective physicians. They must meet the School of Medicine’s requirements for admission and show evidence of the capacity to successfully complete the rigorous course of study in medical school.

The Executive Admissions Committee, composed of members of the faculty and college administration has the difficult task of selecting the entering class from thousands of applicants. There are many more applicants who meet the qualifications for the study of medicine than can be admitted to an incoming class. The committee strives to select those candidates who are best qualified academically and hold promise of being outstanding graduates. Multiple factors are weighed in the admissions process. A candidate must have a college education that includes premedical science courses essential for medical school as well as a broad exposure to the humanities and social sciences. Academic competence to succeed in medical school is assessed by the applicant’s college record, including GPA and MCAT scores. The applicant must also demonstrate evidence of those personal characteristics expected of a physician: altruism, compassion, honesty, integrity, ethical grounding, professionalism and a commitment to provide care for people who are disadvantaged and underserved. A medical student must have the capability of excellent observation and communication, the motor functions, and the conceptual, integrative and quantitative skills needed to study and practice medicine. A future physician must have the physical capacity and emotional maturity to complete medical school and practice medicine independently.

The application process is competitive and each applicant is subject to an individual, holistic review. It is the policy of New York Medical College to seek to admit a diverse class, with respect to gender, race, ethnicity, cultural and economic background and life experience. The College believes that a diverse student body provides a valuable educational experience that prepares the medical student for the real world of medical practice in a multicultural society. Diversity in medicine has been shown to improve access to health care for underserved populations. Strongly motivated students from educationally deprived and historically underrepresented backgrounds are actively sought and encouraged to apply. A candidate will not be denied admission on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, age, gender, sexual orientation or disability.

All policies regarding admissions, employment and educational programs and activities are established and administered in conformity with the Education Practices Act of New York as well as applicable state and federal civil rights laws, specifically including Title IX of the Education Amendments Act of 1972, and with Section 504 of the Rehabilitation Act of 1973, as amended, and regulations thereunder, prohibiting practices or policies in admissions, education programs or employment that are in any way discriminatory on the basis of gender or disability, respectively.
Requirements for Admission

It is strongly recommended applicants successfully complete undergraduate college work leading to a baccalaureate degree from an accredited college of arts and sciences in the United States or Canada. However, all courses offered in satisfaction of the premedical course requirements for admission must have been taken or be in progress at, or accepted as transfer credits by, an accredited college in the United States or Canada, and must be acceptable to that institution toward a baccalaureate degree in arts or sciences. This includes advanced placement courses taken in high school.

The admissions committee has no preference for a major field of undergraduate study, but any college work submitted must include the following specified courses in English, Biology, Physics, and Chemistry. (Although not required, some upper level science courses with laboratory work are strongly recommended.)

- **English** 2 semesters (or equivalent or successful completion of the English requirement(s) at your undergraduate institution)
- **General Biology** with lab, 2 semesters (or equivalent)
- **Physics** 2 semesters with lab (or equivalent)
- **General Chemistry** with lab, 2 semesters (or equivalent)
- **Organic Chemistry** with lab, 1 semester only (or equivalent)
- **Biochemistry** 1 semester with or without lab (or equivalent)

**Important note about the Biochemistry requirement**

- If you are still an undergraduate and have not yet taken Biochemistry, we will still review your application if Biochemistry is listed as a course you anticipate taking prior to graduation. If you are accepted to the School of Medicine, we will verify your successful completion of this course on your final transcript.
- If you are still an undergraduate and are unable to fit Biochemistry into your schedule prior to graduation, we will still review your application if you have already taken Organic II. However confirmation of successful completion of a biochemistry course prior to matriculation will be required. (On-line coursework accepted for this specific situation only.
- If you have already graduated and did not take Biochemistry, we will still review your application if you have taken Organic II. However confirmation of successful completion of a biochemistry course prior to matriculation will be required. (On-line coursework accepted for this specific situation only.)

Any applicant who has had scholastic difficulty in any medical school or has previously withdrawn or been dismissed from any medical school is ineligible to apply.

*The School of Medicine reserves the right to waive any of these requirements for an individual applicant.*
Accuracy of Admission Application Requirement

Applicants are asked to certify that all information presented in their application (including AMCAS and NYMC Secondary) is accurate, complete and honestly presented; and personally written materials were prepared only by the applicant and not plagiarized. They must also certify that any information submitted on their behalf including letters of evaluation is authentic. Furthermore, they must certify they understand and agree in the event any inaccurate, misleading and/or incomplete information or omission is discovered, New York Medical College has the right to rescind any offer of admission, revoke any admission (including retroactive revocation), administer disciplinary action while in medical school, dismiss the student from the school of medicine or revoke his/her medical degree if such information or omission is discovered after a degree is issued.

Criminal Background Check Matriculation Requirement

Matriculation to the School of Medicine at New York Medical College is conditional upon student consent to and satisfactory completion of an AAMC-sponsored criminal background check conducted by Certiphi Screening, Inc., and upon NYMC's institutional review of such completed criminal background report. NYMC has sole discretion to rescind an offer of admission in the event any inaccurate, misleading or incomplete information is discovered in the student's application or that post-dates their application as a result of this criminal background check. Notification of any subsequent criminal charges and/or convictions that occur after the date of processing of the initial criminal background check is also required. Within 10 days of any subsequent criminal charges and/or convictions, notification must be sent in writing to the NYMC Office of Admissions if the offense occurs before the date of matriculation and to the NYMC Office of Student Affairs if the offense occurs after the date of matriculation.

Application Procedure

Applicants must first file an application with the American Medical College Application Service (AMCAS) between June 1 and December 15 prior to the year of entry. Applicants should NOT contact New York Medical College to request an application, since all applicants must first submit the AMCAS application directly to AMCAS. A web-based AMCAS application is also available at www.aamc.org.

Upon receipt of the AMCAS applicant information, New York Medical College will email a login and password to access the secondary online application. All applicants receive a secondary application. It must be completed online by January 31. It is strongly recommended that you thoroughly review the selection criteria before submitting a secondary application. There is a $120 non-refundable application fee that may be submitted electronically with a credit card or by check. New York Medical College will provide an application fee waiver for those applicants approved for the AAMC-sponsored Fee Assistance Program (FAP).
International Students

Applications from international students are accepted. It is strongly recommended that international applicants successfully complete undergraduate college work leading to a baccalaureate degree from an accredited college of arts and sciences in the United States or Canada. However, all courses taken in satisfaction of the requirements for admission must be taken at or accepted as transfer credits by an accredited college in the United States or Canada, and must be acceptable to that institution toward a baccalaureate degree in arts or sciences.

Federal law mandates that only US citizens or permanent residents are eligible to receive financial aid. (Permanent residents must provide a copy of their unconditional Green Card upon request when applying for financial aid.) Applicants who are non-US citizens or do not obtain permanent resident status by July 1st of the year entering medical school, must deposit an amount equal to four years tuition and fees (approximately $239,000 US dollars) into a bank escrow account in advance of their matriculation to NYMC.

Transfer Students

Transfer students are accepted into the third year only. Transfer openings are very limited and in some years, not available. Availability of transfer openings is posted on the NYMC-SOM admissions website in early March of the year of entry. Accepted transfer students are expected to begin classes the last week of June. (No exceptions).

Specific information about transfer eligibility and other application requirements is posted on the NYMC-SOM admissions website under the special circumstances tab.

Visiting Students

Visiting students are candidates for the M.D. degree at other LCME/AOA accredited schools, and are actively progressing toward the M.D. or D.O. degree at their institution. Applicants must be full-time matriculated students, in the final year of their training and be in good academic standing at their home school. Certification by the dean of the parent school (where the student will be given credit for the course) and the approval of the sponsor of the elective course are both required.

A visiting student may enroll in up to eight weeks of elective courses during any academic year. We are a host institution for AAMC’s Visiting Student Application Service (VSAS) and all applicants must apply through VSAS. Visiting students may not displace NYMC-SOM students, and not all electives listed in the Senior Elective Catalog will be open to visiting students.

Adequate malpractice insurance covering the student’s activities while in attendance at New York Medical College School of Medicine must be provided by the parent medical school, along with verification of immunization to certain infectious diseases. No tuition will be charged to visiting students by New York Medical College School of Medicine. All of the pertinent New York Medical College School of Medicine policies and procedures that are in-place for our own students will also be applicable to visiting students as well, with the same obligations and protections including but not limited to the Attendance and Absentee policy, the Academic Integrity and Professionalism policy, and the Technical Standards for Admission and Continued Enrollment.
Visiting International Students

Limited opportunities are available for international students attending medical schools outside the United States and Canada to do clinical electives at New York Medical College School of Medicine.

The College has student exchange programs with four foreign medical schools: Tokai University School of Medicine in Japan, the Catholic University of Korea in Seoul, Semmelweis University in Hungary, and the Hebrew University School of Medicine in Israel. Under exchange agreements with these schools, full-time students in good standing may be accepted for one or more electives at the College. Electives may not exceed 12 weeks under any circumstances.

On occasion the College may accept medical students from other foreign medical schools at the specific request of NYMC faculty members if there are compelling reasons for the request, with the approval of the Senior Associate Dean for Medical Education.

All requests for electives from international medical students, whether at a school affiliated with the College or not, must be forwarded to the International Student and Scholar Advisor. In all cases when requests for electives come from a faculty member on behalf of a foreign medical student, the International Student and Scholar Advisor will forward the request to the Senior Associate Dean for Medical Education for approval.

Requirements for international medical students:
1. Electives are available only to full-time students in good standing at recognized medical schools.
2. Students must be in their final year of medical school.
3. Students must be fluent in English.
4. Electives are generally limited to one four-week rotation.
5. Applications must be received no later than three months before the start date of the elective.

International medical applicants must submit the following materials before an elective can be approved:
1. A letter from the Dean or other appropriate official of the student’s foreign medical school indicating that the student is currently enrolled, is in good standing, and has permission for the elective at NYMC.
2. The student’s C.V.
3. Medical school transcript
4. Proof of malpractice insurance
5. Proof of health insurance

Visiting students are subject to the same rules and regulations that apply to NYMC students. Participation in electives is based on satisfactory performance, English language skills, and behavior. Once an elective is approved, no changes in assignments are allowed.

Visiting international students are not considered degree candidates at NYMC, and student visas will not be issued to them. New York State requires an application fee of $30 for visiting students doing electives at medical schools in New York. If an international applicant is accepted for an elective, the International Student and Scholar Advisor will advise the student on how to apply for a New York State certificate of eligibility for the elective.

All visiting international students must pay a $75 international visiting student fee.
Early Decision

Students considering an application to New York Medical College through the Early Decision Program should keep in mind the following requirements:

1. Applications must be submitted to AMCAS by August 1 of the application year.
2. Applicants who apply for Early Decision at NYMC may not apply to any other medical school while their application is being considered.
3. Early decision applicants must have taken the MCAT by July 31 of the application year.

Early decision applicants are notified no later than October 1.

Interview Process

Completed applications are given an individualized, balanced holistic review. Applicants under serious consideration are invited for an on-campus interview. Interviews are generally conducted from mid-October through April. Applicants may be invited to interview at any time during this period as applications are reviewed throughout the application cycle.

The invitation to interview is sent to the applicant via e-mail. Applicants are offered alternate interview dates to enable them to schedule a date that accommodates their individual travel plans. The day consists of an optional breakfast with current medical students; a morning group orientation followed by lunch and a panel discussion hosted by current students in the School of Medicine. Interviews and campus tours take place after lunch.

NYMC-SOM uses the Multiple Mini Interview (MMI) format. During the MMI, applicants move through a circuit of short, carefully-timed scenario-based interview stations. The scenarios are neither knowledge-based nor necessarily clinically-oriented. They are designed to evaluate non-cognitive attributes considered critical to becoming an effective physician. These include but are not limited to attributes such as empathy, critical thinking, moral reasoning and ethical grounding, open-mindedness, ability to collaborate, communication as well as interpersonal skills. Applicants are each given 2 minutes to read a scenario outside the interview room. They then enter the room, introduce themselves to the interviewer, and begin an open-ended 6 minute discussion about the scenario. After the elapsed time, the applicant moves to the next room and repeats the process with a new interviewer and scenario. The NYMC-SOM MMI interview circuit consists of 9 stations; 8 scenario-based interview stations and 1 rest station.

Admissions Actions

Decisions are made by the admissions committee on a rolling basis. Interviewed applicants can expect to receive an admissions decision within 6-8 weeks after their interview date. (Early decision applicants are notified no later than October 1).

There are three possible admissions actions: acceptance, rejection or wait-list. Acceptance decisions are first sent via email followed by a hard-copy letter to the preferred address listed on the applicant’s AMCAS application. Accepted applicants are asked to sign and return the NYMC-SOM Terms and Conditions for Acceptance within two (2) weeks to confirm their place in the entering class. By April 30th, a $100 deposit is required to hold this place in the entering class and is deducted from the first tuition payment. Deposits are not refundable after this date. Rejection and waitlist notifications are sent via email. Waitlisted applicants can be accepted anytime as spots become available.

Any applicant who has had scholastic difficulty in any medical school or has previously withdrawn or been dismissed from any medical school is ineligible to apply.
Office of Admissions

Admission Policy

It is the policy of New York Medical College to seek to admit a diverse class, with respect to gender, race, ethnicity, cultural and economic background and life experience. The College believes that a diverse student body provides a valuable educational experience that prepares the medical student for the real world of medical practice in a multicultural society. Diversity in medicine has been shown to improve access to health care for underserved populations. Strongly motivated students from educationally deprived and historically underrepresented backgrounds are actively sought and encouraged to apply. A candidate will not be denied admission on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, age, gender, sexual orientation or disability.

The Admissions Committee has the difficult task of selecting an entering class from thousands of applicants. There are many more applicants who meet the qualifications for the study of medicine than can be admitted to an incoming class. Each applicant is subject to an individualized, balanced holistic review – weighing personal characteristics in equal measure with academic metrics and foundational experiences.

The committee strives to select those candidates who demonstrate proficiency in foundational competencies the School of Medicine believes are essential for success in medical school and professional practice. These include but are not limited to pre-medical knowledge, aptitude for patient care, interpersonal and communication skills, self-directed learning and improvement, professionalism, and knowledge of the healthcare system and current healthcare issues.

The applicant must also demonstrate evidence of those personal attributes expected of a physician: professionalism, altruism, compassion, empathy, honesty, integrity, cultural competency, and a commitment to provide care for people who are disadvantaged and underserved.

In addition, a candidate should have a college education that includes premedical science courses essential for medical school as well as a broad exposure to the humanities and social sciences. Academic competence to succeed in medical school is assessed by the applicant’s college record, including GPA and MCAT scores.

As a future medical student, an applicant must also demonstrate excellent observation and communication skills as well as the motor function and conceptual, integrative and quantitative skills required for the study of medicine. As a future physician, an applicant must have the physical capacity and emotional maturity to complete medical school and practice medicine independently.
Technical Standards for Admission and Enrollment

In order to be seriously considered for admission, promotion, and graduation, candidates must demonstrate academic accomplishments at the undergraduate level, including completion of all required coursework. In addition, candidates must maintain sensory, motor, communication, intellectual, behavioral, social, and moral ability sufficient to complete the course of study.

I. Sensory Ability: The candidate must have discriminatory ability in the senses of vision, hearing, touch, and smell sufficient to learn information presented, assess patients, and assess diagnostic material. Examples include, but are not limited to, observing demonstrations in the classroom, laboratory, or clinical setting; viewing microscopic and gross specimens of normal and pathological anatomy, tissue, and cultures; and using all these senses to assess a patient both at a distance and close at hand.

II. Motor Ability: The candidate must have fine and gross motor skills sufficient to perform quick precise movements, manipulate medical instruments, manipulate patients’ limbs and bodies, and maintain equilibrium and sustained forceful movements. In addition, the candidate must have stamina sufficient to complete normal duty hours, courses, and clinical rotations within the time frame required by the school. Examples of sufficient motor ability include, but are not limited to, performing venipuncture or other procedures to obtain diagnostic materials; perform anatomical dissection, from making precise cuts with a scalpel to rolling over a cadaver; perform basic and advanced cardiac life support tasks such as chest compressions, artificial respiration, intubation, and administering medication in an emergency situation; and carry out a normal shift of clinical work.

III. Communication Ability: A candidate must have the ability to speak, listen, write, draw, and observe sufficient to elicit and convey written, verbal, and non-verbal information to and from patients, family, health care team members, faculty, and administrators. They must be able to convey and collect information rapidly, accurately, and with clarity and sensitivity. Examples include, but are not limited to, taking a patient’s history and assessing their mood, posture, and intellectual functions; teaching and learning from patients, faculty, and peers; giving a patient bad news with empathy and sensitivity; and presenting a case history, physical, and treatment plan.

IV. Intellectual Ability: The candidate must have conceptual, integrative, and quantitative abilities sufficient to learn, teach, create, analyze, synthesize, extrapolate, make objective and subjective judgments, solve problems, organize, and implement plans. Examples include, but are not limited to, doing statistical analysis of data; calculating dietary requirements; comparing, selecting, and defending with rational arguments a treatment plan from among a large set of possibilities; satisfactory completion of all exams and reading, written, and computer course assignments; and being able to understand abstract concepts and three-dimensional spatial relationship between anatomical structures.

V. Behavioral Ability: The candidate must have mature behavior and social abilities sufficient to be composed, adaptable, resilient, punctual, decisive, thoughtful, candid, receptive, diligent, persevering, and tolerant. Examples include, but are not limited to, being able to adapt to frequent changes in clinical clerkship sites, work environments, and teams; being able to prioritize numerous tasks and maximize productivity to achieve multiple goals in a timely fashion including educational, administrative, and patient care; being able to exercise good and consistent judgment in complex situations; remain nonjudgmental about cultural beliefs, spiritual beliefs, or sexual orientations different than their own;
be able to examine the entire patient, male or female, regardless of the candidate's cultural, social, or religious beliefs; be able to develop mature, sensitive, professional, responsible, and effective relationships with patients; accept criticism and respond by appropriate modification of behavior; and to continue to function in the face of uncertainties inherent in the clinical problems of patients.

While technological compensation can be made for some handicaps in certain of these areas, the College must be fully satisfied that a candidate can perform in a reasonably independent manner and complete the essential functions of the entire curriculum of required courses and electives. The use of a trained intermediary to substitute for any of the functions above is not acceptable because the candidate's judgment would be mediated by someone else's power of observation, selection, and interpretation.

**Visiting Student Policy**

Visiting students are candidates for the M.D. degree at other LCME-accredited medical schools whose degree programs require them to take 4th year elective courses offered by New York Medical College. Certification by the dean of the parent school (where the student will be given credit for the course) and the approval of the sponsor of the elective course are both required. A visiting student may enroll in up to eight weeks of elective courses during any academic year. Adequate malpractice insurance covering the student’s activities while in attendance at New York Medical College must be provided by the parent medical school, along with verification of immunization to certain infectious diseases. No tuition will be charged to visiting students by New York Medical College.

**Auditing Student Policy**

Auditing students are individuals who attend lecture courses at the discretion, and with the permission of the department chairman and the Associate Dean for Medical Education. No courses offered by clinical departments may be audited. No records will be maintained and no credit will be given to students who audit courses. Auditing students will not be permitted to take final exams. Conversion from status as an auditing student to an active student will not be permitted.

**Electives for International Medical Students**

**Policy on Clinical Elective Requests from International Medical Students**

Limited opportunities are available for international students attending medical schools outside the United States and Canada to do clinical electives at New York Medical College.

The College has student exchange programs with four foreign medical schools: Tokai University School of Medicine in Japan, the Catholic University of Korea in Seoul, Semmelweis University in Hungary, and the Hebrew University School of Medicine in Israel. Under exchange agreements with these schools,
full-time students in good standing may be accepted for one or more electives at the College. Electives may not exceed 12 weeks under any circumstances.

On occasion the College may accept medical students from other foreign medical schools at the specific request of NYMC faculty members if there are compelling reasons for the request, with the approval of the Vice Dean for Medical Education.

All requests for electives from international medical students, whether at a school affiliated with the College or not, must be forwarded to the International Student and Scholar Advisor. In all cases when requests for electives come from a faculty member on behalf of a foreign medical student, the International Student and Scholar Advisor will forward the request to the Vice Dean for Medical Education for approval.

Requirements for international medical students:

1. Electives are available only to full-time students in good standing at recognized medical schools.
2. Students must be in their final year of medical school.
3. Students must be fluent in English.
4. Electives are generally limited to one four-week rotation.
5. Applications must be received no later than three months before the start date of the elective.

International medical applicants must submit the following materials before an elective can be approved:

1. A letter from the Dean or other appropriate official of the student’s foreign medical school indicating that the student is currently enrolled, is in good standing, and has permission for the elective at NYMC.
2. The student’s C.V.
3. Medical school transcript
4. Proof of malpractice insurance
5. Proof of health insurance

Visiting students are subject to the same rules and regulations that apply to NYMC students. Participation in electives is based on satisfactory performance, English language skills, and behavior. Once an elective is approved, no changes in assignments are allowed.

Visiting international students are not considered degree candidates at NYMC, and student visas will not be issued to them. New York State requires an application fee of $30 for visiting students doing electives at medical schools in New York. If an international applicant is accepted for an elective, the International Student and Scholar Advisor will advise the student on how to apply for a New York State certificate of eligibility for the elective.

