



Northeast
College of Health Sciences
FORMERLY NEW YORK CHIROPRACTIC COLLEGE



2021-2022 Catalog & Student Guide

Academic Excellence
Leadership
Professional Best Practices

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President's Message

Welcome to Northeast College of Health Sciences! I am delighted that you have chosen to pursue a professional education here in New York's beautiful Finger Lakes region.

You are embarking upon an exciting path that will lead you to a rewarding and fulfilling career where you will make a positive difference in the lives of others. As you do so, I hope you'll find help and support in this Catalog and Student Guide (C&SG), which is designed to be a key resource on your academic journey.

The CS&G contains important information about Northeast's history, mission, vision, and values. Here is where you'll find admissions and academic information, including information outlining each of our programs, their curricula, and their graduation requirements. You can get to know about the Northeast faculty, staff, and administration, too, to better understand what each person does and how they can help you succeed. The CS&G is also where you'll find the important policies that govern the College, including policies about attendance, student conduct, and academic or behavioral dismissal and appeals. And there's much, much more to learn about the College, its resources, and the services available to you.

In short, this handbook provides essential information for every student. I encourage you to peruse it and learn about your rights, responsibilities, and opportunities as a Northeast student.

Most of all, I hope you learn what a proud tradition of natural healthcare professionals you move to join as you become a part of Northeast. We're glad you're here, and we look forward to growing with you in the coming trimesters.

A handwritten signature in black ink that reads "Michael A. Mestan". The signature is written in a cursive, flowing style.

Michael A. Mestan, D.C., Ed.D.
President

About the Northeast College of Health Sciences Seal

THE NORTHEAST COLLEGE SEAL

The official College seal represents the institution's distinguished history and is used for official, formal or ceremonial purposes (such as on documents like diplomas) and for other business of the office of the President.

The seal includes the full Northeast College of Health Sciences name, as well as the year of the College's founding.

Three books stacked atop one another illustrate the rich foundation of wisdom upon which the College is built, and the lifelong pursuit of new knowledge to which the College's scholars are devoted.

A scroll and a quill pen immersed in an inkwell signify learning and open discourse, both academic and interpersonal.

The shining lamp and flame represent the illumination of all in its light, casting ignorance into the shadows and elevated by two hands symbolizing strength and healing.

The seal's central message, "Virtus Animusque," reaffirms Northeast's commitment to excellence and rationality.



Preface

The information in this Catalog and Student Guide was prepared as of September 1, 2021, and replaces and supersedes all prior editions. Provisions of this Catalog and Student Guide are not to be regarded as an irrevocable contract between the student and Northeast College of Health Sciences. The College reserves the right to make changes, including without limitation changes to program offerings, course offerings, course and program descriptions, content and requirements, policies, procedures, deadlines, activities, operations, fees, or the announced academic calendar, at any time without notice. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.

Northeast College of Health Sciences offers an equal educational opportunity to all persons without regard to race, color, gender, age, creed, religion, national origin, ethnic background, citizenship, marital status, familial status, sexual orientation, gender identity, gender expression, disability or veteran status, status as a victim of domestic violence, ancestry, arrest/convictions record, genetic predisposition or “carrier” status, and any other characteristic protected by applicable federal, state, or local law. This policy applies to all matters, including admission and education of students, availability of student loans, grants, scholarships, employment and promotion of teaching and nonteaching personnel, and activities conducted on premises owned or occupied by the College. Married-student housing accommodations are provided in accordance with New York State’s statutory recognition of marriage relationships.

Behavior exhibited by faculty, staff, and students must reflect respect for each individual’s rights and dignity as a human being. Harassment is contrary to the College’s

philosophy and is prohibited by federal and state laws. The College neither condones nor permits any type of harassment that is severe, pervasive, and/or creates a hostile environment that interferes with an employee’s work or a student’s opportunity to learn. Actions of harassment include, but are not limited to, vulgar or derogatory language or other conduct creating a hostile environment, and threatening language or actions directed against a person because of non-job-related issues such as physical characteristics or sexual orientation. Other types of illegal, discriminatory actions that cause harm to a person – especially with respect to matters such as employment, financial aid, academic or professional performance and/or advancement – will not be tolerated.

