



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE Touro College and University System

Graduate School of Basic Medical Sciences

STANDARDS OF CONDUCT

This is a reprint of the *Standards of Conduct* chapter of the Graduate School of Basic Medical Sciences Catalog. The catalog is available on our website.

GENERAL PRINCIPLES

The Graduate School of Basic Medical Sciences expects its students, as members of the academic community, to conduct themselves and their activities in the highest traditions of those engaged in the search for knowledge. Students are expected to be truthful in submitting work that is identified as the result of their own effort. Cheating and plagiarism, in any form, will not be tolerated.

Since our graduate programs are based in experimental science, particular emphasis is to be placed on honesty and integrity in testing and research and the appropriate acknowledgment of the contributions of others to one's own dissertation, thesis and reports. No publication is permitted without the consent of all participating investigators. Potential conflicts of interest that may impede an investigator's impartiality in conducting research must be disclosed to appropriate institutional officials. Fabrication or falsification of data in any form will not be tolerated.

Students are also expected to treat other members of the college community – including faculty, staff and fellow students – with appropriate respect and honesty. In turn, students may expect to be treated with appropriate respect and honesty.

Serious violations of these principles will result in disciplinary action, including possible dismissal.

The graduate school and the college have adopted a number of policies that address specific issues related to standards of conduct. Some of these are summarized below in abridged form.

STUDENT CODE OF ACADEMIC INTEGRITY AND PROFESSIONALISM

(Excerpted from the preamble to the *Student Code*)

“Academic integrity and respect for the dignity of the individual are essential in any educational endeavor. In scholarly endeavors, all participants must commit themselves to truthfulness and honesty in the search for new insight and knowledge. In addition, honesty, integrity and respect in all interactions with colleagues, peers, teachers and support staff, as well as with patients and their families, are essential professional attributes.

As a community devoted to the health sciences, professionalism is a core value. The attitudes and behaviors described by the term professionalism serve as the foundation of the expectations that society has of us as members of the medical and health sciences community. Therefore, as professionals, practitioners, scientists and students, we value attitudes, behaviors and habits expected of professionals – e.g., commitments to high standards of competence and performance; integrity, honesty and ethical behavior; respect for all individuals regardless of gender, sexual orientation, race, religion, age, national origin, marital status, veteran status, disability, or occupation or level of training; meeting responsibilities and commitments; excellent communication skills, reflecting behaviors expected of professionals; maintaining appropriate relations with patients, colleagues and others; managing conflicts of interest; continuous self-improvement; and honoring the trust that is placed in us by society.

By accepting admission to New York Medical College, students commit to the ideals, ethics and appropriate conduct of their chosen profession.”

The NYMC *Student Code of Academic Integrity and Professionalism* outlines general areas of conduct that are expected, and types of conduct that are prohibited, of all students at NYMC. Examples of inappropriate conduct are offered as guidelines, with the understanding that no policy can specify all possible behaviors or cover all possible mitigating circumstances.

Allegations of violations of this *Student Code* or of other policies regulating student conduct by students in the Graduate School of Basic Medical Sciences will be adjudicated by the policy described below.

PROCEDURES FOR ADJUDICATING ALLEGATIONS OF VIOLATIONS OF THE CODE OF ACADEMIC INTEGRITY AND PROFESSIONALISM

When graduate students in the Graduate School of Basic Medical Sciences are alleged to have violated the standards of conduct expected of them – as detailed in the College’s *Code of Academic Integrity and Professionalism*, the *GSBMS Bulletin*, and in other College and school policies that address standards of conduct and professional behavior, such as, but not limited to, the *Policy of Professional Conduct in Student- Student and Teacher-Student Relations*, the *Sexual Harassment Policy*, the *Drug-Free School and Campus Policy*, the *Electronic Communications Policy Statement*, and the *NYMC Guidelines for Ethical Practices in Research* – the procedures outlined in this policy will be used to review the allegation, decide the guilt or innocence of the accused student, and, if the student is guilty, determine an appropriate and proportionate penalty for the violation.

DISCIPLINARY ACTION FOR UNACCEPTABLE CONDUCT

Students are subject to disciplinary action, including suspension or dismissal, because of unacceptable conduct. Serious violation of the principles of honesty and integrity are grounds for disciplinary action. Inappropriate behavior towards other members of the college community may also constitute grounds for disciplinary action. If such violations or behavior are brought to the attention of the dean, the dean will investigate and provide the accused student a chance to refute the charges, if necessary. When the integrity of research or the safety of individuals is at possible immediate risk, the dean may suspend the accused student from any or all academic activities or privileges while the matter is being investigated.

Official letters of dismissal shall be sent by the dean upon the recommendation of, or after conferring with, the student's program director. A student may appeal a decision for dismissal from the School.