All visiting international students must pay a $75 international visiting student fee.
EDUCATION PROGRAM FOR M.D. DEGREE

Educational Objectives Competencies

School of Medicine Graduation Competencies

In the spring and summer of 1998, the Medical School Objectives Committee, department chairmen, and the Curriculum Committee adopted educational objectives for the program leading to the M.D. degree. These were very similar to those adopted by the Medical School Objectives Project of the Association of American Medical Colleges and described the knowledge, skills, values and attitudes believed necessary for the practice of medicine in the 21st century.

This document underwent several revisions in the last decade (2006, 2011, and 2013) by appointed task forces of the Executive Committee for Education and Curriculum in order to improve alignment with the ACGME core competencies and most recently the AAMC paper, Toward a Common Taxonomy of Competency Domains for the Health Professions and Competencies for Physicians and accompanying Reference List of General Physician Competencies.

The current version of the Graduation Competencies was approved by the Executive Committee of the Curriculum Committee on January 15, 2014 for full adaptation beginning in July 2014.

G1. Patient Care: Students must provide patient-centered care that is respectful, compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

  G1.1 Establish and maintain therapeutic relationships with diverse populations and with both patients and families
  • Paying attention to age, culture, gender identity, sexual orientation, race, religion, and socioeconomic status.

  G1.2 Gather essential and accurate information from patient history and physical examination in a logical and organized manner and properly interpret that data to generate both a prioritized differential diagnosis and a problem list
  • Elicit both a complete and focused history appropriate to the clinical setting, for both acute and chronic diseases.
  • Perform both a complete and focused physical and psychiatric exam appropriate to the clinical setting.

  G1.3 Perform routine procedures
  • Understand the risks, benefits, and issues related to informed consent. Interpret patient data, including laboratory and imaging studies.

  G1.4 Formulate a patient care plan that includes appropriate diagnostic and therapeutic interventions based on patient information, patient preference, and up-to-date evidence
  G1.5 Ensure continuity throughout transitions of care and follow up on patient progress and outcomes
  G1.6 Address and ameliorate patient pain and suffering
  G1.7 Assess and address health care maintenance as well as disease and injury prevention
  • Identify, prioritize, and develop a plan to decrease risk factors for diseases.
G2. **Medical Knowledge:** Students must demonstrate and apply knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences.

G2.1 Demonstrate knowledge of the normal structure and function of the body on the organ, cellular, molecular, and biochemical level

G2.2 Recognize altered structure and function of the body that are seen in common diseases, illnesses, and conditions
G2.3 Recognize and interpret the most frequent clinical, laboratory, radiologic and pathologic manifestations of illnesses
G2.4 Apply principles of epidemiologic sciences to the care of the patient and populations
  - Use epidemiologic information to identify risk factors and to develop prevention strategies.

G2.5 Apply the biopsychosocial model to the care of the patients
G2.6 Demonstrate an investigatory and analytical approach to clinical situations
  - Apply established and emerging principles to diagnostic and therapeutic decision-making, clinical problem solving, and other aspects of evidence-based health care. Understand and critique hypothesis-driven research.

G2.7 Apply knowledge to modify diagnostic and therapeutic plans; anticipate interactions, complications, and side effects of treatment; and identify the need for rehabilitative, palliative, and end-of-life care
  - Apply knowledge of contraindications of treatment. Develop management strategies for patients with acute or chronic medical conditions. Outline initial course of therapy and recommend appropriate consultation.

G3. **Interpersonal and Communication Skills:** Students must demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients and families of various backgrounds, beliefs, and values.

G3.1 Communicate effectively with patients and their families across a broad range of socioeconomic and cultural backgrounds
  - Identify and respond to nonverbal cues and patient concerns.

G3.2 Demonstrate sensitivity, honesty, and compassion in difficult conversations
  - Demonstrate sensitivity in conversations including those about death, end-of-life, adverse events, bad news, and disclosure of errors.

G3.3 Recognize and respect the patient’s right to choose care options based on his/her personal values or preferences while acknowledging potential barriers to treatment
G3.4 Educate and counsel patients with respect to their conditions and engage them in decision making while ensuring their understanding
  - Utilize translator services appropriately and effectively.
• Identify the patient’s level of health literacy in order to appropriately engage him/her in the decision-making process.

G3.5 Integrate patient information and data into a clear and concise report that demonstrates clinical reasoning skills

G3.6 Record a timely, legible and accurate medical record

• Communicate patient information and care plan effectively.
• Use relevant medical language appropriate to the healthcare setting (admission notes; progress notes; transfer notes; discharge notes; pre and post-operative notes).
• Become proficient with electronic records.

G4. Interprofessional Collaboration: The student must demonstrate the ability to engage with an interprofessional team in a manner that optimizes safe, effective patient- and population-centered care.

G4.1 Recognize and respect the roles of all members of a healthcare team

• Maintains respect, dignity, ethical integrity, and trust with all members of the health care team.

G4.2 Engage in active and collaborative working relationships with all members of a healthcare team

• Communicates effectively with colleagues.
• Nurtures, teaches, and promotes professional development of others.

G4.3 Provide effective and respectful professional feedback

G5. Practice-Based Learning and Improvement: The student must demonstrate the ability to evaluate one’s care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on that knowledge.

G5.1 Demonstrate initiative and self-direction in learning

• Sets meaningful learning and improvement goals.
• Continually utilizes clinical environments for the purpose of expanding clinical knowledge.
• Commits to lifelong learning and the scholarly practice of medicine.

G5.2 Demonstrate a commitment to reflection, self-improvement and responsiveness to feedback

• Critically appraises one’s own work; accepts responsibility for mistakes.
• Identifies strengths, deficiencies, and limits in one’s knowledge, skills and attitudes and implements changes with the goal to improve.
• Incorporates feedback into daily practice.
• Demonstrates healthy coping mechanisms to respond to stress. Manages conflict between personal and professional responsibilities. Demonstrates mature and flexible responses to change.

G5.3 Demonstrate knowledge, skills, and attitudes that provide leadership and enhance team functioning, the learning environment and the health care delivery system

• Demonstrates trustworthiness that enables colleagues to feel secure when one is responsible for the care of patients.
• Demonstrates self-confidence that puts patients, families, and the health care team at ease.
• Recognizes that ambiguity is part of clinical health care.
G5.4 Apply the principles of evidence-based medicine to patient care and practice improvement

- Recognizes the importance and demonstrates understanding of the scientific foundation upon which medicine is based.
- Locates, appraises, and assimilates the best available evidence for the care of individual patients and populations.
- Systematically analyzes practice using quality improvement methods and implements changes with the goal of practice improvement.
- Implements new knowledge, guidelines, standards, technologies, products and services that have been demonstrated to improve outcomes.
- Optimally utilizes information technology for learning.

G6. Systems-Based Practice: The student must demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to effectively utilize other resources in the system to provide optimal health care.

G6.1 Recognize the roles of members of the healthcare team

- Participates in collective responsibility for patients as well as shared decision making with the team.

G6.2 Recognize cost-effective care and health systems

- Incorporates considerations of cost awareness and risk-benefit analysis in patient and/or population-based care.
- Recognizes the importance of using diagnostic/therapeutic modalities in a cost-effective manner.
- Demonstrates knowledge of various approaches to the organization, financing and delivery of health care.

G6.3 Identify the principles of quality improvement, patient safety, and barriers to care and advocate for quality patient care

- Demonstrates awareness of issues regarding health care and the health-care system that might improve or obstruct the quality of patient care.
- Recognizes the elements of coordinated patient care.
- Summarizes knowledge of the important non-biological determinants of poor health and the economic, psychological, social and cultural factors that contribute to the development and/or continuation of illness.
- Demonstrates awareness of the need to provide care to patients who are unable to pay and advocate for access to health care for members of traditionally underserved populations.
- Participates in identifying system errors and implementing potential systems solutions. Understands the medical, legal, and ethical issues in care.

G7. Professionalism: The student must demonstrate a commitment to carrying out professional responsibilities in a responsive and compassionate manner as well as in adherence to ethical principles.
G7.1 Demonstrate responsiveness to patient needs and advocate for those needs over his or her own interests

G7.2 Relate to others with respect, care, and compassion

G7.3 Respond to colleagues’ needs, expectations, and concerns, including solicitation of other clinical opinions

G7.4 Demonstrate cultural sensitivity and responsiveness to a diverse patient population
- The population includes, but is not limited to, diversity in sex, age, culture, race, religion, disability, gender identity, and sexual orientation

G7.5 Demonstrate honesty, integrity, and trustworthiness with patients, documentation, family members, and colleagues

G7.6 Demonstrate respect for patient privacy and autonomy

G7.7 Demonstrate responsibility, leadership, and accountability
- Adheres to schedules and deadlines and is prepared to participate in required activities. Provides care in a timely manner.
- Responds to communications in a timely manner. Dresses professionally.
- Serves as an example for others.
- Performs supervisory and administrative responsibilities commensurate with one’s roles and qualifications.

G7.8 Demonstrate excellence and scholarship
- Pursues academic and personal excellence; takes initiative and is self-directed in the pursuit of clinical excellence.
- Contributes to the dissemination and application of new health care knowledge and practices.

G7.9 Demonstrate a commitment to ethical principles and compliance with relevant laws, policies, and regulations
Medical Licensure in the United States

(Excerpted from USMLE Bulletins of Information)

The Federation of State Medical Boards (FSMB) and the National Board of Medical Examiners (NBME) have established a single, three-step, four examination sequence for initial medical licensure in the United States. The United States Medical Licensing Examination provides a common evaluation system for applicants for medical licensure. The USMLE replaces the Federation Licensing Examination (FLEX) and the NBME Parts I, II, and III.

In the United States and its territories, a license to practice medicine is a privilege granted only by the individual medical licensing authorities ("state medical boards") of the various jurisdictions. Results of USMLE are reported to these authorities for use in granting the initial license to practice medicine. Each medical licensing authority sets its own rules and regulations, and all of them require, as part of their licensing processes, successful completion of an examination or other certification demonstrating qualifications for licensure.

The USMLE is designed to assess a physician’s ability to apply knowledge, concepts, and principles important in health and disease that constitute the basis for safe and effective patient care. The USMLE is a single examination program with three steps encompassing four examinations. Each step is complementary to the others; no step can stand alone in the assessment of readiness for medical licensure.

USMLE Steps 1, 2 CK, and 3 are computer-based and administered by Prometric, Inc. They are administered throughout the year. Detailed information about the examinations and procedures for applying to take them can be found on the NBME web page at www.usmle.org. Step 2 CS is a clinical examination, utilizing standardized patients, and is administered only at designated test sites in Philadelphia, Atlanta, Chicago, Houston, and Los Angeles.

Step 1 assesses whether the student can apply the knowledge and understanding of key concepts of basic biomedical science, with an emphasis on principles and mechanisms of health, disease, and modes of therapy.

Step 2 assesses the ability of examinees to apply medical knowledge, skills, and understanding of clinical science essential for the provision of patient care under supervision, and includes emphasis on health promotion and disease prevention.

Step 2 ensures that due attention is devoted to the principles of clinical sciences and basic patient-centered skills that provide the foundation for the safe and effective practice of medicine.

The Clinical Skills (CS) component of Step 2 supplements the Clinical Knowledge (CK) component. Step 2 CK uses the multiple-choice examination format to test clinical knowledge. Step 2 CS uses standardized patients to test medical students and graduates on their ability to gather information from patients, perform physical examinations, and communicate their findings to patients and colleagues.

Ordinarily Step 1 is taken in June following completion of the second-year curriculum. Steps 2 CK and 2 CS are taken in the first six months of the year prior to graduation. Applications for both Steps 1 and 2 are made directly to NBME using forms available at www.nbme.org. All NYMC students are required to take Step 1 and both Step 2 CK and Step 2 CS. Students must pass Step 1 before entering the fourth year.
of study and pass Step 2 CK prior to graduation. In the near future, after experience with Step 2 CS is gained, it is expected that passage of Step 2 CS will become a graduation requirement at New York Medical College. Step 3 must be taken after graduation, and is generally taken after the completion of one year of postgraduate education.

Medical Student Oath

I publicly acknowledge and accept the privileges and responsibilities given to me today as a physician in training and dedicate myself to provide care to those in need.

I pledge my utmost effort to acquire the knowledge, skills, attitudes, and behavior required for the practice of medicine, embracing opportunities to learn from patients, teachers, and colleagues.

I will seek new knowledge and teach what I have learned.

I will acknowledge my limitations and my mistakes so that I may learn from them.

As a physician-in-training, I will uphold the New York Medical College Student Code of Academic Integrity and Professionalism.

I will respect all faculty members, students, and patients as individuals, without regard to gender, race, national origin, religion, or sexual orientation.

I will embrace the highest standards of the medical profession and pledge to conduct myself accordingly in all of my interactions.

I pledge to assist my fellow students in meeting their professional obligations.

I will always place the needs of my patients above my own.

I will use my skills to care for all in need, without bias and with openness of spirit.

I will value the diversity of patients’ experiences, cultures and beliefs because it enhances my ability to care for them and enriches my education.

I will strive to alleviate suffering.

Even under duress, I will not use my knowledge or skills against humanity.

To uphold these responsibilities, I will maintain my own well-being and the well-being of those close to me.

I am committed to make myself a trustworthy physician who will practice medicine with excellence, integrity, and devotion to my patient.

I commit myself to a life that will bring honor to my profession.

I make these promises solemnly, freely, and upon my honor.
**Hippocratic Oath**

I do solemnly swear, by whatever I hold most sacred, that I will be loyal to the profession of medicine and just and generous to its members.

That I will lead my life and practice my Art in uprightness and honor.

That into whatsoever home I shall enter it shall be for the good of the sick and the well to the utmost of my power and that I will hold myself aloof from wrong and from corruption and from the tempting of others to vice.

That I will exercise my Art, solely for the cure of my patients and the prevention of disease and will give no drugs and perform no operation for a criminal purpose and far less suggest such a thing.

That whatsoever I shall see or hear of the lives of men and women which is not fitting to be spoke, I will keep inviolably secret.

These things I do promise and in proportion as I am faithful to this oath, may happiness and good repute be ever mine, the opposite if I shall be foresworn.
Program of Study

The first-year curriculum is organized into three Blocks:

- **Block 1**: Gross Anatomy and Embryology/ Histology and Cell Biology/ Foundations of Clinical Medicine
- **Block 2**: Biochemistry/ Medical Physiology/ Foundations of Clinical Medicine
- **Block 3**: Neuroscience/ Behavioral Science/ Foundations of Clinical Medicine
- Additional course requirements include Biostatistics and Epidemiology, a case-based course in Biomedical Ethics, and History of Medicine

The second-year curriculum places an emphasis on small-group discussion and problem-based, active learning, with a smaller percentage of class time spent in large lectures. The second year curriculum is horizontally integrated into an organ-system model among the following courses: Foundations of Clinical Medicine, Pathology/Pathophysiology, Medical Pharmacology and Medical Microbiology. As in the first year, Biostatistics and Epidemiology and Biomedical Ethics are woven into related coursework.

While immersed in the foundational sciences, all first- and second-year students have the opportunity to work directly with patients in primary care settings, mentored directly by teaching faculty. This one-on-one experience provides students with an early exposure to clinical medicine. Further, in conjunction with small group seminars on campus, students learn basic interviewing, communication skills, and physical examination techniques. As of April, 2014, students now have the opportunity to practice these core skills in our new Clinical Skills Training Center using standardized patients and simulation mannequins. The Center boasts 20 state of the art patient examination rooms and 2 large simulation training classrooms. All training areas are wired through a central learning management system, so that students and faculty can review patient encounters and improve clinical practice through deliberate reflective activities.

Beginning in July, 2014, the third-year curriculum will include the following educational requirements: Medicine/ Translational Research (8 weeks, previously 12 weeks), Surgery (8 weeks), Pediatrics (6 weeks, previously 8 weeks), Obstetrics and Gynecology (6 weeks), Psychiatry (6 weeks), Clinical Neuroscience (4 weeks), Family Medicine (6 weeks, previously 4 weeks), and an Elective block for career exploration (4 weeks total). The school’s location and large hospital network afford clinical training opportunities in demographically and clinically diverse settings. In addition to Westchester Medical Center, about one-third of the third year class trains at our affiliate hospitals in Manhattan. Another third spend at least six months training at our affiliate, St. Joseph’s Hospital, in Paterson, New Jersey.

In order to provide fourth year medical students with the best possible foundations for residency training, beginning in July, 2011, the SOM adopted the following requirements for fourth year medical students that include required clerkships in: Emergency Medicine, Radiology and Laboratory Medicine, Sub-internship (choice of Medicine/ Pediatrics/ Surgery), Critical Care (choice of Medicine/ Pediatrics/ Surgery), and a one-week Transition to Residency course. In addition, there are 16 weeks of electives rotations, which can be taken at affiliated or non-affiliated training centers. About 10 percent of students enroll in international electives each year.

With the exception of elective coursework, all major courses and clerkships are graded Honors/High Pass/Pass/Fail. Passing Step 1 and Step 2 CK and 2CS of the USMLE are all requirements for graduation.
### Detailed Course Descriptions:

#### Longitudinal Courses and Themes:

#### Foundations of Clinical Medicine (Year One and Two)

**MEDED 1101 AND 1102-5 units; MEDED 2101 AND 2102-6 units**

The Foundations of Clinical Medicine is a longitudinal course that offers students the opportunity to learn basic principles required for the practice of medicine through interactive large and small group seminars, direct patient interaction, one-on-one mentorship by practicing clinicians, and standardized patient/simulation training sessions. Topics covered in this course include medical interviewing, the screening physical examination, doctor-patient relationship, clinical reasoning, humanism and professionalism, and health promotion/disease prevention. Coursework is delivered by faculty in a variety of manners including: interactive lectures, skill-building small group sessions, clinical reasoning exercises, role-play, and directly supervised patient interaction. Beginning in April, 2014, students also have the ability to enhance clinical skills using standardized patients—trained actors playing the part of patients—and patient simulators in our new Clinical Skills Training Center. Another unique feature of this course is the direct mentorship offered to all students through a longitudinal clinical training preceptorship. Beginning in year one of training, all students are assigned to a primary care physician for the academic year.

#### Biomedical Ethics (Years One and Two)

**ETHICS 1101 AND 1102-1 unit; ETHICS 2101 AND 2102-1 unit**

New York Medical College has a comprehensive program in ethics education. Ethics begins in year one with an introduction to ethical principles, focusing on an examination of the moral bases of decision-making and self-understanding in medicine. As students mature, small group sessions review case studies with increasing complexity under the guidance of trained faculty experts.

#### Biostatistics and Epidemiology (Years One and Two)

**BIOEPI 1101-1 unit; BIOEPI 2101 AND 2102-1 unit**

This introductory course for medical students introduces students to the common vocabulary utilized in research and evidence-based practice, and teaches students how to critically appraise medical literature. Students are introduced to the concepts of measurements of frequency and association, interpreting screening tests, evaluating guidelines and evidence, explaining levels of risk to patients, conducting observational and experimental research studies as well as reviewing and evaluating medical and medical marketing literature. Emphasis is placed on clinical problem-solving and evidence-based practice. Every effort is made to directly apply the material in this course into foundational science coursework and clerkships.

#### Medical Humanities

The college is proud to offer students coursework in the Medical Humanities to help enhance a students’ ability to listen, communicate and interpret, and develop critical and reflective thinking skills. We believe that these skills are essential to the practice of medicine and help to promote the development of compassionate, sensitive caregivers. Programs in this area include: The History of Medicine Course (required for year one medical students), The Intersection of Religion in Medicine elective, a Medicine in Film Series, and a Medicine in History Series, where students travel to local museums to discuss medical artifacts and historic exhibits with clinical experts.
Foundational Science Courses:

Year One

Block One: Gross Anatomy and Embryology/ Histology and Cell Biology/ Foundations of Clinical Medicine/ Medical Ethics

Gross Anatomy & Embryology

GROSAN 1101- 10 units
Among the requisites for modern practice of medicine is a broad based knowledge of human anatomy. This course is designed to provide medical student’s with clinically oriented learning experiences to help understand structural and functional relations of organs and systems. Through large group instruction, small group discussion and experiences of a variety of diagnostic imaging platforms, the gross structure and embryology of the human is explored. Students participate in a comprehensive cadaveric dissection, in which each student participates in the dissection of an entire human body.

Histology and Cell Biology

HISTOL 1101-6 units
The course in histology allows first-year students to explore the microscopic anatomy of the human body. Lectures correlate morphology and function at the molecular, cellular, tissue and organ levels, and relate cell biology and histology to disease processes. Complementing lectures are small group interactive learning modules that allow students to explore content areas more deeply while viewing prepared slides of tissues and organs microscopically. Modules are equipped to allow students and instructors to scan a section and demonstrate pertinent details to two or four students, or to the entire group with a camera-mounted microscope connected to a monitor or LCD projector. Further demonstration of light or electron micrographs of structures related to the topics being studied can be visualized on-line and using virtual microscopy.

Block Two: Biochemistry/ Medical Physiology/ Foundations of Clinical Medicine/ Medical Ethics

Biochemistry and Molecular Biology

BIOCHEM 1101-7 units
Biochemistry involves learning about the structures and reactions of the cellular and tissue components and provides the basis for understanding physiological and pathological conditions encountered in clinical medicine. The subject matter includes the metabolism of major body constituents, enzymatic and hormonal control mechanisms, nucleic acids and protein synthesis, genetics, and nutrition. Material is taught using a combination of lecture and small group activities and includes small group review and critical analysis of relevant scientific literature.
Medical Physiology

PHYSIO 1101-7 units
Medical Physiology provides a fundamental knowledge of physiological processes and their relationships to body function and disease states. As a supplement to lectures, laboratories and conferences, small group tutorials are used to expose students to the scientific basis of physiological concepts and to foster cooperation between students and faculty. At the end of each major section of the course, clinical information is used to integrate physiological principles with medicine in special small group Clinical Correlation sessions co-taught by primary care clinicians and faculty from the department of physiology.