All instances of harassment must be reported to the appropriate supervisory person or the office of Human Resources. Such complaints will be fully investigated by officers of the College, or their designees, to achieve an equitable and satisfactory resolution.

The College’s Equal Opportunity Officer coordinates all of the College’s compliance efforts under Title IX of the Education Amendments of 1972 (regarding sex discrimination), Section 504 of the Rehabilitation Act of 1973 (regarding disability discrimination), the Age Discrimination Act of 1975 (regarding age discrimination), and other applicable federal and state nondiscrimination legislation. The Equal Opportunity Officer’s office is in Room 205 of the Administration Building. The telephone number is 315.568.3105.

It is the student’s responsibility to become familiar with and follow all regulations of the College. This Catalog and Student Guide, as well as posted notices, are used to inform people of campus governance.

History of Northeast College of Health Sciences

The landscape of healthcare education in New York changed forever in 1919 when Dr. Frank Dean founded the Columbia Institute of Chiropractic (CIC), later to become New York Chiropractic College (1978) and subsequently Northeast College of Health Sciences (2021). Dr. Dean served nearly 40 years as the institution's first president. During the 1950s, CIC grew through mergers with the Columbia College of Chiropractic and Atlantic States Chiropractic Institute. Following Dr. Dean's death in 1958, Dr. Lorraine Welch served briefly as interim president.

In 1959, Dr. Ernest Napolitano was named president. Under his leadership the College achieved national prominence. In the 1970s the Columbia Institute became New York Chiropractic College (NYCC), moved to Long Island, was granted an absolute charter by the New York State Board of Regents, and received accreditation of its Doctor of Chiropractic degree program by the Council on Chiropractic Education.

Dr. Napolitano passed away in 1985, shortly after seeing NYCC achieve institutional accreditation from the Middle States Association of Colleges and Schools. He was succeeded by Acting President Dr. Neil Stern, who served until 1987, when Dr. Keith Asplin was appointed president.

Constrained in its efforts to expand on Long Island, NYCC acquired the former Eisenhower College campus in Seneca Falls, New York, in 1989. Shortly thereafter, Dr. Kenneth W. Padgett was appointed president and led the effort to move the college 300 miles northwest. In 1991 the new campus was opened on 286 acres in the heart of the Finger Lakes region of central New York state. New facilities included academic and administrative buildings as well as an extensive library, athletic center, and residence halls. Subsequent years saw the construction of two new academic buildings on campus and the addition of clinics in Seneca Falls, Syracuse, Cheektowaga, Depew, Rochester, and elsewhere. Many of these facilities continue to serve NYCC students today. In addition, collaborations with the Veterans Administration, several hospitals, and various private facilities ensure diverse opportunities for clinical education.

Dr. Frank Nicchi '78 succeeded Dr. Padgett in 2000. An educator at heart, his vision led New York Chiropractic College to build on its chiropractic roots. Beginning in 2002 a dramatic academic expansion resulted in the addition of graduate degrees in acupuncture, acupuncture and Oriental medicine, diagnostic imaging, applied clinical nutrition, sports nutrition, clinical anatomy, and human anatomy and physiology instruction. A baccalaureate degree completion program and various certificate programs round out the College's offerings. NYCC also established the first-ever chiropractic residency in a Veterans Administration hospital. Success of this pilot program led to the establishment of five residency sites in VA hospitals across the country. The College serves as academic affiliate for two of these sites.

Beginning in 2010, the College embraced online education. A Master of Science degree in Applied Clinical Nutrition and another in Human Anatomy and Physiology Instruction are now available entirely online. Hybrid offerings now enrich other degree programs.

In Fall of 2017, Dr. Michael A. Mestan was appointed president of New York Chiropractic College, succeeding Dr. Frank Nicchi. Dr. Mestan joined NYCC in 2002 as a department head and subsequently held a number of increasingly responsible appointments, including being named executive vice president and provost in 2010.

Through the College's strategic plan, NYCC BLUEprint: Growing the Future Together, research was performed around how the College's name might best reflect the growing scope of proposed programs and embrace a multidisciplinary culture. In 2021 this work culminated with the State of New York granting approval for the College to rename itself "Northeast College of Health Sciences."