RIGHTS AND RESPONSIBILITIES OF STUDENTS IN THE GRADUATE SCHOOL OF BASIC MEDICAL SCIENCES

(Excerpted and adopted from the complete policy)

The graduate programs of the Graduate School of Basic Medical Sciences are intended to provide their students with the knowledge and skills necessary to pursue careers in the biomedical sciences and/or in fields allied with the biomedical sciences. Students who enroll in one of these academic programs have certain legitimate expectations (or rights) regarding the educational program they are undertaking, and also assume certain responsibilities. The *Rights and Responsibilities* document outlines these rights and responsibilities in general terms by establishing principles that are intended to serve as guidelines for the student’s experience at NYMC. It has separate sections that cover General Principles, Academic Regulations and Student Progress, Research Training and Intellectual Property Issues, Financial Aid and Employment Issues, and the Grievance Process. This document does not replace or supersede other documents that specify graduate school and/or university policies with regard to academic rules and

regulations, student financial aid, employee rights and conditions of employment, maintenance of a safe working environment, discrimination, or sexual harassment.

GUIDELINES FOR ETHICAL PRACTICES IN RESEARCH AND POLICIES FOR DEALING WITH INSTANCES OF ALLEGED VIOLATIONS OF ETHICAL STANDARDS

(Excerpted from the policy, as amended in October 2004)

Students conducting research are bound by the same ethical guidelines that apply to faculty investigators, within the limits of their authority and responsibilities. The purpose of these guidelines is to preclude the occurrences of all unethical scientific practices in research such as (a) deliberate falsification or misrepresentation in the proposal, conduct or reporting of research, (b) pilfering of scientific data and plagiarism in scientific publications, and (c) misappropriation of research funds. The integrity of the entire scientific enterprise, and, in particular, of this institution requires that the College pay special attention to and expeditiously and equitably resolve any allegations of unethical scientific actions violating professional standards or regulation by investigators at the College or its affiliated hospitals. Maintenance of high ethical standards in the conduct of research and research training requires the establishment of a set of guidelines directed towards the delineation of ethical standards in research. This document attempts to do so. Furthermore, it cites recommendations for investigating allegations of unethical scientific practices and outlines procedures for reporting and correcting the consequences of such unethical practices, while at the same time protecting the rights and reputation of the investigators.

SEXUAL HARASSMENT POLICY

(Excerpted from the complete policy)

New York Medical College is committed to providing all of our students and employees an environment free from conduct constituting harassment and to discipline any student or employee who violates this policy. New York Medical College's policy is to investigate all complaints of sexual harassment thoroughly and promptly. To the fullest extent possible, the College will keep complaints and the terms of their resolution confidential. If an investigation reveals that harassment has occurred, the College will take corrective action, as appropriate. It is the responsibility of faculty and management to create an atmosphere free of sexual harassment. It is also the duty of each student and employee to respect the rights of fellow students and employees.

If you feel you have experienced or witnessed harassment, whether you are a student or an employee, you may notify Lisa Tronzano in Human Resources (914-594-2802).

STATEMENT OF NON-DISCRIMINATION

New York Medical College is an Equal Opportunity and Affirmative Action Institution. No person shall be denied admission to any educational 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, or disability. Additionally, no person shall be discriminated against on such a basis 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 there under prohibiting practices or policies in admissions, education programs, or employment that are in any way discriminatory on the basis of sex and disability, respectively.

Megan Siemers Livingston, Academic Support Specialist, is the Section 504 Coordinator for Individuals with Disabilities. Her office is located in the Administration Building, Valhalla, NY 10595, and her

telephone number is (914) 594-3880.

Katherine Dillon Smith, M.S.W, Director of Student and Residential Life is the Coordinator for Title IX. Her office is located in the Administration Building, Valhalla, NY 10595, and her telephone number is (914) 594-4527.

HATE/BIASED-RELATED CRIME PREVENTION STATEMENT

(Excerpted and adopted from the College's "Hate/Bias-Related Crime Prevention Statement")

New York Medical College shall not tolerate hate/bias-related crimes and shall investigate, review and take all appropriate actions. 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.

Students who believe that they have been a target of a bias-related crime are encouraged to immediately report the incident to the Campus Security Office and to the following individuals dependent on the enrollment status of such student: the Senior Associate Dean for Students for the School of Medicine; the Vice Dean, the School of Health Sciences and Practice; 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.

DRUG-FREE SCHOOL AND CAMPUS POLICY

(Excerpted from the complete policy)

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. 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. Drug and alcohol counseling, treatment, and rehabilitation programs are available.

SMOKE-FREE POLICY

(Adopted from the College's "Smoke-Free Policy Statement" as amended in 2011)

It is the policy of New York Medical College to establish a smoke-free environment at all of its owned and leased premises, to provide information to faculty, employees and students on the potential health hazards of smoking and of the availability of smoke-free programs and to ensure that employees and students who smoke to respect the rights of others who do not wish to be exposed to the bad effects of inhaling smoke. Therefore, no smoking shall be permitted on any premises of New York Medical College subject to this policy, which are be the College's owned or leased buildings and grounds on the Valhalla campus, including the public areas, lounges, entrances, exit or egress areas, walkways and loading docks, and including both the inside and outside areas of Grasslands housing and dormitories. This policy also applies to individuals in outdoor enclosed work areas where there is an overhead structure that may partially contain smoke. The policy also applies to all outdoor events sponsored by the College and in all vehicles owned and operated by the College. Violations of this policy will result initially in referrals to smoke-free or rehabilitation programs or other remedial measures as a requirement for continued employment and finally appropriate disciplinary actions.