The History of Medicine

MEDED 1103-1 unit
As healthcare is fundamentally a social activity that takes place in the context of its time and place, this course introduces students to the history of medicine from the ancient world to modern times. The course structure and content allows students to examine the interplay of time, gender, culture, religion and science over time.

Block Three: Neuroscience/ Behavioral Science/ Foundations of Clinical Medicine/ Medical Ethics

Neurosciences

NEURSC 1101-7 units
This course presents the fundamental concepts in neurologic physiology and anatomy to students. It is taught in an interdisciplinary context by the faculty of several different departments, including faculty from the Departments of Anatomy, Physiology, Neurology, Pharmacology, Neurosurgery and Radiology. Lecturers from the clinical departments introduce topics and treatment of neural disorders. Laboratory instructions in small groups allow students to appreciate different brain regions and their functions. Small group case sessions allow students to think critically about the course material using clinical cases and questions that foster clinical reasoning and problem solving.

Behavioral Science

BEHSCI 1101-5 units
Presented concurrently with the neuroscience course, behavioral science presents a clinically-oriented overview of psychopathology, the neurophysiologic basis of human behavior, the human life cycle (incorporating prenatal development through senescence), sociocultural determinants of behavior, human sexual behavior, doctor-patient relationships, and healthcare delivery. Morning lectures cover a wide range of material in the behavioral sciences and psychiatry, and afternoons are largely devoted to clinical interactions with patients in a variety of clinical training facilities.
Year Two

Pathology/Pathophysiology

PATHMED 2101-10 units AND 2102-14 units
The year-long Pathology/Pathophysiology course for 2nd year medical students is a multi-disciplinary teaching effort coordinated by the Department of Pathology in collaboration with the Departments of Internal Medicine, Medical Genetics, Family & Community Medicine, Neurology, Surgery and Dermatology. Serving as a bridge between the basic sciences and clinical medicine, this 2 semester course, which is horizontally and vertically aligned/ integrated within the curriculum, is designed to foster (1) critical thinking in the approach to the diagnosis and treatment of disease and (2) the continued development of life-long learning skills necessary for a career in Medicine. This is accomplished through a teaching program that consists of several integrated components, including lectures, scheduled self-study periods, computer-based learning materials, and engaged or active learning experiences in intermediate and small-sized group settings.

Medical Microbiology

MICROB 2101-7 units
The medical microbiology course is designed to provide the student with insight into the fundamentals of microbiology and immunology with emphasis on their relationship to human biology and disease. Coursework is scheduled so that the topics carefully align with relevant material in both Pathology/Pathophysiology and Medical Pharmacology. The orientation of the course is toward an understanding of the biology of pathogenic microorganisms. The principles of microbial pathogenicity are therefore presented from the perspective of the agents and the several strategies they utilize to colonize successfully and to establish infection. The subjects covered are the basic properties of microorganisms, their physiology and genetics, the mode of action of antibiotic and chemotherapeutic agents at the cellular level, and the biologic and immunologic responses of the host to infections. Emphasis is placed on emerging and re-emerging diseases and global health issues. Integration of lectures, laboratory work, visual aids, self-study, group discussions and clinical correlations help students learn the concepts and techniques essential to diagnose, treat and prevent infectious disease.

Medical Pharmacology

PHARMMD 2101-3.5 units AND 2102-3.5 units
The Medical Pharmacology course stresses key principles of pharmacological science (pharmacokinetics, pharmacodynamics and toxicity) while describing the chemistry, mechanism of action, clinical uses, adverse effects, drugs of abuse and toxic agents. The primary goals are to provide future physicians with a strong foundation in pharmacological knowledge that will allow them to: obtain optimal benefit from their clinical years of instruction; build pharmacological expertise throughout their careers; and critically evaluate the merits of new and old drugs in the future.

Second Year Comprehensive Clinical Examination and Objective Structured Clinical Examination (OSCE)
All second year students are required to take and pass both a comprehensive standardized patient clinical examination and OSCE to ensure basic clinical competency for promotion into clinical clerkships. The examination affords a standardized method to assess students’ skills in both the cognitive and non-cognitive areas of medicine including patient-physician interaction, clinical reasoning, and diagnostic skills. Through the use of standardized patient checklists and digital video recordings of their encounters, students will be able to review their performances interacting with patients in order to identify strengths as well as deficiencies.
Year Three

Year three of training consists of required Clinical Clerkships in: Medicine IMED 3101 and Translational Research IDISC 6111, Surgery SURG 3101, Pediatrics PED 3101, Obstetrics and Gynecology OBGYN 3101, Psychiatry PSYC 3101, Neurology NEURO 3101, Family Medicine FMED 3101 and a new elective program (as of July, 2014). The goal of third year clerkship experiences is to provide students with opportunities to develop their skills in the evaluation and care of patients. Students are assigned by lottery system for their clerkship placements.

Prior to beginning his/her clerkships, all medical students are required to participate in a Transition to Clerkship Course MEDED 3101. This course facilitates the transition into the clinical realm with simulation-based procedural skills training, communication skills training with standardized patients, and small and large group didactic sessions to review critical concepts in Professionalism, Patient Safety, and Medical Errors.

During Clerkships, students function as members of the clinical team with attending physicians, residents, interns, nurses, and allied health professionals. Through a combination of supervised patient care, conferences, lectures, individual feedback and teaching rounds, students apply the knowledge and skills they acquired in their first and second year courses, students broaden their knowledge of the clinical manifestations of disease processes, and continue to develop their interviewing and physical examination techniques and their communication skills. They begin to assume responsibility, under supervision, for the evaluation and treatment of patients.

The rich variety of clinical sites from community hospitals and clinics, large and small urban medical centers to tertiary care trauma and transplant centers provide students with the opportunity to work with a diverse group of patients from various cultural and socioeconomic backgrounds and to further appreciate the impact of a patient’s personal social history on the physician-patient relationship and on the health behavior and health status of the patient.

Third Year Comprehensive Clinical Examination

OSCE 3101
During year three, all students are required to take a comprehensive, multi-station, standardized patient clinical examination. The purpose of this examination is to assess students’ skills in both the cognitive and non-cognitive areas of medicine including patient-physician interaction, clinical reasoning, and diagnostic skills. It also serves as marker for success on Step 2CS. Through the use of standardized patient checklists and digital video recordings of their encounters, students will be able to review their performances interacting with patients in order to identify strengths as well as deficiencies.

A passing score on this examination is required for graduation. The examination is administered prior to the fourth year to permit students with unsatisfactory performance time to remediate their deficiency. The Senior Associate Dean for Undergraduate Medical Education, in consultation with the Clinical Skills Subcommittee of the Year Three and Four Curriculum Committee, will assign remediation to students, or will refer the situation to the Promotions Committee for review. If a student fails his/her remediation, the student will be referred to the Student Academic Performance Review Committee.
Year Four

The year four educational program consists of the following required clinical experiences: a sub-internship in medicine, pediatrics or surgery (4 weeks), radiology and diagnostic medicine (4 weeks—RADIOL 4510), a critical care rotation in medicine, pediatrics or surgery (4 weeks), emergency medicine (EMED 4101) and an additional 16 weeks of electives. All students also participate in a one week transition to residency course after Match Day. Students plan their elective program with the advice of a faculty advisor and a member of the Dean’s office.

The aim of the required rotations are to provide supervised experiences at a level above that of a third-year clerk and comparable in most aspects to that of an intern, but with closer supervision and similar volume of patients. In order to provide students with the best opportunities for success during fourth year rotations, all students are also required to participate in an on-line para-curricular program, hosted at NYMC, regardless of their assigned clinical site. Students complete self-assessment exercises and create an independent learning plan under faculty guidance to identify his/her own learning goals, methods to achieve these goals, and reflect on their progress as coursework progresses.

Another unique program requirement is the Transition to Residency Course MEDED 4301. This course interactive “capstone” course facilitates the transition from medical school into specialized residency programs. Students are organized into specialty tracts and engage in simulation-based procedural skills and team training, case-based problem solving sessions, and group didactic sessions to review strategies to enhance professional development and preparedness for residency training.

VSAS

In the Spring semester of third year (February or early March), students receive their first allotment of authorizations (tokens). Students must be in good academic standing and scheduled to graduate on time. Students initially receive 30 authorizations and then receive an email from VSAS with a password and login instructions. Students may receive additional authorizations later at their request and at the discretion of the college.

Host programs start accepting applications from March or April onward. (Some programs start as late as May or June). Students must check the start for their desired institution. Each option selected by the student requires its own application. Students must complete their portion of the application including the dates for their core clinical clerkships. They must also make sure that all of the following are uploaded:

- Curriculum Vitae (CV)
- Photograph
- Health Immunization data prepared for them by Student Health Service
- Transcript uploaded for them by Registrar staff – Transcripts request made directly to the Registrar’s Office

A number of VSAS programs may require additional uploaded materials. Illustrative examples are as follows:

- Letters of Recommendation
- Narrative/Summative comments from pertinent third year clerkships
- USMLE Transcripts
- Copy of NYMC’s Malpractice Insurance Document
- Copies of various certifications as per verification field
## NYMC List of Medical Student Compliance Requirements and Frequency of Renewal

<table>
<thead>
<tr>
<th>Compliance Measure</th>
<th>Compliance Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Education</strong></td>
<td></td>
</tr>
<tr>
<td>HIPAA</td>
<td>Annually</td>
</tr>
<tr>
<td>IT Security</td>
<td>Annually</td>
</tr>
<tr>
<td>OSHA Bloodborne Pathogen/ NYS Infection Control training</td>
<td>Every 4 years certificate program</td>
</tr>
<tr>
<td>Basic Life Support (BLS) certification</td>
<td>Every 2 years</td>
</tr>
<tr>
<td>Respirator Fit testing (N-95 Particulate Respirator mask)</td>
<td>Annually at year 3</td>
</tr>
<tr>
<td>Child Abuse Registry</td>
<td>Once, prior to the start of year 3</td>
</tr>
<tr>
<td>Review of NYMC policies and procedures</td>
<td>Annually</td>
</tr>
<tr>
<td>Review/certification of NYMC Technical Standards</td>
<td>Annually</td>
</tr>
<tr>
<td>Review of OSHA and Infection Control</td>
<td>Year 3</td>
</tr>
<tr>
<td><strong>Student Health</strong></td>
<td></td>
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<tr>
<td>Annual Health Assessment Form</td>
<td>Pre-matriculation and as needed for Year 3 &amp; Year 4</td>
</tr>
<tr>
<td>Physical Exam</td>
<td>Pre-matriculation and as needed for Year 3 &amp; Year 4</td>
</tr>
<tr>
<td>Vaccinations and Titers (Hepatitis B, MMR, Varicella,</td>
<td>Pre-matriculation</td>
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<tr>
<td>Tetanus, Flu vaccination attestation; PPD)</td>
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<tr>
<td>Toxicology Screening (10 panel urinalysis: Amphetamines,</td>
<td>As needed for VSAS Year 4</td>
</tr>
<tr>
<td>Barbituates, Benzodiazepines, Cocaine metabolites,</td>
<td></td>
</tr>
<tr>
<td>Marijuana metabolites, Methadone, Methaqualone, Opiates,</td>
<td></td>
</tr>
<tr>
<td>Phencycledine, Propoxyphene)</td>
<td></td>
</tr>
<tr>
<td><strong>Training Sites</strong></td>
<td></td>
</tr>
<tr>
<td>St. Joseph’s Hospital – Urine Toxicology Screening</td>
<td>As student is assigned to the clinical site</td>
</tr>
<tr>
<td>Metropolitan Hospital – HIPAA</td>
<td>As student is assigned to the clinical site</td>
</tr>
</tbody>
</table>

## Course Directors

### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross and Developmental Anatomy</td>
<td>Matthew A. Pravetz, Ph.D.</td>
</tr>
<tr>
<td>Histology And Cell Biology</td>
<td>Kenneth Lerea, Ph.D.</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Susan Olson, Ph.D.</td>
</tr>
<tr>
<td>Physiology</td>
<td>Carl Thompson, PhD.</td>
</tr>
<tr>
<td>Behavioral Science</td>
<td>Lidia Klepacz, M.D.</td>
</tr>
<tr>
<td>Neuroscience</td>
<td>Sansar Sharma, Ph.D.</td>
</tr>
<tr>
<td>Epidemiology and Biostatistics-1</td>
<td>Fred Moy, Ph.D.</td>
</tr>
<tr>
<td>Foundations of Clinical Medicine-1</td>
<td>Ofelia Martinez, M.D., M.P.H.</td>
</tr>
<tr>
<td>History of Medicine</td>
<td>Edward C. Halperin, M.D., M.A.</td>
</tr>
<tr>
<td>Ethics-1</td>
<td>Ira Bedzow, PhD</td>
</tr>
</tbody>
</table>
### Second Year

<table>
<thead>
<tr>
<th>Subject</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Pathology Pathophysiology</td>
<td>Patrick A. Lento, M.D.</td>
</tr>
<tr>
<td>Microbiology</td>
<td>Jan Geliebter, Ph.D.</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>C. Andrew Powers, Ph.D.</td>
</tr>
<tr>
<td>Foundations of Clinical Medicine-2</td>
<td>Ofelia Martinez, M.D., M.P.H.</td>
</tr>
<tr>
<td>Ethics-2</td>
<td>Ira Bedzow, PhD</td>
</tr>
<tr>
<td>Epidemiology and Biostatistics-1</td>
<td>Fred Moy, Ph.D.</td>
</tr>
</tbody>
</table>

### Clerkships

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>Gary Stallings, M.D.</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Chrisia Noulas, M.D.</td>
</tr>
<tr>
<td>Surgery</td>
<td>Katherine Spanknebel, M.D.</td>
</tr>
<tr>
<td>Neurology</td>
<td>Robert Fekete, M.D.</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>Lori Solomon, M.D., M.P.H.</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>Gony Weiss, M.D.</td>
</tr>
<tr>
<td>Obstetrics/Gynecology</td>
<td>Ray Whitt, M.D.</td>
</tr>
</tbody>
</table>

### Year Four

<table>
<thead>
<tr>
<th>Role</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Year Four</td>
<td>Pamela Ludmer, M.D.</td>
</tr>
</tbody>
</table>

#### Sub internships:

- **Surgery**
  - Katherine Spanknebel, M.D.
- **Pediatrics**
  - Yardaena Osband, M.D.
  - Kausik Kar, M.D.
- **Medicine**

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medicine</td>
<td>David Toro, M.D.</td>
</tr>
<tr>
<td>Critical Care</td>
<td>Pamela Ludmer, M.D.</td>
</tr>
<tr>
<td>Radiology and Diagnostic Medicine</td>
<td>Susan Rachlin, M.D.</td>
</tr>
<tr>
<td>Transition to Residency</td>
<td>Gary Stallings, M.D.</td>
</tr>
</tbody>
</table>
Continuing Medical Education

Graduate School of Basic Medical Sciences

School of Health Sciences and Practice
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President

Edward C. Halperin, M.D., M.A.
Chancellor and Chief Executive Officer

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Dean, School of Medicine

Robert W. Amler, M.D., M.B.A. MMS, FAAP, FACPM
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Dean of the School of Health Sciences and Practice

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George Nestler
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Fern Juster, MD
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Randi D. Schwartz, MBA
Associate Dean, Academic Administration

Office of Undergraduate Medical Education

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Assistant Dean for Clinical Sciences

Kenneth M. Lerea, Ph.D.
Assistant Dean for Basic Sciences

Sally Schwab, Ph.D., M.S.W.
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Academic Calendars

Four Years at a Glance!
https://legacy.nymc.edu/Academics/SchoolOfMedicine/UndergraduateMedicalEducation/4YearsAtAGlance.pdf to view a typical medical student’s education across four years at our School of Medicine. Specific academic year calendars can be found below.

The calendar and schedules are subject to change and NYMC reserves the right to reschedule classes during the academic year, between 8:00 AM and 6:00 PM, as special situations warrant.
# New York Medical College School of Medicine

## Campus Holidays for 2015-2016

**Note:** (No Year 1 & 2 Classes in session; no testing the day following a religious observance)

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tish’a B’ayav</td>
<td>Sunday July 26, 2015</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday September 7, 2015</td>
</tr>
<tr>
<td>Rosh Hashanah</td>
<td>Monday &amp; Tuesday September 14 &amp; 15, 2015</td>
</tr>
<tr>
<td>Yom Kippur</td>
<td>Wednesday September 23, 2015</td>
</tr>
<tr>
<td></td>
<td><em>No Year 1 &amp; 2 classes in session after 4:00 PM on Tuesday September 22, 2015</em></td>
</tr>
<tr>
<td>Sukkot</td>
<td>Monday &amp; Tuesday September 28 &amp; 29, 2015</td>
</tr>
<tr>
<td>Shemini Atzeret</td>
<td>Monday October 5, 2015</td>
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<tr>
<td>Simchat Torah</td>
<td>Tuesday October 6, 2015</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday through Sunday November 26, 2015 – November 29, 2015</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>Saturday December 19, 2015 through Sunday January 3, 2016 (all inclusive)</td>
</tr>
<tr>
<td>Martin Luther King</td>
<td>Monday January 18, 2016</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Monday February 15, 2016</td>
</tr>
<tr>
<td>Spring Recess</td>
<td>Saturday March 5, 2016 through Sunday March 13, 2016</td>
</tr>
<tr>
<td>Purim</td>
<td>Thursday March 24; (no examinations)</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday March 25, 2016</td>
</tr>
<tr>
<td>Passover (1 &amp; 2)</td>
<td>Saturday &amp; Sunday April 23 &amp; 24, 2016</td>
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<tr>
<td>Passover (7 &amp; 8)</td>
<td>Friday &amp; Saturday April 29 &amp; 30, 2016</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday May 30, 2016</td>
</tr>
<tr>
<td>Shavout</td>
<td>Sunday &amp; Monday June 12 &amp; 13, 2016</td>
</tr>
</tbody>
</table>

Holidays during the clinical program are determined by the hospital team and clerkship director. Except for the Thanksgiving Day Holiday Break (Thursday-Sunday), students will follow the schedules of his/her clinical team and NOT the Campus Holiday Schedule which applies only to years one and two.
ACADEMIC POLICIES

Academic Requirements for Advancement and Graduation

New York Medical College strives to graduate professionals of high moral character who are knowledgeable, skillful, compassionate, and caring. The policies that follow are in place to support this objective, being mindful that graduates with a Doctor of Medicine degree who achieve licensure will have the prerogative to provide patient care in the future.

Qualifications for Academic Advancement

The student evaluation for advancement involves both objective criteria and subjective judgments. To be considered for advancement, candidates must have satisfactorily completed all required Medical College coursework; must demonstrate motivation, maturity, stability, sound judgment, a sense of responsibility, and good moral character; must evidence cognitive, motor and organizational skills, sensory perception, ability to synthesize and apply knowledge; and possess such other attributes as the faculty deems to be essential to become a reliable and effective physician. Guidelines for promotion, graduation and dismissal are designed to permit both flexibility and consistency.

The faculty and administrators assigned the responsibility to make decisions regarding academic standing, promotion, remediation, and dismissal are charged to globally evaluate individual student performance and use their judgment in making decisions.

Promotion and Graduation

The curriculum of New York Medical College is divided into four successive academic years, each year building on the subject material of the preceding year. At the end of each course, each student's performance is evaluated and recorded. A student's final course grade (H, HP, P, F, S or U) is determined by the concerned faculty after evaluation of the student's performance in all aspects of the coursework, including achievement of course and college objectives/competencies in all domains (for example, knowledge, skills, attitudes, and behaviors). Criteria for assigning grades are established by the faculty responsible for the course according to parameters recommended to the Dean by the Executive Curriculum Committee.

Advancement

A student who at the end of an academic year has successfully completed all courses without deficiency, who has demonstrated the professional attitudes and values expected of physicians, and who is otherwise in good academic standing will be promoted to the next year of study or recommended for graduation. Students may be conditionally enrolled in a subsequent year of the program pending receipt of requirements for advancement, such as score reports for USMLE or grade reports in courses or clerkships that end immediately prior to the next academic year.
USMLE Examination Requirements and Policies

To advance from year 2 to year 3, in addition to successful completion of all courses, the student must take and pass USMLE Step 1. The Step 1 examination must be taken no later than 2 weeks prior to the beginning of the 3rd year. If the student fails to achieve a passing score for the Step 1 examination, the student will be removed from clerkship education and will retake the examination. The student may be permitted to complete the clerkship that the student has started at the discretion of the Senior Associate Dean for Student Affairs and the Vice Dean for Medical Education. After re-taking the Step 1 Examination, a student may conditionally re-enroll in clerkship education pending receipt of the score if the student’s initial score on the examination was not more than 4 points lower than the passing score. Otherwise, a pass score must be recorded to advance to year 3 and enroll in clerkship education.

A passing score on the USMLE Step 2 CK and CS examinations is required for graduation.

The CK and CS examinations must be taken prior to the beginning of November of the senior year. Failure to register passing scores on both exams prior to certification for the NRMP match may require NYMC to remove the names of such candidates. Exceptions to this policy will be made by the Senior Associate Dean for Student Affairs. (The policy requiring a pass score on the CS exam as a condition of graduation becomes effective for the spring 2012 graduation.)