As it has always been, Northeast remains on the cutting edge of health science education. Looking to the future, we will continue to focus on academic excellence, leadership, and professional best practices, seizing every opportunity to enhance our reputation as a leading institution for collaborative, interprofessional education to build on our graduates' competitive professional edge.

Mission, Values & Vision

MISSION STATEMENT

Northeast College of Health Sciences is committed to academic excellence, leadership, and professional best practices.

VALUES

We value...

- the core principles of all our natural healthcare programs;
- our heritage as a chiropractic educational institution;
- the provision of the finest natural healthcare education, clinical experience, and support systems to facilitate alumni success in diverse careers;
- innovative teaching and learning methods that complement and enhance our existing programs;
- the development and utilization of best practices in lifelong learning, interprofessional collaborative healthcare, scholarship, and the exploration of new knowledge;
- excellence, honesty, accountability, and fiscal responsibility in all endeavors;
- diversity, inclusiveness, and tolerance in all interactions;
- an environment that balances knowledge, authority, and responsibility;
- the cultivation of nurturing relationships with all our stakeholders; and
- our role as an authority in natural healthcare education and the leadership role(s) our faculty, staff, and alumni have within the communities they serve.

VISION

Northeast will be recognized as a leading institution for the education and training of natural healthcare professionals and academicians who embrace interprofessional collaboration.

General Information

Northeast College of Health Sciences offers the following degree programs. Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

<u>Degree Programs</u>		New York State HEGIS Code
DC	Doctor of Chiropractic	1221
	<u>Advanced Certificates within the DC Program</u>	
	WFN Whole Food Nutrition	1299
	SSHP Sports Science and Human Performance	1221
	CSO Custom Stabilizing Orthotics	1221
MSACN	Master of Science in Applied Clinical Nutrition	1229
MSHAPI	Master of Science in Human Anatomy and Physiology Instruction	0805
BPS	Bachelor of Professional Studies with a major in Life Science (Note: this program is only available to Northeast students enrolled in the DC program)	1201
MSDI	Master of Science in Diagnostic Imaging	1225
MSCA	Master of Science in Clinical Anatomy	1229

Information pertaining to all Northeast degree programs is presented in the first sections of this document, while the information that is specific for each program is presented in the individual program sections.

INSTITUTIONAL LEARNING OBJECTIVES

As our mission statement outlines, the goal of the Northeast College of Health Sciences is to offer the highest quality graduate education by ensuring that those completing our programs meet the following institutional learning objectives:

1. Develop critical thinking skills using current evidence and practices to make informed decisions;
2. Use information literacy skills to effectively locate, analyze, and integrate information;
3. Demonstrate effective forms of communication;
4. Behave ethically, professionally, and with integrity;
5. Demonstrate the ability to work effectively within a collaborative interprofessional team;
6. Display leadership skills applicable to the field of study;
7. Conduct themselves in a caring and compassionate manner sensitive toward others of all cultures and backgrounds; and
8. Understand the theoretical underpinnings and application of chosen discipline.

ACADEMIC PROGRAM PURPOSE STATEMENTS

Doctoral Programs

Doctor of Chiropractic Program (DC)

The Doctor of Chiropractic degree program advances the Mission, Vision, and Values of Northeast College of Health Sciences through its preparation of doctors of chiropractic who provide primary and collaborative care, and who place special emphasis on neuromusculoskeletal conditions and overall patient wellness.

DC Program Certificates

Whole Food Nutrition Advanced Certificate (WFN)

The Whole Food Nutrition Advanced Certificate supports the College's mission of academic

excellence by providing diversity to the nutrition curriculum and embracing the concept of whole food nutrition. Given the increased interest in whole food nutrition among both students and practitioners, Northeast has developed an advanced certificate to offer students who have a desire to use nutrition in their practice with a whole food foundation which provides an approach to patient care that is distinct from the core curriculum. The Certificate incorporates four core curriculum courses from the Doctor of Chiropractic program plus an elective course, The Basics of Whole Food Nutrition.

Advanced Certificate in Sports Science and Human Performance (SSHP)

The Advanced Certificate in Sports Science and Human Performance is a concentration designed to support our students with an interest in management and treatment of the athlete. The series of courses and clinical opportunities will advance the students' knowledge, skills, and abilities in the care of the athletic population.