USMLE Step 1 should not be attempted prior to completion of the second year curriculum. USMLE Step 2 CK and Step 2 CS should not be attempted prior to completion of the third year curriculum.

NYMC will certify students to sit for each USMLE examination no more than 3 times. Three failures on USMLE Step 1, Step 2 CS, or Step 2 CK will result in dismissal from the College.

In addition to the USMLE Exams, a passing score on the Comprehensive Clinical Exam is required for graduation.

The Comprehensive Clinical Examination

In the spring of the third curriculum year, all students are required to take a comprehensive clinical examination utilizing standardized patients. The purpose of this examination is to assess students' skills, not only in the cognitive areas of medicine but also in the area of patient-physician interaction. Through the use of a standardized patient exercise, students will be able to review their performances interacting with patients in order to identify strengths as well as deficiencies. Problem solving and diagnostic skills will also be assessed.

A passing score on this examination is required for graduation. The examination is administered prior to the fourth year to permit students with unsatisfactory performance time to remediate their deficiency. The Associate Dean for Undergraduate Medical Education will assign remediation to students, or will refer the situation to the third- and fourth-year Promotions Committee. If a student fails the remediation, the student will be referred to the Student Academic Performance Review Committee.
**Attendance at Examinations**

Attendance at all examinations in all courses is mandatory. Any student who fails to take an examination will be graded zero for the exam unless written notice is given by the student to the course director before examination with timely documentation, satisfactory to the College, to substantiate the reason for the absence.

**Academic Difficulty and Activities**

Students having academic difficulty of any sort, including deficiency in a single course, should not participate in dual-degree programs, extracurricular activities that require a significant amount of time expenditure, or gainful employment without discussing the matter with the Dean of Students and obtaining approval for such activities.

**Course and Clerkship Grading Policy**

**Grading Policies: First and Second Year Courses**

Criteria for assigning grades are established by the faculty responsible for the course according to parameters recommended to the Dean by the Executive Curriculum Committee.

Guidelines for grading are reviewed periodically and as for all academic policies are subject to change.

As of June 2010, the following guidelines are applicable:

- In the basic science courses, the percent of students receiving Honors or High Pass grades should not exceed 30%.
- A student who fails one or more courses will be referred to the First and Second Year Student Academic Performance Review Committee.

**Use of the “R” Grade in Year One and Two:**

As of February, 2011, the ECC approved the use of the “R” Grade in Year 1 and 2 for a student who has an overall passing grade in a course in the first and second year program but who fails a single examination element on which a separate defined passing grade is required (e.g. NBME Subject Examination or OSCE), a grade of “R” may be issued temporarily with the following provisions:

- A specific remedial examination is defined
- If remediation is ultimately passed, a “P” grade is issued.
- The highest final grade that may be assigned to the student is a “P.”
• An “R” grade must be converted to another grade (pass or fail) prior to the start of the subsequent academic year. If not otherwise converted within 12 months, it will automatically be changed to a grade of “fail” for the course.
• No more than 2 “R” grades can be issued per academic year. Three or more R grades per academic year result in all “R” grades being converted to an “F”.
• All “R” grades must be changed to “P” before a student can be promoted to the next academic year.
• A student may be “conditionally” enrolled in courses in the subsequent academic year if approved by the Associate Dean for Student Affairs.
• “R” grades (even after changed to P) may be considered a “deficiency” for purposes of the Student Academic Performance Review Committee.

Grading Policies: Third-Year Clerkships

Criteria for assigning grades are established by the faculty responsible for the clerkship according to parameters recommended to the Dean by the Executive Curriculum Committee.

Guidelines for grading are reviewed periodically and as for all academic policies are subject to change.

As of June 2010, the following guidelines are applicable:

• The distribution of grades shall be approximately: Honors – up to 25%, High Pass – up to 40%, Pass – 35% or more.

• A grade of “Fail” (F) on the clinical component of any clerkship will result in an automatic clerkship grade of “F”, regardless of how the overall clerkship grade is determined.

• A student who fails one or more clerkships will be referred to the Third and Fourth Year Student Academic Performance Review Committee.

NYMC clerkship use of NBME subject examinations

The NBME subject exam will be used in every third year clerkship and will count 25% of the final grade.

• The pass standard for each clerkship will be set at the 10th percentile, using the latest score table provided with the first score report of each academic year.

• The first quarter standard will be used for the first quarter, and the “total year” standard will be used for the balance of the year.

• In order to achieve a final grade of high pass, the student must score at least at the 40th percentile and have an overall clerkship performance in the high pass range.

• In order to achieve a final clerkship grade of honors grade, the student must score at least at the 65th percentile and have an overall clerkship performance in the honors range.

• When NBME Subject Examination results are received, students will be notified as soon as possible of performance that does not meet the pass standard.
Repeating Clerkships:

- If a student is required to repeat a clerkship in its entirety because of academic deficiency, the student is eligible to earn any grade in that clerkship. Recognition of the prior unsatisfactory performance will be noted on the official school transcript and in the dean’s letter (MSPE).
- Failing to achieve a passing grade on a repeat clerkship (including performance on the NBME Subject Examination) will result in referral to the Year Three and Four Promotions Committee, and will typically result in dismissal from the School of Medicine.

Use of the “R” Grade in Year 3:

As of February, 2011, the ECC approved the use of the “R” Grade in Year 3.

- A student who passes all elements of a clinical clerkship except one of the final examinations (NBME Subject Examination or OSCE) may be issued an “R” grade for the clerkship and re-take the Examinations at a designated testing time at the beginning of the 4th year of medical school.
- The “R” grade must be converted to another grade (pass or fail) prior to the start of the subsequent academic year. If not otherwise converted within 12 months, it will be changed to an “F.”
- No more than 2 “R” grades can be issued per academic year. Three or more “R” grades per academic year result in all “R” grades being converted to an “F” and the student will be referred to the Third and Fourth Year Academic Performance Review Committee where the entirety of the student record will be reviewed. Usual options available to the Committee in this case will be requirement to repeat the entire academic year or dismissal from the School of Medicine.
- In the case of failed NBME Subject Examinations, no more than 2 NBME Subject Examinations may be repeated at the beginning of the 4th year on designated test dates.
- If the repeated examination is passed, the student receives a “P,” otherwise the student receives an “F.”
- The highest grade that may be assigned to a student in this process is a “P.”
- With approval, a student may be conditionally enrolled in 4th year electives pending the results of examinations. However, such enrollment shall not be constituted as promotion to the 4th academic year.
- “R” grades (even after changed to “P”) may be considered a “deficiency” for purposes of the Academic Performance Review Committee.

Grading Policies: Fourth-Year Courses:

- Criteria for assigning grades are established by the faculty responsible for the course according to parameters recommended to the Dean by the Executive Curriculum Committee.
- A student who fails one or more clerkships will be referred to the Third and Fourth Year Student Academic Performance Review Committee.
- Guidelines for grading are reviewed periodically and as for all academic policies are subject to change.

General Guidelines for the Management of Academic Deficiencies
Guidelines are meant to provide a framework for consistent action by the committees. The professional judgment of the faculty committee may, as an exception, supersede the guideline.

Course Deficiencies:

- **One Deficiency**: A student who has one deficiency will be required to remediate the deficiency prior to promotion to the next academic year. The faculty responsible for reporting the deficient grade will make a recommendation as to how the student will make up the deficiency. The plan may include, but is not limited to, additional study time and make-up examination, repeating all or part of the course, or repeating the academic year. The recommendation of the course faculty is submitted to the appropriate committee for action. If the initial remediation was not repeat of the entire course, and was unsuccessful, the Committee may dismiss the student or may offer subsequent remediation. If offered, further remediation must include repeating the course. Failure to pass the course the second time will result in dismissal.
- **Two or more deficiencies in an academic year**: A student who has more than one deficiency in an academic year may be subject to dismissal, or may be required to repeat the year (or part of the year).
- **Multiple deficiencies during the MD Program**: A student who has more than one deficiency in the entirety of the program will be reviewed by the committee for overall academic performance, and may be subject to further action, including dismissal.

Grade Appeal Policy:

- A student may appeal a course/ clerkship final grade within ten working days of receipt of the final course/ clerkship grade.
- The first appeal is to the course/ clerkship director who will review the concern and make a final decision within one week of the request. This appeal must be made in writing and contain a concise written statement about the basis of the appeal. The student will be notified in writing of the decision of the course/ clerkship director within ten working days of the initial appeal.
- The student may choose to escalate the appeal if not satisfied with the initial decision of the course/ clerkship director, to the Chair of the Academic Department, who will review the decision within one week of receiving this appeal. In the case of non-departmental courses, the appeal should be made to the Associate Dean for Medical Education.
- If the concern is not reconciled after this process, the student may bring the concern to the Associate Dean of Undergraduate Medical Education. The Associate Dean may choose to decide the case personally, or may appoint an ad hoc committee to advise him/ her within 3 weeks of the appeal. The Associate Dean and/ or the ad hoc committee shall have the authority to investigate the matter fully and request material from the student and instructor. The committee will proceed from the presumption that the course/ clerkship grade was justified; the burden of proof shall lie with the student. If the Associate Dean finds that the original grade was issued in error, the grade will be changed. (If the prior step of the appeal was already to the Associate Dean of Undergraduate Medical Education, this step of the appeal is to the Vice Dean of Medical Education.)
- The final decision of the Associate Dean for Medical Education may not be appealed any further by the student.
Student Academic Performance Review Committee (SAPRC)

The Student Academic Performance Review Committee (SAPRC) and its five reporting committees shall review the academic, clinical, and professional performance of medical students. These committees shall recommend to the dean appropriate action to be taken for each student including but not limited to advancement to the next year, graduation, remediation, dismissal, or readmission. Appointed by the dean, the five reporting committees of the SAPRC are:

- Year 1 Promotions Committee
- Year 2 Promotions Committee
- Year 3 and 4 Promotions Committee
- Professional Integrity Committee
- Decelerated Curriculum, Leave of Absence, and Readmission Committee.

The SAPRC shall:

- receive and approve reports from each reporting committee
- receive recommendations regarding students who have had greater than one deficiency in their academic record and approve or modify those recommendations
- deliberate about all recommendations requiring the repeat of an academic year or dismissal from the College
- deliberate about recommendations regarding students who fail any component of the USMLE
- serve as the first appeal panel for decisions appealed by students.

The Committees will consider each student individually in the context of quality of performance, achievement of required competencies, completion of the requirements of the program of study, and professional attitudes, behaviors and values expected of a physician. Each faculty committee will make a professional judgment regarding the students, and has latitude to make exceptions to guidelines for exceptional situations. The Committees (except the Professional Integrity Committee) meet at least annually and during the course of an academic year, all students are periodically reviewed.
The committees make recommendations in the following areas:

• Promotion of students
• Certification for graduation
• Placement on leave of absence (LOA) for academic reasons
• Readiness for return from LOA
• Disciplinary action for unethical or non-professional behavior
• Remediation of academic deficiencies including formulation of the remedial strategy
• Dismissal
• Readmission
• Other recommendations as called upon by the Dean.

In considering the advancement, promotion, graduation, or remediation of an individual student, the Committees have latitude to fully evaluate the totality of the educational performance and make decisions in the best interest of the student’s education, NYMC, and the public. The Committee may require remediation of students who pass all courses, but do so marginally. If a student fails to pass a course in the educational program, the Committee will review performance in all courses and may require a student to repeat any or all courses in an academic year, even those that have been previously passed. When repeating courses, the student must achieve a passing grade.

Management of Academic Deficiencies

General Guidelines for the Management of Academic Deficiencies

Guidelines are meant to provide a framework for consistent action by the committees. The professional judgment of the faculty committee may, as an exception, supersede the guideline.

Course Deficiencies:
One Deficiency: A student who has one deficiency will be required to remediate the deficiency prior to promotion to the next academic year. The faculty responsible for reporting the deficient grade will make a recommendation as to how the student will make up the deficiency. The plan may include, but is not limited to, additional study time and make-up examination, repeating all or part of the course, or repeating the academic year. The recommendation of the course faculty is submitted to the appropriate committee for action. If the initial remediation was not repeat of the entire course, and was unsuccessful, the Committee may dismiss the student or may offer subsequent remediation. If offered, further remediation must include repeating the course. Failure to pass the course the second time will result in dismissal.

Two or more deficiencies in an academic year: A student who has more than one deficiency in an academic year may be subject to dismissal, or may be required to repeat the year (or part of the year).

Multiple deficiencies during the MD Program: A student who has more than one deficiency in the entirety of the program will be reviewed by the committee for overall academic performance, and may be subject to further action, including dismissal.
Academic Dismissal and Appeals Policies

Referrals

The committees may require various types of referrals, including medical and psychiatric evaluation, and may require written reports to be submitted directly to the committee or to the Senior Associate Dean for Student Affairs. If a student refuses to undergo required evaluations or referrals, the student may be subject to dismissal.

Dismissal

If a student’s academic performance does not meet the institutional requirement for continued enrollment, the student is subject to dismissal. As examples, if a student has more than one failing grade at any time, fails a course for the second time, or fails to meet the requirements of remediation, the student is subject to dismissal. If a student demonstrates behavior that is inconsistent with the standards of professional values and behaviors expected of physicians, the student is subject to dismissal. A student whose performance, though passing, is borderline or marginal in several courses will be subject to dismissal if the SAPRC determines that the student does not meet the competency standards of the College. Similarly, a student whose performance, though passing, consists of a record of multiple deficiencies or failures with subsequent remediation, is subject to dismissal.

A student will be sponsored by the College to take USMLE Step 1, 2 CK, or 2 CS for a maximum of 3 times each. Following a 3rd failure, the student is subject to dismissal.

Appeal

A student may appeal a decision of dismissal or a requirement to repeat a year. The first appeal is to the SAPRC. A student may appeal a decision of the SAPRC to the dean of the School of Medicine. The Dean may choose to decide the case personally, or may appoint an ad-hoc committee to advise him. The decision of the dean is final and may not be appealed further.

In order to appeal, the student must submitting a written notification to the College’s Office of Student Affairs within five business days of the written notification of the decision, together with a concise written statement of the basis for appeal. The student shall be duly notified of the date, time and place of the Committee meeting to consider the appeal, before which the student shall have the right to appear. The student may ask a member of the full-time faculty to join him/her for the part of the meeting when the student is present. The faculty member is not present to speak, but rather to be supportive of the student. Legal representation is not permitted at the meeting. In the event that the student fails to attend the meeting without cause, the Committee shall proceed in his/her absence. The student shall be notified, in writing, of the decision of the Committee within ten business days after completion of the meeting.

If the appeal is not successful, the student may appeal the decision to the Dean. The Dean may choose to decide the case directly, or appoint an ad-hoc committee to advise him. The decision of the dean is final and may not be appealed further.
Such appeal must be filed by the student, in writing, with the College's Office of Student Affairs, within five business days of his/her notification of the first appeal decision. Written notice of the final decision of the Dean shall be forwarded to the student within 30 days after the date of the student’s request for second appeal.

**Tuition Charges for Remediation**

When a student is required to repeat a segment of the academic program, the student is required to pay tuition and fees for that segment of the curriculum. No tuition refund will be made if a student is dismissed from New York Medical College. In such cases, tuition for the entire academic year is payable in full.

Fees are not refundable.

**Time Limitations for Completing Portions of the Curriculum**

I. **POLICY**

It is the policy of NYMC-SOM that a student must be academically eligible to receive the MD degree at the regular spring commencement exercises during the 6th academic year following initial registration. Students must successfully complete all first and second year course work in no more than 3 years before proceeding to the third year, and all third and fourth year course work in no more than 3 years in order to be permitted to graduate. Exceptions to the time limitations may be made for students who are enrolled in dual degree programs (such as the MD/PhD program) and who have not had academic difficulties and students who are placed on a leave of absence for reasons such as illness or other extenuating circumstances. All exceptions to this policy are granted by the Student Academic Performance Review Committee.

II. **PURPOSE:**

To provide a time-based framework for decisions about student advancement and promotion to guide decisions of the Student Promotions Committee of the NYMC-SOM.

III. **SCOPE**

- Medical Students
- Faculty SOM and Clinical Affiliated Programs

IV. **DEFINITIONS**

- NIA

V. **POLICY AUTHOR(S)**

- Office of Medical Education and related Academic Deans
- Office of Student Affairs and related Academic Deans
VI. RELATED POLICIES

- Academic Requirements for Advancement and Graduation in the NYMC SOM
- Course and Clerkship Grading Policy for the NYMC SOM
- Grade Appeal Policy for the NYMC SOM
- Academic Dismissal and Appeals Policies of the NYMC SOM
- USMLE Examination and Clinical Competency Examination Requirements and Policies
- Course and Clerkship Grading Policy

VII. PROCEDURE(S)

- N/A

VIII. REFERENCES

- LCME Standard 9.9: Single Standard for Promotion I Graduation and Appeal Process: A medical school ensures that the medical education program has a single standard for the promotion and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to promotion, graduation, or dismissal.
- LCME Standard 10.3: Policies and procedures for the selection, assessment, advancement, graduation, and dismissal of medical students, and the policies and procedures for disciplinary action.
- NYMC SOM Student Bulletin

IX. TYPE OF POLICY

- Education and Curriculum
- Student Affairs

X. APPROVALS

- Education and Curriculum Committee (ECC)

XI. POLICY MANAGEMENT

Responsible Executive: Dean of the School of Medicine
Responsible Officer: Senior Associate Dean for Medical Education
Responsible Office: Office of Undergraduate Medical Education
Changes in Policies

New York Medical College reserves the right to change policies and procedures at any time and without prior notice. Errors and omissions in published documents (written or electronic) may be corrected at any time.

Exceptions

Exceptions may be made to academic policies for extenuating circumstances at the discretion of the Vice Dean for Medical Education.

Student Code of Academic Integrity and Professionalism

Academic integrity is essential in any educational endeavor and it is expected at all times from both students and faculty. By accepting admission to medical school, a student commits to the ideals, ethics and conduct of the profession of medicine. Among other things, these include a commitment to put the interests of patients before one's own interests, to recognize and accept limitations in one's knowledge and skills, and to continually work to improve these through lifelong learning. Honesty, integrity and respect in all interactions with colleagues and teachers, as well as with patients and their families are additional essential professional attributes.
OFFICE OF UNDERGRADUATE MEDICAL EDUCATION

New York Medical College continues to be a leader in providing opportunities for students to learn in primary care settings and in guiding students in considering careers in the generalist disciplines: general internal medicine, family medicine, general pediatrics, and medicine-pediatrics. The College was one of the first to provide first- and second-year experiences in community-based primary care settings where students work one-on-one with generalist preceptors to learn the core skills of clinical medicine, including communication skills, history-taking and physical diagnosis.

The educational objectives and key competencies of the College reflect the central importance of attaining generalist competencies that are the foundational clinical knowledge and skills required of all students regardless of their ultimate career choice.

Office of Undergraduate Medical Education
New York Medical College
Office of UME-Administration Bldg
40 Sunshine Cottage Road
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Course Director, Year Four Curriculum

Marissa Casale-Barcello
Administrator, Education Program Coordinator

Ms. Patricia Thornton
Administrative Coordinator
Graduate Medical Education (GME) prepares medical school graduates for practice in a medical specialty or subspecialty. With approximately 900 residents and fellows in 70 programs, New York Medical College boasts the second-largest GME consortium of teaching hospitals in the country. NYMC GME programs provide experienced, board certified faculty, clinical experience; and academic support and resources required to train residents to become competent, board certified physicians in their specialty.

Richard McCarrick, M.D.
Designated Institutional Official (DIO)
Vice Dean for Graduate Medical Education and Affiliations

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Institutional Administrator
Office of the Vice Dean

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ATHLETIC FACILITIES

Dr. Edward F. and Mrs. Anna M. Asprinio Fitness Center

NYMC is proud to announce the celebratory ribbon cutting of the newest wellness resource, the Dr. Edward F. and Mrs. Anna M. Asprinio Fitness Center. It is located on the ground floor of 19 Skyline Drive and is open daily from 6:00 a.m. to midnight. The fitness center offers a variety of cardio equipment, free weights, weight machines, and a studio for classes as well as full service locker rooms.

The Fitness Center is open to all NYMC students, faculty and staff and an NYMC ID card is required to access the facility. A building security guard is on duty from 8:30 a.m. to 5:30 p.m. each weekday and both the building and fitness center are video monitored by security 24/7.

The Nicholas and Liberta Testa Fitness Center

The original fitness center at NYMC consists of two rooms, one containing the cardiovascular equipment (Stairmasters, treadmills and stationary bicycles) and the other containing weight-training equipment (Nautilus and Universal machines, punching bag and free weights). Students who do not reside on campus may obtain access to the recreational facilities through the NYMC Security Department, 594-4226. This facility is for the use of students only.

Additional Facilities
In addition, many students gather for informal sports competitions in the field behind the Alumni Center. Basketball courts, lighted for evening play, are located behind the Basic Sciences Building.

INTERNATIONAL STUDENT AND SCHOLAR ADVISOR

The Office of International Students and Scholars is located in Room A23 in the Administration corridor of the Basic Sciences Building.

Elizabeth Ward
International Student and Scholar Advisor
Basic Sciences Building, Room A23
Valhalla, NY 10595
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STUDENT ACTIVITIES AND STUDENT GOVERNMENT

Student Activities
The College provides opportunities for its students to participate in a wide range of academic, cultural, social and athletic activities. The student, faculty and staff publication, In Touch, contains announcements of upcoming activities and other news of importance to all members of the College community.

Alpha Omega Alpha, the national honor medical society, maintains a chapter at the College. Election to membership, which is based on scholarship, is one of the highest honors a medical student may achieve.

There is a campus chapter of the American Medical Student Association (AMSA) which holds national and regional conventions attended by student representatives. At these conventions, subjects such as medical school curricula, the medical College Admissions Test (MCAT), United States Medical Licensing Examinations and national health legislation are considered. Students are also actively involved in the Organization of Student Representatives of the Association of American Medical Colleges and in the Student National Medical Association, which deal with similar issues. Other traditional student activities range from the lighthearted to the serious, and include production of the annual Follies and sponsoring NYMedTalks. For a complete listing of student groups click here.

Student Government
The Student Senate plays an important role in the College community. The Senate focuses on the problems and needs of the student body and works to bring about constructive change. Composed of five elected representatives from each class, the organization meets every month. An independent treasury derived from the student activities fee enables the Senate to sponsor social events, lectures and intramural sports. The Senate also provides funds to support the formation of professional interest groups with the expectation they will become self sufficient. The treasury pays expenses for student representatives to attend national and state conventions.

The Student Senate publishes the yearbook. Student representatives serve on seven standing College committees and six other organizations of the College. Subcommittees and ad hoc groups of the Senate have been active in the following areas: curriculum, professional conduct code, course evaluation, financial aid, and IT services. A student representative to the Alumni Association, chosen by the Senate, attends the monthly meetings of the Alumni Board of Governors and reports back to the student body.

Recreation
The Student Senate develops a social calendar at the beginning of the year to which each class adds other events as they are planned. These include parties, dances, picnics, happy hours and an annual event designed to raise money for student financial aid. A range of cultural and entertainment activities are close at hand for students in Westchester County. History buffs will find a wealth of historic sites and restorations to explore. A basketball court on the campus is available to students, as are nearby facilities for basketball, football, softball, swimming, golf, skating, hockey and tennis. Trails for downhill and cross country skiing, horseback riding, bike riding and hiking are within a short drive of the campus. In addition, all the opportunities for entertainment that New York City offers are within easy reach.
**Anti-Hazing Rule**

New York Medical College expressly prohibits any action or situation that recklessly or intentionally endangers mental or physical health of any student or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Any group that authorizes such conduct may suffer rescission of permission to operate on campus property.

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**STUDENT CLUBS AND ORGANIZATIONS**

**Student Clubs and Organizations (last update 2014)**

**American Medical Association (AMA)**

As the largest organization of physicians in America, the AMA offers what other groups cannot:

- Be informed on policy issues that affect you as a student and as you begin to practice
- Propose changes or new resolutions to AMA policy to be adopted on a national scale
- Participate in several NYMC service projects such as elementary school nutritional education, domestic violence lectures, and the NYMC Student-Run Health Fair
- Become involved as an officer on a state, regional, and national level
- Attend conferences with distinguished speakers (such as President Obama) and make connections with other medical students and physicians across America.

The AMA is more than just a club, it’s a professional organization that will benefit you throughout your career as a physician. Visit [https://www.mssny.org/apps/studentapplication/studentapp1.cfm](https://www.mssny.org/apps/studentapplication/studentapp1.cfm) to register or for more info.

**American Medical Student Association (AMSA)**

AMSA is the nation’s oldest and largest independent medical student association. AMSA advocates for the interest and well-being of patients, medical students, and residents. AMSA’s current strategic priorities are: advocating for quality, affordable health care for all; global health equality; enriching medicine through diversity; and professional integrity, diversity and student well being. As a member, you can get involved in many ways, both locally and nationally. At NYMC, AMSA hosts events to raise money for local charities, brings speakers to campus and this year we will create a venue for NYMC students to share their experiences with alternative medicines.

**American Medical Women’s Association (AMWA)**

AMWA is an organization which functions at the local, national, and international level to advance women in medicine and improve women’s health. The AMWA chapter at NYMC is responsible for several popular events on campus that promote this mission. Families in Medicine, held in November, is a panel composed of physicians who discuss balancing the demands of a medical career with having a family. Some of our other events include the annual performance of the Vagina Monologues, all of the 1st and 2nd year used book-sales, and the Gender Equity Faculty Award. All of our proceeds are donated to a women’s charity of our choice. This year, we will be looking to add two 1st-year students to our executive board to serve as 1st year representatives, and to take over for our board for the following year. In addition, this year we will also be encouraging more participation from the general club members as well in helping to run our events and coming up with fresh ideas for new ones.
American Physician Scientists Association
The American Physician Scientists Association (APSA) is a national organization dedicated to career development, networking, and support of physician-scientists in training. The regional branch of APSA at New York Medical College is interested in gathering medical students who share an interest in basic, clinical, or translational biomedical research. As a club, we organize events such as travel to the New York regional and Chicago national APSA forums, which deliver mentoring and networking opportunities across the entire career spectrum of the physician-scientist career pathway as well as offering career development sessions and panels. Locally, we organize formal and informal talks presented by faculty speakers from NYMC actively involved in both clinical and research work as well as physician-scientists and guest speakers from the area. Please join our club or mailing list in order to stay up-to-date on upcoming events.

Anesthesiology Club
The NYMC Anesthesia Interest Group is for students interested in anesthesiology and its subspecialties. Our mission is to provide medical students with exposure to anesthesiology through opportunities in mentorship, education, hands-on experience, and exploration of career opportunities. Students in any year of medical school are welcome to join! If you have any questions or would like to become involved in the group, please contact us at nymcaig@gmail.com.

Art Club
The mission of the Art & Photography Club is to provide the NYMC community with an opportunity to make and share artwork or photography. Through collaborative efforts among students and faculty, we want to inspire creativity and explore the meaningful role that the visual arts can have in medicine.

Arrhythmias
The Arrhythmias is a co-ed a cappella group founded, organized, and composed entirely of medical students. We were founded in 1993, and continue to be one of the most active groups on campus. The group typically consists of about 16 singers, and performs music from various genres specifically arranged for a cappella. We perform at numerous events throughout the year, including the White Coat Ceremony, the Cultural Show, and various charitable performances. The group typically meets once a week for 1-2 hours.

Asian Pacific American Medical Student Association (APAMSA)
The Asian Pacific American Medical Student Association at New York Medical College is dedicated to raising awareness of our rich, multifaceted heritage and the health problems and diseases that plague our communities. Our upcoming events this year include:

- APAMSA Culture Show: each year hundreds of students, faculty, and guests attend our largest event of the year to watch YOU, our talented student body, showcasing everything from cultural acts, skits, comedy videos
- Multiple Hepatitis B screenings and Bone marrow drives to raise awareness in the API community
- Mentoring program with middle school/high school age kids
- Diversity Day: day long cultural exploration and workshops and much, much more! Come out and get involved!
**Big sib/lil sib Program**
The primary role of the big sib/lil sib program is to pair up newly admitted first-year students with second-year mentors to help with the transition to medical school and acclimation to the NYMC campus. During the first few weeks of the new school year, we host a mixer where big and lil sibs can meet and get to know each other.

**Board Game Club**
Board Game Club strives to bring some much needed joy and happiness to the student body of NYMC. Our goal is to acquire games (not necessarily limited to the board variety) and have them in an easily accessible place such as the student lounge. Also to set up monthly organized game nights where larger groups can come together and play. This will give students an opportunity to meet and connect with their peers and have a good time. With these we hope to foster a happier, and dare I say healthier, community at the NYMC.

**Cancer Awareness**
The Cancer Education and Awareness Program (CEAP) is a student-run educational program dedicated to optimizing tobacco awareness in local middle schools and high schools. This program has been giving presentations to local science and health classes for the last three years. The presentations approach lung cancer and tobacco use from a biological standpoint, giving medical students the unique opportunity to educate local students about the biological and chemical basis of lung cancer and cigarette smoking. Our goals are also to encourage students to assess their behavior, and to empower them to share what they have learned with family and peers. As part of the program, students may also voluntarily complete our study. The study, in the form of a pre and post presentation questionnaire, is meant to assess the students’ responsiveness to this type of presentation and to determine our effectiveness in accomplishing our aims. It is our hope that we are significantly improving students’ knowledge related to tobacco use and negative health outcomes.

**Cardiology Club of NYMC**
The Cardiology Club of New York Medical College will serve as a portal through which students may explore the field of cardiology as a clinical specialization and as a discipline of biomedical research. The primary objectives of the Cardiology Club will be to foster interest in and inform students about the promises and challenges of the field of cardiology. It will also provide its members with educational and community service opportunities in a fashion related to the field of cardiology. These opportunities will take the form of seminars emphasizing career strategies, lectures in current topics in cardiology, and patient/community education events to inform the community about preventative strategies.

**Christian Medical & Dental Associations (CMDA)**
CMDA is an organization that provides resources, networking opportunities and support to Christian healthcare professionals and students. Since 1931, CMDA has worked to provide an environment that enables individuals in healthcare to express and enjoy their faith and promote a balance of religion and career. At NYMC, students are encouraged to come to CMDA to have an avenue to express themselves as Christians and to have support and encouragement for the harsh realities of life as a medical student. One of our main objectives is building friendships where people are comfortable around each other. We welcome those who are just curious about faith and religion and want to know more. We hold weekly meetings where we sing songs of worship, pray, have testimonies, hold bible studies and just have a good time in each other’s companies. We also participate in an annual student conference where CMDA students from across the region meet for a fun-filled weekend to share and worship together, we hold holiday parties, and participate in so many more activities.
**Climbing Club**
Our goal is to introduce NYMC students to rock climbing, create an environment where students can exercise together, motivate each other, find climbing partners, and foster a supportive community of people with shared interests. Club activities center largely on weekly small group climbing trips at The Cliffs in Valhalla climbing gym. There are planned Climb and Pizza nights to reunite club membership for large group climbing sessions. The first climbing day will be open to people who have not yet bought gym membership and will be invited on availability of limited personal guest passes and funding for equipment rentals. Other events include Reel Rock Tour Film festival, which is an event that brings together the climbing community in the metropolitan area and educates members on climbing and like experiences. We also intend to have a guided outdoor climbing trip at Alpine Endeavors in the Adirondacks, and smaller outdoor trips to the Shawangunk Ridge, NY.

**Clinical Nutrition Club**
The mission of the Clinical Nutrition Club is to raise awareness about the importance of nutrition in treating patients, seek out volunteer related educational opportunities at local schools, stay updated on current nutrition research and trends, develop resources for our student body such as cooking demonstrations, and provide opportunities for professional training in nutrition through mentorship and shadowing.

**Community Health Fair**
Come and sign-up to volunteer for the Community Health Fair in October! We're looking for anyone who'd be interested in getting involved as organizers and/or volunteers. The fair includes a health screen, a patient education section, fun activities for kids and more. This isn't a club, but rather an event put on by the student body as a way for us to give back to the local community. You don't have to have an MD after your name to make a difference. We'll have a signup sheet at the Club Fair with more information!

**Cycling Club**
Leave the books behind and join us for a ride. Some short and slow, some long and fast. For those interested, we can train for tris, races, and centuries - like the Sept. Golden Apple Ride.

**Emergency Medicine Club**
This club is designed for students who have a general interest in Emergency Medicine. We'll have speakers throughout the year. Topics generally include careers in EM, the lifestyle, residency programs, and what you can do to prepare your application. We will also have clinics that teach you the basics of suturing, IV's, intubations, etc. For those of you who think you want to work in an emergency room, this is the club to be in.

**ENT Club**
The ENT club seeks to promote interest and awareness about the field of Ear Nose and Throat (ENT). We seek to educate interested persons about what ENT doctors do and the various ENT specialties that exist. We bring in ENTs as guest speakers and promote all things Ear, Nose, and Throat. Oh, and we’re awesome!
**Ethics in Medicine**
Ethics in Medicine organizes monthly film screenings related to current moral challenges in healthcare provision. Each screening tackles a new pertinent health topic by showing a documentary and having an expert on the subject matter lead a discussion session afterwards. To date we have shown movies covering topics as varied as natural childbirth, HIV/AIDS medicine access, genetic selection, drug addiction and the drug war, euthanasia and maternal healthcare around the world.

**Family Medicine Interest Group**
The Family Medicine Interest Group is the student branch of the American Academy of Family Physicians (AAFP). FMIG is an excellent resource for students interested in exploring family medicine in an informal, but educational setting. Medical students can hear about the history of family medicine and its future and be exposed to a wide range of clinical skills and procedures important to family physicians. NYMC FMIG activities include suture clinics, “What is Family Medicine?” informational sessions, Webinars with other medical schools around the nation, resident panels, shadowing opportunities, and the chance to attend national Family Medicine Conferences. **Websites:** [http://www.aafp.org](http://www.aafp.org)  [http://fmignet.aafp.org](http://fmignet.aafp.org)

**Flag Football**
The NYMC Flag Football league is truly the pinnacle of competitive sports at NYMC. We have had up to 150 students participate and are always eager to expand the league to more students at NYMC, including PT and graduate students. Rules have traditionally been 7 on 7, with a minimum of 2 members of each gender on the field at all times. The league has also hosted a Powderpuff game between the first and second year girls, with the first and second year boys cheering their classmates on and putting on a halftime routine. The game is followed by a BBQ and Halloween party. The season concludes with a playoff and a Superbowl game. There are separate committees which oversee the powderpuff game, but the league itself is run by a Commissioner, usually a 2nd year, and a Deputy Commissioner, usually a 1st year. The goal of the club is to foster class unity and teamwork skills early in the year to help people meet and have a good time.

**Foundations (Medical Student Community Outreach)**
The goal of our club is to promote health awareness by providing health education sessions to residents of homeless shelters, specifically Grasslands Homeless Shelter, in the Westchester area.

**Gold Humanism Honor Society (GHHS)**
The Gold Humanism Honor Society (GHHS) honors senior medical students, residents, role-model physician teachers and others who have “demonstrated excellence in clinical care, leadership, compassion and dedication to service.” GHHS at NYMC aims to elevate the values of humanism and professionalism within the field of medicine beyond inducted members by promoting the ideals of humanism in medicine through community service, mentorship, role-modeling and other initiatives. Events organized by the Society include Solidarity Day for Compassionate Patient Care and the Spreading Hope with Soap campaign to provide toiletries to the homeless. **Website**

**The Goose**
The Goose is a student run publication that attempts to find the humor in medical school. At the very least, we provide you with a Sudoku to enrich your lecture experience.
**Infectious Disease Club**
The club focuses on infectious diseases that are pertinent to the United States and populations around the world. With infectious diseases plaguing many areas of the world, understanding them is vital to controlling and eradicating them. The organization runs an Infectious Disease Week where we have lectures, tablings, and fundraising to raise awareness and to support various charities.

**ImproveHealthCare (IHC) Student Group**
ImproveHealthCare (IHC) is an ongoing project funded by Harvard Medical School with funding by The Commonwealth Fund. The primary goal of IHC is to motivate students and professionals to learn about quality, access and disparities in the health care system. The New York Medical College chapter of ImproveHealthCare is dedicated to educational discussion and debate of the issues affecting health care policy and practice. We hope our actions will encourage future medical professionals to become more aware of issues regarding healthcare and more proactive in improving healthcare systems. Our activities include monthly case discussions, the annual IHC Collaborative Conference at Harvard Medical School, and partnering with other NYMC student groups to promote events intended to improve the quality and delivery of healthcare. Website: [http://www.improvehealthcare.org/](http://www.improvehealthcare.org/) Email: nymc.ihc@gmail.com

**Internal Medicine Interest Group**
The Internal Medicine Interest Group is aimed at providing students with an opportunity to become more familiar with the field of Internal Medicine and encourages early interaction with NYMC faculty attendings. The scope of the group is not limited to general Internal Medicine, but also encompasses the subspecialties (cardiology, GI, oncology, etc.). A focus of the group is to expose first and second year students to scenarios, allowing them to apply their knowledge of the basic sciences to a clinical situation under the guidance of attendings. Additionally, the group also sponsors a post-match meeting with fourth year students that just matched into the field to give their insight to the match process and the clinical years at NYMC.

**Jewish Student Association**
The Jewish Student Association was started by medical students for the purpose of organizing activities that increase Jewish awareness in the college community. Events are often focused around the Jewish festivals. Our goal is to discuss and learn about the various aspects of Jewish life, law, culture, and philosophy through open forums and guest speakers. We offer a cohesive, warm, and accepting group where members can learn more about the Jewish heritage and participate in events that further their interest and knowledge of Judaism. We are continually looking for new members and welcome new ideas from members of the college community.

**Latino Medical Student Association**
What we’re about: An organization including members from all national and cultural origins. Some of its goals include: academic and social support for members, further development of leadership skills, education and sensitization of non-Latino students to the needs of the Latino community, community involvement to help educate and strengthen the local Latino community. Things to look forward to include "Spanish Night" where you'll learn to take patient history and vitals in Spanish, Latin Food Market, BLHO Conference at Yale, and a Tropical Smoothie Sale.
**NYMC International Medicine Club**
The International Medicine Club aims to explore and increase awareness on healthcare issues and diseases that affect various parts of the world. The club provides a medium through which these various topics can be discussed, and also provides an opportunity for students to share ideas, experiences, and opportunities. The organization also fundraises for various charities relating to international health.

**New York Medical College Neurosurgery**
The New York Medical College Neurosurgery Club seeks to spread knowledge about neurosurgery as a future specialty for medical students. We encourage students to consider a neurosurgery residency by introducing them to information about the specialty. We work with the neurosurgery department at Westchester Medical Center to discuss the lifestyle and training of a neurosurgical resident. We also seek to provide awareness to nervous system related ailments.

**Intramural Basketball League**
The Intramural Basketball league is one of the most spirited sports at NYMC. We usually have had up to 10 teams consisting of 8-10 students, which include medical students, PT students and graduate students. Most rules are similar to the college basketball game, with minor changes. Games usually are played at Marymount/EF education gym, but last year was held at SUNY Purchase. The outdoor court is also a possibility if the weather allows it. The season concludes with a playoff and an all-star game. The league itself is run by a Commissioner, usually a 2nd year, and a Treasurer, usually a 1st year. The goal of the club is to have fun, especially after Intramural Football is over in November, since the Basketball league usually runs from November to March. What else is there to do during those months?! Let the NYMC Madness begin!

**La Casita de la Salud**
La Casita de la Salud is a student-run clinic focused on meeting the needs of the uninsured and undocumented adult populations of East Harlem. Our goal is to improve health outcomes by providing quality culturally competent care regardless of race, ethnicity, gender, nationality, or ability to pay. We emphasize preventative medicine through patient-centered care and education. With the aid of quality indicators, we strive to be a model of efficiency and cost-effectiveness in the achievement of the aforementioned goals. Through our organization’s cultural competency and increasing of access to healthcare for uninsured and undocumented residents, we hope to help bridge the pervasive health disparity gap in our healthcare system. [Website](#)

**Med Students for Choice**
The mission of NYMC Medical Students for Choice will be to educate students about women’s reproductive health care, including contraception, family planning, and abortion, and to connect them with physicians providing these services for learning opportunities. The club will foster relationships between future physicians who are passionate about providing women with accessible reproductive health care options. Additionally, we will support the dispensation of evidence-based information regarding all aspects of family planning to de-stigmatize both abortion providers and patients and reduce barriers to reproductive health care services.

**Medical Student Research Committee**
The mission of the New York Medical College Medical Student Research Committee is to educate and support medical students and physicians in the discipline of scientific research. In fulfilling its mission, the committee provides programs which are grounded in the recognition and learning of sound scientific writing, critical analysis, and presentation. The efforts of the committee culminate in the Medical
Student Research Forum in which students showcase their research and compete for awards. The day of
the forum ends with a key note address by a distinguished researcher/physician whom the committee
feels embodies the ideals of a physician scientist. The committee holds itself to the highest standards of
ethics and professionalism, endeavoring to achieve the excellence expected of an organization holding a
serious trust. Its members apply dedication without discrimination. The committee recognizes that a
fundamental understanding of the relationships between medical research and the practice of medicine
enables physician-scientists to more thoroughly serve patients and the community.

NYMC Community Garden
The goal of the community garden is to cultivate a place where students and faculty can go to work off
the stress of school and work. People can care for the vegetables and flowers that we grow, help
prepare the garden for planting, and help in the planned expansion of the garden area.

NYMC Language Club
The mission of the Language Club is to allow members an opportunity to foster their interest in foreign
language and culture. Such cultivation will enrich members’ formal education as they further their
cultural competence and language proficiency.

NYMC Running Club
Welcome NYMC Runners! This club allows students with an interest in running to train and compete in
NY Road Runners races throughout the year. Please join us.

Ob/Gyn Interest Group:
The mission of the OB/GYN Interest Group is to promote and encourage medical student awareness and
interest of the diverse opportunities in the field of Obstetrics and Gynecology, and to serve as a resource
for those students planning to pursue it as a specialty. We hope to accomplish these goals with several
events throughout the year, including hosting faculty/physician panels to help us learn about the careers
and lifestyles of practicing physicians. We also plan to create opportunities for students to shadow
OB/GYN physicians at WMC, Metropolitan, and St. Joseph’s Hospitals. In addition, we hope to promote
awareness of various women’s health issues.

Oncology Club
The goal of the Oncology Club is two-fold; to expose first and second year medical students to the
rewarding field of oncology, while proactively trying to further the field in our own small way. Through
exciting events, lectures, and entertainment we are able to give students a full picture of all that
oncology entails, while raising money for cancer research and having fun.

Orthopedic Club
A club focused on introducing first and second year medical students to some of the applications and
aspects in the field of Orthopedics. This includes, but may not be limited to, suture labs, splint labs, talks
given by Orthopedic PA’s as well as 4th year medical students who have recently matched in
Orthopedics, as well as enough pizza to fill up Cooke Auditorium. Officers include a President,
Treasurer, and a new Secretary that will be selected from the first year medical class. Meetings open to
any and all interested!
**Outdoors Club**
Our club promotes an active, healthy lifestyle through enjoyment of the outdoors for members of the NYMC community. Our mission is to provide fun outdoor excursions, to bring together people of similar interests, and provide resources on local outdoor activities.

**Pediatrics Club**
The Pediatrics Club at NYMC is designed to help students learn more about pediatrics and its specialties. We provide students with workshops, lectures and panel discussions that include various pediatric specialists and residents. We also work closely with the Maria Fareri Children’s Hospital. The club is very active and offers many opportunities for members to be involved.

**P.E.O.P.L.E. in Medicine (People of Every Orientation Protecting Liberty and Equality in Medicine)**
PEOPLE actively works to improve health care delivery to lesbian, gay, bisexual, and transgender (LGBT) patient populations through outreach activities, volunteering opportunities, and addressing health issues and concerns within the LGBT community. Our organization communicates and collaborates with other health professionals by creating a positive, safe, and proactive environment for patients in which the highest quality of care can be delivered, and a safe, supportive atmosphere in which our fellow students can foster their personal and professional growth. We educate both current and future physicians on the special healthcare needs of LGBT patients through conferences, discussions, and focused educational experiences, to create competent and compassionate physicians.

**Pharm Free**
We are a group of students and healthcare providers who believe that pharmaceutical promotion should not guide clinical practice. Our mission is to encourage healthcare providers to practice medicine on the basis of scientific evidence rather than on the basis of pharmaceutical promotion. We discourage the acceptance of all gifts from industry by healthcare providers, trainees, and students. We believe that there is ample evidence in the literature (contrary to the beliefs of most healthcare providers) that drug companies, by means of samples, gifts, and food, exert significant influence on provider behavior. There is also ample evidence in the literature that promotional materials and presentations are often biased and non-informative. We believe that in the healthcare profession, precisely because we are professionals, we should not allow ourselves to be bought by the pharmaceutical industry. This year our goals are to:

- raise awareness about the influence of pharmaceutical promotion on both medical education and the prescribing practices of physicians
- run a “pledge drive” that will encourage students and physicians to become drug-company free
- work with faculty and administrators to improve NYMC’s current standing on the AMSA PharmFree Scorecard (http://www.amsascorecard.org/institutions/21)
- work toward incorporating discussions of pharmaceutical promotion into the medical school curriculum
**Project Sunshine**

Project Sunshine at NYMC is a chapter of the national organization dedicated to helping children and their families facing medical challenges. This group primarily volunteers at Blythdale, a home for severely handicapped children, and at the Infusion Center at Maria Fareri Children's Hospital. Volunteers will be able to help plan and host holiday parties and arts and crafts days at these sites, as well as schedule times to visit and cheer up children while they undergo infusion procedures. Another fun event hosted by Project Sunshine is a raffle held in the fall, to which proceeds are donated to organizations for helping children. We will be holding an information session at the beginning of the school year, and hope to see everyone there!

**PsychSIGN**

The NYMC chapter of the national Psychiatry Student Interest Group Network will keep you up to date with all psychiatry related activities, meetings, and opportunities in the New York area. We also organize speakers and movie nights on campus, and are expanding into new sorts of activities (suggestions welcome!). NYMC PsychSIGN has just been elected by all other NY schools to be the seat of the Regional Chairmanship of APA student psychiatry, so we will be organizing the NYC meeting in October, which should hopefully be able to provide PsychSIGN members with an Open Bar.

**Quill & Scope**

Quill & Scope: The NYMC Student Medical Journal was founded in 2008 for the purpose of providing a platform for medical students of all years at NYMC to express their views on the contemporary issues in medicine. Diversity and breadth of scope are core values of the journal, as is integrity and professionalism. The journal is published annually in the fall, after submissions are evaluated by an editorial board consisting of students and faculty. Students from any year are invited to contribute original pieces of work throughout the first half of each school year. All forms of art and literature will be considered for publication; commentaries, reviews, research abstracts, poetry, and artwork have appeared in the past. Topic choice is the contributors; all will be reviewed. To view editions from previous years along with topic ideas and submission guidelines please visit our website.

**Radiology club**

Radiology club at NYMC is aimed at first and second years with or without a current interest in Radiology. The club's primary focus is to expose students to Radiology through Q&A sessions and case presentations. We hope to expand the amount of exposure students get in Radiology so that they are more aware of any potential interest they may have in the field. Officers traditionally kept are President, Vice President, Secretary and Treasurer with very basic roles. We meet approximately one time a month, most often during lunch.

**Radiation Oncology Club**

The Radiation Oncology Club provides medical students at NYMC the opportunity to learn more about the unique field of radiation oncology by organizing informational events and bringing in speakers in the field to discuss their experiences and insights. Post-match meetings will be held to provide information regarding the residency application process to interested students.
**Soccer Club**
The NYMC Soccer Club is a great way to get outside and unwind after long days of class and studying. It is a very casual group, with pick-up games scheduled as conveniently as possible for everyone involved. We play about once a week (weather permitting) on the fields outside the administration building and in the oval. In recent years, we have also been organizing a team for indoor competition throughout the winter (with a small cost to cover outside league fees). Finally, it’s an easy way to get to know people outside of your own class, which is relatively rare. Men and women of all skill levels participate and everyone has a great time. We hope to see you out on the field!

**The South Asian Medical Students Association**
The South Asian Medical Students Association of NYMC provides a great opportunity for students to get involved in non-academic activities in a fun and meaningful way. The main event of the year is the annual Culture Show co-hosted by SAMSA and APAMSA, the biggest performance event held for the NYMC community. The Culture Show consists of a variety of acts and performances (not just Asian-themed!) to showcase the talent of our medical school. By becoming involved in SAMSA, students have the opportunity to become part of the team to put on this great show, as well as host and organize various events throughout the year aimed at celebrating South Asian culture.

**Student Advocates for Neglected Diseases (STAND)**
At the heart of the matter is the belief that all patients should matter. Rare and neglected conditions have a harder time attracting funding and support, and patients often suffer from that oversight. Student Advocates for Neglected Diseases (STAND) aims to foster meaningful connections between medical students and neglected patient groups by supporting Rare Disease Day activities, fostering personal attachment to and identification with specific disease organizations, and providing deeper understanding of the unmet needs of these orphan disease communities.

**Student Interest Group in Neurology (SIGN)**
NYMC SIGN is part of a network of over 150 medical school branches organized by the American Academy of Neurology. Whether you’re testing the waters, dead-set on doing neuro, or somewhere in between, through SIGN you can:

- learn why neurology is the best specialty out there (apologies to the other SIGs)
- learn more about topics in neurology through movie nights and discussions
- explore careers in neurology through talks about different subspecialties by neurologists in those fields
- learn about scholarships and opportunities through the American Academy of Neurology and other organizations
- get to know other students planning to go into neurology, and get advice from recently matched students

If you are interested, watch out for e-mails regarding our first meeting and how to get involved!
**Student National Medical Association (SNMA)**
Student National Medical Association is a nationwide organization that focuses on meeting the needs and concerns of minority medical students. Throughout its 40-year history it has directly confronted culturally sensitive issues, such as healthcare education disparities, violence prevention, sexual health awareness, and drug and alcohol prevention with the goal of countering these negative forces that plague minority communities in the US. Our mission here at NYMC is to promote the awareness and understanding of healthcare disparities and employ concerned individuals, regardless of race and ethnicity, in reaching out into communities to promote good health practices. We plan to have a fun-filled year that includes activities such as visiting junior high and high school students to inspire them to consider a future in health care, social outings, our annual cultural food festival and many more events.

**Student Senate**
Joining the NYMC’s Student Senate is a great way to get involved at NYMC! As a Senator you will have the opportunity to represent your fellow students, work on a very close-knit team, get to know many members of the administration, and have a lot of laughs. The Senate is a great group of 21 students that serves to represent the student body. There are 5 representatives elected by the student body from each of the four classes, plus a President elected by the Senators themselves. We voice the students’ concerns to the members of the faculty, staff, and administration, as well as keep the student body informed about what is happening in our community. Promoting communication and cooperation between the students and the other members of NYMC, it is our role to ensure that the administration and the students work together. We provide a venue through which students can extend their participation in the affairs of the college from the level of deliberation and consultation to the level of action. Keep an eye out for emails with further details about the upcoming elections!! Questions? [Website]

**Surgery Club**
The surgery club is a great opportunity for people who are interested in the field of surgery in general as well as those who already have a specialty in mind. We will be hosting speakers from a variety of specialties and from general surgery. A suture clinic, a workshop demonstrating how to scrub-in, surgical observations, and residency planning sessions will take place throughout the year. Come on out, meet students from all years that share your interests, and join us for pizza and speakers!

**The Ballroom Dance Club**
The Ballroom Dance Club was created by those passionate about dance to provide free lessons for all students a few times a year in various dance styles, including salsa, swing, waltz, bachata, and more. This club provides students a fun way to take a study break with some physical activity while simultaneously learning how to dance and making new friends. We hope in the future for our club to grow, to include trips off campus to dance as well as to include a performance or two throughout the year.

**Ultimate Frisbee Club**
The mission of the NYMC Ultimate Frisbee Club is to promote and spread interest of the sport of Ultimate Frisbee within the NYMC community. To achieve this goal, we plan games and events that anyone who has interest is welcome to attend. Despite grueling curricula, we meet and play as often as possible because we find Ultimate Frisbee to be an invigorating diversion from our work.
**Volleyball club**
The volleyball club welcomes all to meet weekly at Court Sports for 2 hours of indoor volleyball just 3 minutes from campus! Depending on how many people show up, we play 2 vs 2, 3 vs 3, 4 vs 4, or do a round robin. All skill levels welcome! $5 per person per week (unless you can negotiate a better rate!); free for Court Sports members.

**Wine Club of NYMC (AKA: The Tasting Room)**
Wine Club of NYMC is a haven for wine-lovers and non wine-lovers alike to enjoy the company of their fellow classmates. Wine Club hosts several events a year featuring tastings from regions around the world (recent tastings have been Greece, France, and Germany/Austria) with relevant cuisine. All are welcome to join!

**Woodfield Cottage Volunteers**
The goal of the Woodfield Cottage volunteering program is to foster volunteer opportunities for medical students by mentoring troubled youths. This program serves to promote leadership, respect, and compassion for others by allowing them to work with different people from different walks of life. Our activities include basketball tournaments, mural painting, creative writing, and trivia about Black History Month and current events. In addition, we annually host a Christmas party for the youth who cannot be home for the holidays with their families. We aim to provide the kids with opportunities that take their minds off being at the detention center, allowing them to focus on being kids rather than the many challenges they often face.

**THE NYMC BOOKSTORE**
The NYMC Bookstore provides quality service to students and faculty from 8:30 a.m. until 6:00 p.m., Monday through Thursday, and from 8:30 a.m. to 3:00 p.m. on Friday. During peak periods, the Bookstore hours are flexible.

Please stop by or call the Bookstore Manager, Elizabeth Reynolds, at (914) 594-4229 or visit the [NYMC Online Bookstore](#).
OFFICE OF PUBLIC RELATIONS

Who are we?
Our team is charged with developing and producing a variety of communications that increase awareness, understanding and support of the university and its mission.

What do we do?
We handle media relations, internal and external publications, web presence, community relations, crisis communications, institutional advertising and support services for the university, the three schools and various departments.

What do we accomplish, produce or handle?

- InTouch, the university's monthly newsletter
- Chironian, the semi-annual magazine
- Annual Report
- Booklets, brochures and other print communications
- University website
- Support services for leadership, faculty, students and staff
- Consulting services through PROSE (Public Relations Office Services Extra)
- Crisis communications
- Media services
- Press releases
- Speakers bureau
- Daily press clips
- Media relations

Rules of the Road

- Provide the news the community wants and needs to know
- Be fanatical about accuracy
- Always ask, "What message does this convey?"

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INSTITUTIONAL POLICIES AND GUIDELINES

Infectious Disease Policy for Students

I. Philosophy

The following policy was developed to minimize the risk of transmitting communicable diseases from medical students to patients and from patients to medical students.

Within this context, it is clearly recognized that infectious diseases have varying degrees of communicability, and this recommendation for handling personnel with infectious diseases must, of necessity, include measures appropriate to specific situations.

II. Implementation

Baseline Evaluation and Vaccination

At the time of matriculation, all students provide the NYMC Student Health Service with the results of a medical history, physical examination and laboratory tests, as detailed in the New York Medical College Health Services Manual. The status of immunity to tuberculosis, hepatitis B, rubella, rubeola, mumps, diphtheria, tetanus and varicella must be evaluated, and immunization will be required for students susceptible to rubella, rubeola, mumps, diphtheria and tetanus. It is strongly recommended that all students should be immunized against hepatitis B or sign a declination form.

III. Infectious Illness in Students

Students with infections, or who suspect that they may be infected, should be evaluated by the New York Medical College Student Health Service if they wish to continue regularly scheduled activities. In addition, student who go off duty because of an infectious disease must be cleared by the Service before resuming work.

IV. Additional Infection Control Measures for Students on Clinical Services

1. Students are educated to recognize infectious diseases in themselves and in patients. Particular emphasis is given to skin infections, respiratory tract infections, exanthems, blood-borne infections and enteric infections.
2. All students are educated about appropriate isolation techniques for patients with communicable diseases.
3. New York Medical College endorses the concept of universal blood and body fluid precautions, designed to prevent transmission of bloodborne infections such as hepatitis B and human immunodeficiency virus (HIV). Our interpretation of these precautions is as follows:
   1. All patients and students are regarded as potentially having blood-borne infections, obviating the need to selectively identify individual patients or student with these infections.
   2. Avoidance of direct contact between blood and body fluids of patients and students is to be practiced.
3. Appropriate isolation procedures are taught to medical students before entering the third year. Special emphasis is placed on the appropriate and safe use of needles and other sharp instruments.

4. Should an accident occur or if a patient’s blood or (body fluid) touches a medical student, these events will be immediately reported to the New York Medical College Student Health Service. The patient’s blood will be tested for liver function, VDRL, hepatitis B and C, and after written informed consent, for HIV, if deemed appropriate by the Student Health Service. Based on these findings, and other tests deemed necessary, therapy will be given to the student, if appropriate.

5. Likewise, if a patient comes in contact with the blood of a medical student, this accident should be immediately reported to the New York Medical College Student Health Service. The Course Director will request of the student the same laboratory tests described above. The Course Director will then notify the patient’s attending physician of the accident and of the results of the pertinent laboratory studies, while maintaining strict confidentiality regarding the student’s identity.

4. In the third year, special orientation is given during which students receive specific information about the risk of acquiring hepatitis B, HIV infection, and tuberculosis (especially drug-resistant TB).

Universal precautions are explained in detail and information is provided about the epidemiology of needle stick injuries. Students are also instructed in the technique of venipuncture and given the opportunity to perform this procedure under supervision.

V. Special Situation—Recognized HIV Infection in a Medical Student

- Students known to have HIV infection who wish to continue their regularly scheduled activities will be evaluated by the New York Medical College Student Health Service as often as necessary. The focus of these sessions will be:
  2. to evaluate the student’s ability to carry out his or her assigned duties;
  3. to counsel the student further on ways to prevent transmission of infections between patients and the student.

- It is the policy of New York Medical College not to discriminate on the basis of HIV status
- The HIV status of the student will be regarded as STRICTLY CONFIDENTIAL.
- In those exceptional instances in which the New York Medical College Student Health Service deems it essential for others, such as a clinical course director, to know the HIV status of the student, this information will be released only after obtaining written, informed consent of the student.
- In selected instances, the New York Medical College Student Health Service may request assistance in the evaluation, management or counseling of an infected medical student. The Provost and Dean, or his designee, and the Chief of Infectious Diseases at Westchester Medical Center will serve as co-advisors to the NYMC Student Health Service on these matters.

Leave of Absence Policy

A leave of absence for good reason may be granted by the Vice Dean for Medical Education. Ordinarily, a leave of absence is not granted for reason of academic difficulty. All requests for leaves of absence should be submitted in writing to the Vice Dean for Medical Education with a copy to the Senior Associate Dean for Student Affairs. Any student granted a leave must, upon his or her return, submit a letter requesting reinstatement to the Vice Dean for Medical Education with a copy to the Senior Associate Dean for Student Affairs.
Change in Curriculum

New York Medical College reserves the right to change the curriculum at any time without prior notice.

It should be noted that the Curriculum and Education Committee continually reviews the curriculum and makes changes as appropriate to cover new curriculum areas deemed necessary for experience as well as to improve the quality of the education process.

Duty Hours

Academic Calendar

Specific activities listed in the academic calendar are subject to change due to unforeseen circumstances such as inclement weather. Students are expected to schedule off-campus travel during vacation periods. At times, it may become necessary to schedule make-up activities, including examinations, during unscheduled time immediately prior to vacation periods.

Duty Hours

In general, students are subject to the same duty hours restrictions as are residents.

Policy on Student Attendance and Absence

The curriculum has been carefully designed to ensure that students attain the educational objectives of New York Medical College. Students’ direct engagement in the learning process is required to fulfill these objectives and for completion of the requirements for the M.D. degree.

MS 1 AND MS 2 YEARS STUDENT ATTENDANCE AND ABSENCE POLICY:

Required attendance:

During the first two pre-clinical years, students are required to attend ALL small group conferences, laboratories, clinical preceptor sessions, and other teaching exercises specified as mandatory by the course director, as well as any required educational activities and programs sponsored and directed by the office of medical education and student affairs.

As a general guideline, students are expected to be present for all classes Monday through Friday as shown on the Academic Calendar and are responsible for identifying all mandatory educational activities at the start of each course, trimester, or semester. Specific activities listed in the academic calendar are subject to change due to unforeseen circumstances, not limited to inclement weather. At times, it may become necessary to schedule make-up activities, including examinations, during unscheduled time or immediately prior to vacation periods. Students are expected to schedule off-campus travel only during vacation periods so as not to conflict with the class schedule as shown on the Academic Calendar.
All absences (approved and/or unapproved) from required academic or educational activities will be recorded by the course director(s) on the student's record, along with the reason for such absences, which will be forwarded to the Office of Student Affairs.

Students with repeated absences (approved and/or unapproved) will be required to make up the time missed and may be subject to review by the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) for professional misconduct and/or by the appropriate Promotions Committee.

**Anticipated absences:** Students must seek prior approval, in advance, and provide acceptable reasons for any anticipated absences with the appropriate course director or educational/student affairs deans where applicable. Travel plans **should not** be made until the approval has been received from the appropriate course director(s) or the educational/student affairs dean(s).

Lack of attendance for any reason does **not** relieve the student of responsibility for the material covered during his/her absence. In addition, it is in the purview of each course director to determine if mandatory educational exercises carry weight in the overall final course grading calculation and whether make-ups for some (or all) of their required sessions are available or permissible.

In general, and subject to the student’s make-up responsibility as stated above, approved absences will be allowed for the following reasons, and confirming documentation may be required:

1. Personal illness as documented by a physician. The physician’s note must be submitted on professional stationary.
2. Death or critical illness of an immediate family member.
3. Presentation of scholarly work (poster or oral presentation as first author) at a local or national academic meeting with the approval from the Office of Student Affairs and course director. Approved absence is ordinarily limited to the day of the presentation plus one day for travel.
4. Observedance of a religious obligation.

It is understood that, on occasion, legitimate reasons for absence may occur that are not included in the foregoing list. In such cases, it is the responsibility of the student to discuss, in advance, with the course director(s) the reasons for an anticipated absence. However, it is in the purview of course director(s) to approve or disapprove such an absence.

Absence from an exam due to an illness requires documentation by a physician. Prolonged absence due to illness or multiple absences due to illness will also require physician documentation submitted on professional stationary to the Office of Student Affairs. Under certain circumstances, such as prolonged illnesses or unapproved absences, a student may be required to receive clearance from a dean for Student Affairs, Student Health Service or Student Mental Health Service, prior to returning to the academic environment.

In emergencies, the student should contact a Student Affairs Dean during normal business hours (914-594-4498) or at MSADean911@nymc.edu during nights and weekends. Student affairs will disseminate information to the appropriate course director(s) and assist students with other necessary arrangements for missed work or exams. In any case, it is the responsibility of the student to contact their course director(s) as soon as possible to arrange for make-up of missed work.
Students who find it necessary to be absent for extended periods of time, for any reason, from the academic environment must discuss the matter in advance with a dean for Student Affairs. Extended absence, for any reason, of 2 or more weeks during any trimester of Year 1 or 3 or more weeks during any semester of Year 2 of the medical curriculum may constitute an automatic withdrawal (administrative leave of absence) from the School of Medicine. Following such an absence (withdrawal/LOA), the student must direct their petition for re-admission to the Senior Associate Dean for Student Affairs who may forward the matter to the LOA (Leave of Absence) and Readmission Subcommittee of the Student Performance Review Committee or the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) and/or the appropriate Promotions Committee for professional misconduct (if applicable). Students are required to apply for a leave of absence if extended absences are anticipated.

Extended absence or multiples absences of less than 2 weeks during any trimester of Year 1 or less than 3 weeks during any semester of Year 2, which are not approved by course directors and a dean for Student Affairs will be adjudicated by the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) for professional misconduct and/or the appropriate Promotions Committee.

**MS 3 AND MS 4 YEARS STUDENT ATTENDANCE AND ABSENCE POLICY:**

In the third and fourth clinical years, students are required to attend all clerkship functions, including all rounds, lectures, clinic duty, as well as night and weekend duty, as specified by the Year 3 or 4 clerkship director, as well as any required educational activities and programs sponsored and directed by the office of medical education and student affairs. Lack of attendance for any reason does not relieve the student of responsibility for the material covered during his/her absence.

All absences (approved and/or unapproved) from required clerkship activities will be recorded by the clerkship directors on the student's clinical evaluation, along with the reason for such absences, which will also be forwarded to the Office of Student Affairs. Students must seek prior approval and provide acceptable reasons for any anticipated absences with the appropriate clerkship director. Lack of attendance for any reason does not relieve the student of responsibility for the material covered during his/her absence. Absence from an exam or OSCE due to an illness requires documentation by a physician.

Students with repeated absences (approved and/or unapproved) will be required to make up the time missed and may be subject to review by the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) for professional misconduct and/or by the appropriate Promotions Committee.

In general, and subject to the student's make-up responsibility as stated above, absences will be allowed for the following reasons, and confirming documentation may be required:

1. Personal illness as documented by a physician. The physician’s note must be submitted on professional stationary.
2. Death or critical illness of an immediate family member.
3. Presentation of scholarly work (poster or oral presentation as first author) at a local or national academic meeting with the approval from the Office of Student Affairs and course director. Approved absence is ordinarily limited to the day of the presentation plus one day for travel.
4. Observance of a religious obligation.

It is understood that, on occasion, legitimate reasons for absence may occur that are not included in the foregoing list. In such cases, it is the responsibility of the student to discuss with the clerkship director the reasons for the anticipated absence. However, it is in the purview of clerkship director to approve or disapprove such an absence.

Absence from an exam or OSCE due to an illness requires documentation by a physician. Prolonged absence due to illness or multiple absences due to illness will also require physician documentation submitted to the Office of Student Affairs. Under certain circumstances, like prolonged illnesses or unapproved absences, a student may be required to receive clearance from a Dean for Student Affairs, Student Health Service or Student Mental Health Service, prior to returning to the clerkship.

In emergencies, the student should contact a Student Affairs Dean during normal business hours (914-594-4498) or at MSADean911@nymc.edu during nights and weekends who will disseminate information to the Year 3 or 4 clerkship director and assist students with other necessary arrangements for missed work or exams. In any case, it is the responsibility of the student to contact the clerkship director as soon as possible to arrange for makeup of missed work.

**Anticipated absences:** Students must seek prior approval, in advance, and provide acceptable reasons for any anticipated absences with the appropriate course director or educational/student affairs deans where applicable. Travel plans **should not** be made until the approval has been received from the appropriate course director(s) or the educational/student affairs dean(s).

Scheduled Year 3 or 4 classes/lectures and conferences, if considered mandatory by the clerkship director, will take precedence over any clinical or surgical activity.

**MS 3 and MS 4 10% and 20% Absence Rules** *(See below for Notation)*:

Approved or Unapproved Absences totaling 10% or more of the days for a clerkship will require counseling and the development of a remediation plan. If such absences exceed 20% of the days required for a clerkship, the student will be required to repeat the clerkship before being promoted to the fourth year or becoming eligible for graduation. If such absences exceed 20% of the days for two or more clerkships, the student may be required to repeat the entire year, if recommended by the Year 3 & 4 Clinical Promotions Committee. Unauthorized absences will be referred to the Year 3 & 4 Clinical Promotions Committee and may result in failure of the clerkship, academic probation or dismissal.

Students who are representing the New York Medical College at a local, regional or national conference (generally considered to be in leadership role in a student approved organization and must be approved by a student affairs dean) will need to make-up missed days in excess of 10% of the clerkship or clinical assignment.
To assist you in the interpretation of the MS 3 and MS 4 10% and 20% Absence Rules*, please refer to the following table:

<table>
<thead>
<tr>
<th>Length of Clerkship</th>
<th>Student absent ≤ 10% of the clerkship</th>
<th>Student absent &gt; 10% and ≤ 20% of the clerkship: required remediation plan</th>
<th>Student absent &gt; 20% of the clerkship: required to repeat the clerkship</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-week clerkships</td>
<td>1-2 days</td>
<td>3-4 (remediate 1-2 days)</td>
<td>5+ days (repeat)</td>
</tr>
<tr>
<td>6-week clerkships</td>
<td>1 - 3 days</td>
<td>4 - 6 days (remediate 2 - 3 days)</td>
<td>7+ days (repeat)</td>
</tr>
<tr>
<td>8-week clerkships</td>
<td>1-4 days</td>
<td>5-8 days (remediate 3 - 4 days)</td>
<td>9+ days (repeat)</td>
</tr>
<tr>
<td>12-week clerkships</td>
<td>1 - 6 days</td>
<td>7 - 12 days (remediate 4 - 6 days)</td>
<td>13+ days (repeat)</td>
</tr>
</tbody>
</table>

*Partial day absences can be considered as full day absences for the purpose of the 10% and 20% Absence Rules.

Students who find it necessary to be absent for extended periods of time, for any reason, should discuss the matter, in advance, with a dean for Student Affairs. Extended absence, for any reason, of 4 or more weeks during any part of the clinical curriculum may constitute an automatic withdrawal (administrative leave of absence) from the School of Medicine. Following such an absence (withdrawal/LOA), the student must direct their petition for re-admission to the Senior Associate Dean for Student Affairs who may forward the matter to the LOA (Leave of Absence) and Readmission Subcommittee of the Student Performance Review Committee or the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) and/or the appropriate Promotions Committee for professional misconduct (if applicable). Students are required to apply for a leave of absence if extended absences are anticipated.

Additional Information Regarding MS 4 Absences During the Residency Interview Season:

Apart from the general absence rules governing absences listed above, it is understood that 4th year students will require time off to participate in residency placement interviews. However, students should not schedule their interviews during their required Subinternship. Students should schedule their vacation during the peak interview times for their specialty during the months of October through January of fourth year. Occasionally, it is understood that vacation breaks may not adequately address all interviewing needs. Students who require time off from their clinical assignments to interview for residency placements should therefore request this time off with their Year 4 clerkship director well in advance and provide confirming documentation. Students may be granted up to four weekdays during a 4-week rotation for interviews, at the discretion of the clerkship director. In addition, students must notify the Office of Student Affairs in advance of their absence(s). If additional time off for interviews is needed, a remediation plan should be developed by the Year 4 clerkship director.

MS 4 Students who miss more than 20% of a 4th year rotation for any reason (i.e., more than 4 weekdays for 4 week rotation) will require a remediation plan, that may include repeating the clerkship, and/or potential review by the Year 3 and 4 Promotions Committee or the Professional Integrity Subcommittee of the Student Academic Performance Review Committee (SAPRC) for professional misconduct.
Holiday and Inclement Weather/Snow Policies For All Students

One-Day Holidays and Thanksgiving Break:

Clerkship and fourth year rotation directors will decide the students’ holiday schedules for each site in advance based on the work schedule of the clinical sites, and will inform the site directors and students about this at the beginning of each rotation. All third and fourth year student holiday schedules must include July 4th, Memorial Day, Labor Day and the Thanksgiving four-day vacation break. The clerkship/rotation directors will make decisions about all other holidays.

Inclement Weather/Snow Days:

Third and fourth year students are expected to function as integral members of the healthcare team and should make every effort to carry out their assigned clinical and professional duties, respect their peers by fulfilling their responsibilities on clinical teams, and place the interests of their patients above their own.

Guidelines for attendance at clinical sites during times of inclement weather: students should follow the policies of the hospital and/or practitioner’s office where they are currently rotating and are expected to report to clinical site assignments according to those policies unless, according to the student’s judgment, there is a safety hazard. If a student makes this decision, he/she must make every effort to inform the site director as soon as possible. When the New York Medical College Valhalla Campus is “Closed” due to inclement weather, third and fourth year students assigned to clinical rotations are expected to report to hospital assignments unless according to the student’s judgment there is a safety hazard.

Clerkship and rotation directors should inform third and fourth year students in advance about contingency plans for orientation days and didactic days in the case of inclement weather.
Student Club/Organization Registration and Approval Policy and Procedures

Policies
New York Medical College recognizes the contributions of all student clubs, organizations, and events in enhancing the quality of student life and the College community. These clubs, organizations, and events offer students the opportunities to participate in academic, health-related, cultural, social and athletic activities that are consistent with the development of knowledge, skills, values and attitudes expected in professionals in the health care sciences. Inasmuch as the activities and functions of such student clubs, organizations, and events are considered College activities, all student clubs, /organizations, and events are to be registered with and approved by the Office of Student Affairs of the School of Medicine of the College, function in an organized manner consistent with the values, identity and mission of New York Medical College, a member of the Touro College and University System, be opened to all students currently enrolled at New York Medical College, have at least twelve currently enrolled full time students as members, not duplicate any existing group and comply with the policies and procedures of the College. Student clubs, organizations, and events are not eligible if their purpose or activities are unlawful or in violation of College policy, endanger the safety of anyone or of College facilities, threaten to disrupt or obstruct College functions, foster hatred or intolerance of others, or are conducted secretly or are purely commercial or financially profitable to group members. Furthermore, student clubs, organizations, and events are not eligible if their purpose or activities are inconsistent with the values, identity and mission of New York Medical College to operate in a manner that is respectful and sensitive to all faiths but in keeping with Jewish tradition, including without limitation, abiding by the Jewish calendar and glatt kosher requirements.

Several benefits are granted to registered and approved student clubs, organizations, and events at the College. These include use of the College’s electronic mail system, eligibility for the use of College facilities, including meeting space and media services, ability to apply for institutional funding from the respective student governance organization, inclusion in the College’s student publications and the placement of notices on College bulletin boards or email system.

Procedures
All student clubs, organizations, and events wishing to use the College’s facilities and intending to seek institutional funding must be registered and approved each academic year by the Office of Student Affairs of the School of Medicine. In addition, all student clubs, organizations, and events must re-register their activities at the beginning of each academic year with the Office of Student Affairs. This includes approvals for all invited guest speakers, outside of the NYMC system.

To be considered for official registration and approval at New York Medical College, a student club, organization, or event must submit a completed Student Club/Organization Request Form to the Office of Student Affairs detailing the mission, purpose and goals of the student club/organization/Event, the duties and responsibilities of all officers or leaders, a listing of the names and the class of all members or participants, the frequency, dates, times and location of meetings or event(s), current officers’ names, addresses and telephone numbers and a schedule of activities and events for the academic year. Any additional information reasonably requested will also be provided by the student club, organization or event. All completed requests for registration and approval will be reviewed for approval after an interview with an Associate Dean for Student Affairs or Director for Student Activities.
All student clubs/organizations must fulfill the following requirements for registration and approval:

1. Its mission and purpose must meet a need not presently met by another club, organization, event or department at the College.
2. It must demonstrate that its activities contribute to the overall educational mission of the College by promoting the social, moral, cultural, intellectual, spiritual, or physical development of members of the College community.
3. Its mission, purpose and activities must not be inconsistent with the values, identity and mission of New York Medical College, a member of the Touro College and University System, to operate in a manner that is respectful and sensitive to all faiths but in keeping with Jewish tradition, including without limitation, abiding by the Jewish calendar and glatt kosher requirements. Additionally, all public announcements regarding the club, organization, or events must be pre-approved for dissemination to the NYMC community.
4. Membership and membership privileges must be open to all interested students enrolled at New York Medical College and include at least twelve currently enrolled full time students. Meetings should be publicized and any interested students shall be allowed to attend. All officers and student leaders must be in good academic and conduct standing. A prospective member must not be denied full participation in club activities on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, age, sex, sexual orientation, or disability.
5. It must fully comply with all existing and future College policies, including, but not limited to, the policy on Professional Conduct in the Student-Student and Teacher-Student Relationships, Anti-Hazing Policy, Alcohol Policy, Student Code of Academic Integrity and Professionalism and this policy.
6. Its elected officers or student leaders must meet with the Director for Student Activities to coordinate proposed functions and activities with the academic calendar to assure that these activities do not conflict with scheduled student academic priorities.
7. All registered and approved student club/organization/event must submit for prior review and approval any changes to its mission or purpose or revisions to its governance and provide copies of all appropriate and reasonable documents related thereto.

Once a student club, organization, or event has been approved by one of the Associate Deans for Student Affairs or Director for Student Activities, a budget form and request for funding from the Student Senate may be submitted to the Treasurer of the Student Senate. All requests to use College facilities including audiovisual and medial services will be coordinated through the Director for Student Activities, who must sign the proper authorization. All materials for public postings in the appropriate designated areas and venues will be submitted for prior review and approval by the Director for Student Activities. All fundraising activities shall also require the prior approval of the Director for Student Activities and the Director of Development.

Any questions with respect to this policy and procedures should be directed to the Office of Student Affairs.
Policy on Privacy

It is the policy of New York Medical College to protect information contained in student records from unauthorized disclosures and to comply in all respects with the provisions of the Family Educational Rights and Privacy Act of 1974 and regulations there under.

The Family Educational Rights and Privacy Act of 1974 specifically provides that a school may disclose what is termed "directory information" about students to third parties without a student's consent. The types of such directory information include the following:

Student's name, address, telephone number, e-mail address, pager number, major field or program of study, name of the school enrolled in, dates of attendance, year of expected graduation and other similar information.

Any student who wishes any or all of his/her directory information to remain confidential may inform the Office of the Registrar of his/her request in writing, at any time. In addition, The Family/Educational Rights and Privacy Act guarantees all students access to their own education records. Additional specific information regarding confidentiality of students' records can be obtained by medical students at the Office of Student Affairs and the Office of the Registrar.
Policy on Transcripts And Release Of Information

The Family Education Rights and Privacy Act of 1974, as amended, prohibits the release of educational records by institutions without the specific consent of the student or alumnus/a.

A transcript of the New York Medical College record of a student, former student or graduate will be released at the individual’s request. Transcript requests must be made in writing and must include your signature. An official transcript issued directly to a student or alumnus/a is marked “Issued to Student” and is released in a sealed envelope. Any document transmitted electronically is not official, since it cannot carry the raised university seal, official watermark nor institutional colors. Such documents will be stamped “Unofficial”. An unofficial hard copy transcript may be issued only to current students and will be stamped “Unofficial”.

To make your request, you may stop by our office or send it through the mail. Please print and fill out the Transcript Request Form, or be sure to include the following information in a written request:

1. your name, and any other name you used at New York Medical College;
2. your dates of attendance or date of graduation and which school you attended;
3. your social security number or college identification number;
4. the number of transcripts needed;
5. the address(es) to which you wish the transcript(s) sent;
6. your return address and daytime phone number;
7. your signature;
8. payment;
9. any applicable deadline (depending on the academic calendar, we may not be able to accommodate last minute requests).

If you are a currently enrolled student there is no fee for a transcript. For all former students, the fee is $5.00 per transcript. Checks should be made payable to New York Medical College. If you come in person, you may pay cash. We do not accept credit cards. Please call the office or stop by if you have any questions.

Please send your transcript requests to:

New York Medical College
Office of the University Registrar
Sunshine Cottage, Room 127
Valhalla, NY 10595
Policy on Professional Conduct in the Student-Student and Teacher-Student Relationships

New York Medical College is dedicated to high standards of education and a respect for the dignity of the individual. The College is concerned about preventing faculty-student, resident-student or student-student relationships that are perceived as injurious to the mental or physical well-being or academic freedom of any of its students. The College is committed to the principle that students and teachers have a duty to respect each other and promote a professional environment in which the educational, research and clinical missions of the university are pursued. This policy has been developed to define the standards of conduct in teacher-student and student-student relationships at New York Medical College, specify mechanisms for the prompt handling of complaints, and provide for education methods aimed at preventing student mistreatment and abuse.

General Principles

- Treat others with the same respect and dignity you would wish them to show you. This includes patients, colleagues, students, teachers, administration, staff and other health professionals.
- Do not harass others physically, sexually, verbally or psychologically.
- Do not discriminate on the basis of sex, sexual orientation, race, religion, age, national origin, marital, veteran status or disability.
- Be truthful and honest in all communication. Acknowledge errors of omission and commission with colleagues and patients. Do not take credit for or plagiarize others’ work.
- Do not use offensive language. Do not belittle patients, students or colleagues in any way, either in or out of their presence.
- Be aware of personal limitations and areas in which you lack knowledge. Know when to ask for and whom to go to for help. Know when and from whom appropriate supervision is necessary.
- Maintain a high level of confidentiality on matters relating to colleagues, students and patients. Know when, where, and with whom such matters should be discussed.

Student Mistreatment

The following guidelines have been established to prevent student mistreatment:

- Do not belittle students or colleagues in any way, either in or out of their presence.
- Students should not be required or asked to perform personal services for their supervisors. Examples of inappropriate requests include baby-sitting, shopping, providing transportation, and buying lunch/coffee.
- Students should not be threatened in any way or emotionally or physically harmed.
- Grading and other forms of assessment are not to be used in a punitive manner.
Policy on Harassment

Sexual Harassment
Sexual harassment in any form is unacceptable:

- The New York Medical College Policy Statement on Sexual Harassment states "sexual harassment includes unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based on sex. This would include explicit sexual propositions, sexual innuendoes, suggestive comments, sexually oriented practical jokes or obscene language or gestures."
- Sexual relationships between teachers and students, even when consensual, are always inappropriate due to the disparity of power and control in the relationship. If both parties involved intend to continue their relationship, the supervisory role must be terminated immediately. This is important because such conduct may interfere with the academic environment.

Other Forms of Harassment
No student should be treated differently or discriminated against based on race, religion, age, national origin, marital or veteran status or sexual orientation.

Reporting
Any student who believes that he or she has been the victim of harassment or abuse under this Policy is encouraged to avail him/herself of the procedures herein for resolution of the issue. Every effort will be made to resolve the complaint using the informal procedures already in place.

Procedures: A student who believes he/she has been the victim of harassment or abuse under this Policy should:

1. Contact either the Vice Dean for Medical Education of the School of Medicine (914-594-4500), or an associate dean for student affairs, to discuss in confidence the occurrence of possible abusive behavior on campus or at an affiliated facility. If the complaint does not appear to involve harassment or abuse, and the student and the dean agree that the matter would be more appropriately handled through another process, this will be initiated. If there appears to be student abuse or harassment, an investigation will be initiated. Following a complete investigation by one of the representatives identified in the College's harassment policy, the complaint will be reported to the Dean of the School in which the student is enrolled who will make every effort to resolve the matter in an informal, confidential and expeditious manner within thirty (30) days. The resolution of the matter will be reported to the student. If the complaint is of a statutory nature, (i.e., involves sexual harassment, discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical handicap, or age) it will also be forwarded by the Dean's Office to the Office of the General Counsel of the College.

2. In the event that an informal resolution cannot be achieved, the matter will be taken under consideration by an ad hoc Academic Committee on Harassment. This committee will meet with the parties involved to determine whether further action should be taken. The committee will make its recommendations for resolution to the Office of the Dean, who will make the final decision.
The fact, nature, or resolution of a student complaint will not be recorded in the student's record, will not serve as a basis for grades or recommendations and will not be transmitted in the Dean's letter or any other form of student evaluation, unless otherwise required by law.

Committees:

1. The ad hoc Academic Committee on Harassment will be composed of three members: a student member of the school involved selected by the Student Senate of the School of Medicine, the Student Advisory Council of the School of Public Health, or the Graduate Student Association of the Graduate School of Basic Medical Sciences; a faculty member selected by the Faculty Senate of the School of Medicine, the Graduate Faculty Council of the Graduate School of Basic Medical Sciences, or the Academic Policy Committee of the School of Public Health; and a senior member of the Administration appointed by the President and not previously involved in the attempted resolution. This Committee looks into complaints brought by any of the involved parties who feel that resolution through informal methods has been unsatisfactory and determines whether further action should be pursued.

2. In addition to the Academic Committee on Harassment, there is an oversight committee to monitor and recommend changes in the established harassment policy and procedures by reviewing complaint activity that occurred during the preceding year.

This oversight function is performed by a special subcommittee of the existing Student-Faculty Relations Committee. It is composed of a senior member of the College administration, a faculty member, and a student member. This subcommittee meets annually; reports on complaint activity are forwarded to this subcommittee by the Dean's Office on a quarterly basis.

Education: The College acknowledges that the most important component of this policy is education of the members of the university community concerning issues of student mistreatment and abuse. Therefore, it widely publicizes the policy and procedures for dealing with student harassment or abuse to all segments of the College community. The policy and procedures are presented to students at their orientations and are incorporated into the Student Handbook, the Faculty Handbook and is on the College website.
Policy on Reporting Student Incidents

New York Medical College endeavors to assure a safe and secure campus environment, supportive of the professional and personal growth of its students. To achieve this objective, the university must be promptly informed of incidents involving its students.

I. Purpose

To establish guidelines for the reporting of incidents.

II. Scope

This policy applies to all College faculty, staff and students.

III. Definition

Incident is defined as any unusual occurrence.

IV. Policy

New York Medical College endeavors to assure a safe and secure campus environment, supportive of the professional and personal growth of its students. To achieve this objective, the university must be promptly informed of incidents involving its students.

V. Procedures

In the event of an incident involving a student or students, a serious illness or injury, a major risk to safety, or a crime on the Valhalla campus, the following notification procedure will be followed:

♦ Immediately after notifying the appropriate emergency services (e.g. 911), the College's Security Office, located in Room 223B in the Basic Sciences Building (914-594-4226), should be informed.

♦ The security officer on duty will contact the Director of Security immediately.

♦ The Director of Security will assess the incident and notify the Provost, the Vice-Provost for Administration and Finance, the Vice-Provost for University Student Affairs, the Vice-President and General Counsel, and the Dean of the school in which the student(s) is enrolled. The Senior Communications Director will be notified if the incident has the potential for becoming public via the media.

♦ A comprehensive incident report will be completed by the Security Office and forwarded to the Provost, the Vice-Provost for Administration and Finance, the respective dean, and the Vice Dean for Medical Education (for students in SOM).

♦ Following notification, review of the report, and further investigation as needed, appropriate further action will be taken by the university and academic administration of the school(s) involved.
Policy for On Campus Student Sponsored Events Where Alcohol is to be Served

As adults, students are expected to know and abide by all applicable state and federal laws and College policies and procedures. All on-campus student sponsored events where alcohol is intended to be served require the prior approval of the Office of Student Affairs. Students responsible for organizing such an event must submit an event approval form at least six weeks before the proposed event containing the details of the proposed event, including without limitation the date, hours, purpose and location, as well as the type, amount and method of the alcohol to be served and consumed and the names of the persons responsible for and attending the event. The Associate Dean for Student Affairs will review the completed event form and notify the applicant of approval or rejection. For approval, events must meet all of the following requirements:

a. The primary focus of the promotion and marketing of the event is not the consumption of alcohol or the irresponsible use of alcoholic beverages (e.g., “beer bash,” “kamikaze night,” “drink specials,” etc.). All publicity must be approved in advance by the Office of Student Affairs.

b. Attendance throughout the event must be limited to New York Medical College students and their invitees, and not open to the general public.

c. There is no sale of alcohol except pursuant to a valid license or permit issued by the New York State Liquor Authority. Exchanging any consideration for alcoholic beverage service constitutes a sale in violation of law. "Consideration" includes money, tickets, tokens or chits that have been issued in exchange for money or anything else of value. The imposition of a uniform per-person admission fee or charge for the event, however, does not constitute a sale, provided the admission ticket or other evidence of payment is not exchangeable for alcoholic beverages.

d. No one under the age of 21 and no visibly intoxicated person will be served or given an alcoholic beverage.

e. Food, snacks and non-alcoholic beverages must be provided in sufficient variety and quantity and in a manner proportionate to the availability of alcoholic beverages. No kegs, party balls or any form of drinking contests or activities are permitted.

f. Alcohol must be consumed only at designated areas as approved and not in any other College areas, including but not limited to hallways, stairwells, balconies, grounds, lounges and bathrooms.

g. The service of alcohol must be discontinued no later than one hour before the scheduled end of the event.

h. A College security guard, at the non-refundable expense of the event sponsor, must be present with full authority to refuse the service of liquor to anyone and to stop or shut down the event for any failure to comply with the above requirements, applicable law or the policies and procedures of the College. The minimum time for the assignment of a security guard is four hours.

The above policy applies to student sponsored events where alcohol is to be served in College owned or leased buildings. Any failure to comply with this policy may result in the loss of on-campus space reservation privileges, disciplinary proceedings and/or criminal charges, as appropriate. The consumption of alcohol does not excuse a person from the legal or disciplinary consequences of disorderly or inappropriate conduct. Ultimately, students are responsible for their own conduct and the consequences of their actions.
New York Medical College recognizes its special responsibility to prevent the illicit use of drugs or alcohol on College premises by faculty, students and employees. The effects of drug or alcohol dependency compromise work and academic performance as well as health care. This, therefore, is to advise that the College, in consultation with faculty, the Dean's offices and appropriate administrative offices, has developed and adopted a Drug-Prevention Program which reaffirms our policy regarding the use of drugs and alcohol and provides specific information in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

The College's Drug Prevention Program is as follows:

1. It is the policy of New York Medical College to prohibit the unlawful possession, use or distribution of illicit drugs and the abuse of alcohol by faculty, employees and students on College premises or as part of any activities of the College.

2. Violation of the above policy shall result in, as a primary and remedial objective, written submission satisfactory to the College indicating completion of an approved drug or alcohol counseling, treatment, or rehabilitation program as a requirement for continued employment or, as a last resort, appropriate disciplinary action, up to and including suspension or termination of employment and, as applicable, referral for prosecution.

3. The abuse of alcohol and illicit drugs is associated with a number of substantial health risks affecting the performance of employees both at work and home. Alcohol is associated with liver disease, ulcers, birth defects, malnutrition, heart disease, and stroke and can cause brain damage. Its effect on performance includes poor concentration, coordination, and judgment as well as absenteeism, lateness, mood swings, and fatigue. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses of alcohol cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Cocaine (crack) can result in death from heart or respiratory failure, stroke or seizures, lung and voice damage. It causes impaired performance by decreasing attention span, causing poor judgment and mood swings, and induces paranoia, hallucinations, and depressions from withdrawal. The abuse of marijuana and anti-anxiety drugs (such as valium, librium or xanax) is also associated with both physical and performance impairments.
4. The legal sanctions under federal, state or local laws for the unlawful possession or distribution of illicit drugs or alcohol are severe and substantial requiring mandatory imprisonment and/or fines. Please contact the Department of Human Resources for further information regarding federal and New York State penalties concerning unlawful distribution or trafficking of drugs and illegal possession of controlled substances.

5. New York Medical College strongly encourages students, faculty and employees needing help in dealing with drug or alcohol dependence to participate in drug counseling and rehabilitation programs approved for such purposes by federal, state or local agencies. A description of some of the available drug or alcohol counseling, treatment or rehabilitation or reentry programs for students, faculty or employees is available through the Department of Human Resources.

This statement shall be distributed annually and shall be posted in conspicuous places on College premises and at affiliate locations. It shall also be incorporated into our orientation of new employees and students. The College's Drug Prevention Program shall be reviewed biennially to determine its effectiveness and to implement changes to the program if they are needed, and to ensure that the disciplinary sanctions mentioned above are consistently enforced.

**Hate/Biased-Related Crime Prevention Statement**

New York Medical College is in compliance with the New York State Hate Crimes Prevention Act of 2000. Copies of the New York law are available upon request from the College's Office of General Counsel.

Under the New York State Hate Crimes Prevention Act of 2000, the College is required to inform students about the provisions of the law and how hate crimes (also known as bias-related crimes) can be prevented on campus. The new law helps reinforce the message that hate crimes will not be tolerated.

A hate/bias-related crime is committed when a person intentionally selects another person against whom a specified offense is committed or intended to be committed because of a belief or perception regarding such other person’s race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct. A hate/bias-related crime is also committed when a person intentionally engages in a specified offense such as murder, assault, kidnapping, stalking, harassment, arson, robbery, vandalism, or other crimes against another person because of a belief or perception regarding such other person’s race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct.

Penalties for hate/bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Hate/bias crime incidents that rise to a felony level are reported to the local law enforcement authorities. Sanctions imposed by the College may include, but are not limited to, disciplinary probation, suspension, expulsion, criminal prosecution, and civil prosecution depending on the severity of the crime.

A student who believes that s/he has been a target of a bias-related crime is encouraged to immediately report an incident to the Campus Security Office and to the following individuals dependent on the enrollment status of such student: the Associate Dean for Students and Minority Affairs for the School of Medicine; the Senior Associate Dean, the School of Public Health; or, the Dean of the Graduate School of
Basic Medical Sciences. The incident, with the assistance of the College’s Office of the General Counsel, will be reviewed, investigated, and a determination made as to how the allegation will be handled.

Counseling and personal support is available to victims of hate/biased-related crime through the College’s Office of Student Affairs. Another source of assistance is the Help Lines listed in the College’s Student Handbook.

Students are informed about crime prevention measures through the New Student Orientation Program and communications from the Campus Safety Office.

Copies of the New York law are available upon request from the College’s Office of General Counsel.

**Smoke-Free Policy Statement**

New York Medical College its special responsibility, as a health sciences university, to protect faculty, employees, students and the general public from the harmful effects of smoking. In order ensure compliance with applicable local, city, state and federal laws and regulations the following smoke-free policy is in effect.

**I. Purpose**

A. To reaffirm New York Medical College’s special responsibility as a health sciences university to protect faculty, employees, students and the general public from the harmful effects of smoking.
B. To promote the health and safety of all.
C. To ensure compliance with applicable codes and regulations established by various local, City, State and Federal laws and regulations.

**II. Scope**

This policy applies to all individuals on the College’s owned or leased premises on the Valhalla Campus including the public areas, lounges, entrances, exit or egress areas, walkways and loading docks and including the inside and outside areas at Grasslands housing and dormitories. This policy also applies to individuals in outdoor enclosed work areas where there is an overhead structure, such as a roof, overhang or canopy that may partially contain smoke that are frequented by employees, students or patients during their daily course of activity. Finally, this policy applies to all outdoor events sponsored by the College and in all vehicles owned and operated by the College.

**III. Policy**

A. It is the policy of New York Medical College to:
   1. Establish a smoke-free environment at all of its owned and leased premises, including the inside and outside areas at Grasslands housing and dormitories, the outdoor enclosed work areas as provided herein, outdoor events sponsored by the College and in all vehicles owned and operated by the College.
   2. Provide information to Faculty, employees and students on the potential health hazards of smoking and of the availability of smoke-free programs.

**IV. Procedure**
Violations of this policy are to be referred to the appropriate department head and, in the case of student, to the office responsible for student affairs for the school involved. If a resolution cannot be reached by the department/division head, the matter should be referred to either the Human Resources Department or, in the case of students, to the office responsible for student affairs for the school involved. Established rules and regulations regarding policy violations will be implemented according to one’s College status (i.e., faculty, employee or student).

V. Responsibility

A. College Community
All members of the College community have the responsibility to observe this smoke-free policy and to remind others of their responsibility including visitors.

B. Department Heads, Supervisors and Managers
Monitor and enforce this policy to ensure that employees are compliant and administer disciplinary action if not compliant.

C. Office Responsible for Student Affairs for Each School
Monitor and enforce this policy to ensure that students are compliant and administer disciplinary action if not compliant.

D. Human Resources Department
Provide advice and guidance with respect to the interpretation and administration of this policy.

Student Housing Rules

It is expected that all occupants of New York Medical College residence buildings conduct themselves and treat fellow occupants in a mature adult manner. As such, the following house rules represent the basic understanding all occupants should have regarding living in NYMC housing.

- All residents of an apartment must respect the rights of everyone in the apartment. This includes respecting the right to study and sleep, including maintaining an acceptable noise level within the apartment.
- All non-bedroom areas of the apartment must remain accessible to all apartment residents. This includes all common hallways, internal stairways, terraces off the kitchen, living room or the common hallways, bathrooms off the common hallway and the kitchen, living room or other non-bedroom area. Any room or terrace accessible only through a bedroom belongs to the person assigned that bedroom.
- All residents of the apartment should respect the security and access rights of all other residents. This includes ensuring that the apartment doors remain locked and that the door chain is used only when all residents are present in the apartment.
- All residents of the apartment must respect the cooking and cleaning expectations of all other residents. This includes cleaning up after using the kitchen and bathroom and only using the food, dishes and utensils of others when expressly given permission.
Name-Change Policy

All currently enrolled students, male or female, will be granted the opportunity to change their names on university records when they produce evidence showing the name change is official. A certified copy of a court order or a marriage certificate or a dissolution decree reflecting the new name in full is the evidence required to support an official name change.

Electronic Communications Policy

Overview

New York Medical College is committed to providing to its faculty, students, employees, trustees, affiliates and the university an electronic communications system for the purpose of conducting College business and upholding its declared mission in education, research and patient care. This system, which includes all computer-related services, electronic mail, computer equipment, software, operating systems, network equipment, storage media and related wires and cables—and all future additions or improvements thereto, is the property of the university.

This policy applies to faculty (including voluntary and adjunct faculty), employees, students, fellows, contractors, consultants, visitors, temporary employees and other workers at NYMC and its affiliated hospitals who make use of the College electronic communications system. Use of the College system constitutes an agreement to adhere to the guidelines set forth in this policy, which is intended to supplement other applicable policies, including those in the Administrative Policies and Procedures manual and the Student Handbook. The College reserves the right to revoke Internet, e-mail and other user privileges from any individual violating this or any related policy.

Electronic Mail (E-mail) Communications

Users should refer to NYMC Policy IS-107, E-Mail Usage and E-mail Security, for a full statement of the policies on the proper use of electronic mail.

Message Size Restrictions

Due to recent events which have caused problems with the college's Email system, information services has imposed a 1024KB size restriction on all email sent to the Announcements, Advertisements and Events distribution lists.

The message you should receive if your message is too big looks like this:

From: System Administrator
Sent: Monday, October 04, 2004 5:00 PM
To: Test Restricted MsgSize
Subject: Undeliverable: above 1024KB

Your message did not reach some or all of the intended recipients.
Subject: above "Your message's subject will be here"
Sent: 10/4/2004 5:00 PM
The following recipient(s) could not be reached:

This message is larger than the current system limit or the recipient's mailbox is full. Create a shorter message body or remove attachments and try sending it again.

We do not restrict incoming messages due to a full mailbox, so this message will always refer to the message size being in excess of that allowed.

Distribution Lists

The use of e-mail to broadcast messages to groups of users via distribution lists has been set up for the express purpose of conveying College-related information that pertains to a majority of the individuals to whom the message is sent. Use of broadcast e-mail or distribution lists for any other purposes, except those that are spelled out in the section on “Advertisements, Announcements and Events,” is a violation of this policy.

Highlights of NYMC Policy IS-107 are as follows:

- Notices of interest to the College community may be sent to the public groups under the following:
  ADVERTISEMENTS—for selling items or other transactions, offering services, housing exchanges, etc.
  ANNOUNCEMENTS—for conveying information of general interest, such as academic appointments, new hires or available positions, as well as personal announcements, such as births and retirements.
  EVENTS—campus events such as lectures, grand rounds, public meetings and other scheduled activities.
- Users not wishing to receive advertisements, commercial notices, announcements or events can unsubscribe from these public groups via the Information Services web page at https://isweb.nymc.edu/. After logging into the page select from NYMC Applications in the upper left "Change Email Group Memberships" - check or uncheck the boxes that apply to the e-mail groups to which you wish to subscribe or unsubscribe and submit.
- Users should avoid overloading fellow users’ mailboxes by directing each message to only ONE of the above addresses. When posting to a distribution list, users should try to avoid large attachments, especially those containing graphic images.
- Public group NYMC Community is restricted for official use only, and should be limited to messages of high importance that have direct relevance to all members of the community.

The following practices should be used as guidelines for the proper usage, dissemination and management of e-mail communications.

Proper Usage/Professional Behavior
• Users are expected to show courtesy and restraint when communicating with internal and external recipients. Electronic mail should reflect the professionalism and deportment expected of all members of the College community and should not contain language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening, abusive, retaliatory or defamatory.

• Users should regularly delete messages from their electronic mailboxes. Important messages can be saved to an archive folder. In order to maintain overall system capacity, the Office of Information Technology will delete all messages, read and unread, older than 90 days from any user’s mailbox without notice.

• **Users should not open attachments in e-mail from senders unknown to the user.** Attachments can contain dangerous computer viruses, which are frequently spread via e-mail and cause serious damage or losses. These e-mails and their attachments should be deleted without opening, or as soon as their nature can be recognized.

**Prohibited Practices**

• Sending unsolicited and self-serving e-mail offers, requests, comments or remarks, including the sending of "junk mail," chain letters or advertising material to individuals who did not specifically request such material.

• Any form of verbal harassment, whether through language, graphics, frequency or size of messages.

• Unauthorized use or forging of e-mail header information.

• Solicitation of e-mail for any other e-mail address, other than that of the poster’s account, with the intent to harass or to collect replies.

• Using the e-mail system to endorse products, lobby for politicians or legislation or promote one set of religious beliefs over another.

• Sending or forwarding material that is fraudulent, harassing, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate.

• The following activities are expressly prohibited: gaining unauthorized access to private or protected information, running programs to identify passwords or codes, unauthorized monitoring or tampering with another person's e-mail or electronic files, using another person's password or allowing others to use yours, or attempting to gain network privileges to which the user is not entitled.

**Rights and Ownership**

The College owns the rights to all data and files in every computer, network or other information system in any part of its equipment or network. The College reserves the right to monitor computer and e-mail usage of any person(s), both as it occurs and in the form of account histories and their content. The College has the right to inspect any and all files stored in private areas of the network or on any type of computer storage media in order to assure compliance with this policy and with local, state and federal laws. Consistent with all other applicable laws, the College reserves the right to cooperate with law enforcement and regulatory agencies that may request logs, diaries, archives or files on individual Internet activities.

The College also reserves the right to monitor e-mail messages and their content. Users must be aware that e-mail messages sent and received using College equipment are not private and are subject to viewing, downloading, inspection, release and archiving by College authorities. No user may access another user’s computer, computer files or electronic mail without prior authorization.
Improper Usage
The College has licensed the use of certain commercial software application programs for business and academic purposes. Third parties retain the ownership and distribution rights to such software. No user may create, use or distribute copies of such software that is not in compliance with the license agreements. Under no circumstances or in any manner may individuals use the College electronic communications system to engage in any activity that is illegal under local, state, federal or international law.

Various modes of Internet access are College resources and are provided as business and academic tools to users solely for the purpose of education, clinical practice, research, professional development and College business communications. The following practices are specifically prohibited:

Copyright Infringement

- Any violation of the rights of any organization, person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the College.
- Unauthorized downloading, playing or copying of copyrighted material, including digitization, use and distribution of photographs from magazines, books, websites or other copyrighted sources, copyrighted music, or the installation of any copyrighted software for which the College or the end user does not have an active license.

Harassment/Disruption of Work or Educational Environment

- Introduction or propagation of malicious programs into the network or server, e.g., any virus, worm, Trojan horse, trap-door program code or other code or file designed to disrupt, disable, impair or otherwise harm the College’s networks or systems or those of any other individual or entity.
- Causing congestion, disruption, disablement, alteration or impairment of College networks or systems.
- Running a personal or private business operation or otherwise engaging in personal or private business activities during work hours.
- Use of any College computer, network or Internet resources to transmit, archive, or distribute any material deemed to be pornographic, obscene, racist, sexist, threatening, sexually abusive or fostering a hostile environment, unless required for legitimate scientific or educational purposes of the College. (“Material” is defined as any visual, textual or auditory item, file, page, graphic or other entity.)
- Providing information about or lists of New York Medical College faculty, students or employees to parties outside the College without prior authorization.
Policy on Filming, Videotaping, Photography, and Visual or Audio Recordings

I. PURPOSE

The purpose of this policy is to set forth the policy and procedures, including content, consent and distribution, regarding the filming, videotaping, photographing, digital imaging or other visual or audio recording on the Valhalla campus of New York Medical College.

II. POLICY

It is the policy of New York Medical College to require advance written permission from the Office of Public Relations prior to the taking, publication or dissemination of any photograph, film, videotape or recording of NYMC buildings, facilities, property, student, faculty or employee. No commercial filming, videotaping, photography or visual or audio recording is permitted without the express written permission of the Office of Public Relations. Permission for still photography (film or digital) will be granted only for the personal use of students, parents, alumni, faculty, staff and trustees of the College. Photography, videotaping or recording authorized by the College which is intended for public affairs purposes will be coordinated with the Office of Public Relations and in accordance with College policies. Similar photography, videotaping or other recording which is intended for educational purposes will be coordinated by the Office of Student Affairs for the School of Medicine or the appropriate Dean for the College's other schools, in consultation with the College's Office of Public Relations.

It is also the policy of New York Medical College to prohibit the taking, publication or dissemination of any photograph, film, videotape, digital image or other visual or audio recording of any cadaver donated or otherwise provided to or by the College. These human remains are to be treated with respect for their humanity and gratitude for their contribution to the advancement of medical education; to act otherwise, serves no educational or scientific purpose.

Furthermore, it is the policy of the College to prohibit the taking, publication or dissemination or other use of any photography, videotape, digital imaging or other visual or audio recording of any patient without the prior written consent of such patient. This protects the privacy of patients and is consistent with the Health Insurance Portability and Accountability Act ("HIPAA") standards and codes.

III. SCOPE

This policy applies to all faculty, staff, employees, students, student organizations, residents in a College-sponsored or directed graduate medical education program, interns, volunteers and authorized visitors. This Policy applies to any device or format including the use of cameras, cellphones, smartphones or other visual or audio recording devices.
IV. EFFECTIVE DATE

This policy shall be effective as the date signed below.

V. POLICY MANAGEMENT AND RESPONSIBILITY

Responsible Officer: Chancellor for Health Affairs and Chief Executive Officer or Designee
Responsible Executive: Associate Vice President for Communications
Responsible Office: Office of Public Relations

Institutional Identity Policy

It is important for New York Medical College to enhance public awareness of the institution and its excellence through the proper use of its name and logo. Students or student organizations who wish to use the name of the College in conjunction with any public effort, activity or product must obtain prior written permission from the Office of Public Relations.

All policies, practices and procedures of New York Medical College are administered in a manner that preserves its rights, character and identity.

Student Fundraising Policy

Before initiating a student fundraising project for any purpose, students should contact the Office of University Development (914-594-4550) for information and guidelines.

Changes in Policies

New York Medical College reserves the right to change policies and procedures at any time and without prior notice. Errors and omissions in published documents (written or electronic) may be corrected at any time.