The SSHP Advanced Certificate is designed to foster student growth and development, focusing on treatment and management of the athletic population.

- The student will demonstrate knowledge of the concepts of the Athletic Triage Model and the role chiropractic can play as part of an integrated healthcare team.
- The student will study the role chiropractic plays in restoration and regeneration as it pertains to athletic performance.
- The student will identify the necessity of appropriate diagnosis and management to support quality patient care.

Custom Stabilizing Orthotics (CSO)

The core courses selected provide a strong foundation of understanding of the anatomy and function of the lower extremity. The elective provides specific training and opportunity to analyze gait and posture in a number of normal and pathologic conditions. Students will also have the

opportunity to scan images, order and fit individuals or Custom Made Stabilizing Orthotics.

Master's Programs

Master of Science in Applied Clinical Nutrition Program (MSACN)

The Master of Science in Applied Clinical Nutrition degree program advances the Mission, Vision and Values of Northeast College of Health Sciences through its preparation of clinical nutrition professionals. The program places emphasis on the principles of quality patient-centered care through the analysis of evidence and the utilization of the highest standards in nutritional assessment, intervention, promotion of health, and case management focusing on the use of whole foods and therapeutic plants in an integrative approach to optimal wellness.

Master of Science in Human Anatomy and Physiology Instruction Program (MSHAPI)

The Master of Science in Human Anatomy and Physiology Instruction degree program builds on the prior graduate or professional school education in anatomy and physiology of terminal healthcare and graduate academic degree holders, thoroughly preparing them as undergraduate educators. This is accomplished through training in the theory and best practices of undergraduate education and specific orientation of the candidate's established and newly acquired skills to the student demographic he or she will encounter teaching anatomy and physiology to undergraduate students.

Postdoctoral Master's Residency Programs

Master of Science in Diagnostic Imaging Program (MSDI)

The Master of Science in Diagnostic Imaging degree program is a postgraduate residency that advances the Mission, Vision and Values of Northeast by training chiropractic diagnostic imaging specialists through a comprehensive academic, clinical, interprofessional, patient-centered and evidence-informed curriculum.

Master of Science in Clinical Anatomy Program (MSCA)

The Master of Science in Clinical Anatomy graduate degree program provides a comprehensive professional

education that focuses on developing professional teachers of human applied clinical anatomy. Through Northeast College of Health Sciences and cooperating institutions, students are trained in pedagogical technique and practical teaching experience to students of chiropractic, medicine, nursing, and other healthcare professions.

Baccalaureate Completion

Bachelor of Professional Studies Program (BPS)

The Bachelor of Professional Studies degree program provides a life-science degree for Northeast College of Health Sciences students who need/or desire to complete their undergraduate studies.

COMMENCEMENT EXERCISES

Commencement exercises for the Doctor of Chiropractic program are held each trimester. Commencement exercises for all other programs are held annually. In addition to conferring degrees, awards for academic excellence and achievement are also presented.

ACCREDITATION, REGISTRATION, AND CERTIFICATION

Accreditation and Registration

Northeast College of Health Sciences holds an Absolute Charter from the New York State Board of Regents.

Northeast College of Health Sciences' programs are registered by the New York State Education Department.

Northeast College of Health Sciences is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Suite 2 West, Philadelphia, PA 19104 (267.284.5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Middle States Commission on Higher Education (MSCHE) – www.msche.org.

The Doctor of Chiropractic degree program at Northeast College of Health Sciences is awarded programmatic accreditation by The Council on Chiropractic Education, 10105 E. Via Linda, Suite - PMB 3642, Scottsdale, AZ 85258, Phone: 480.443.8877, Website: www.cce-usa.org.

Northeast College of Health Sciences is an institutional member of the State Authorization Reciprocity Agreement Initiative (SARA). SARA is a voluntary agreement among its member states and U.S. territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs. Students residing outside New York state who have concerns resulting from distance-education courses offered by Northeast may follow the [external complaint](#) process located in the Student Guide.

Documentation of all College accreditations is kept on file in the office of Educational Effectiveness and Compliance.

Concerns regarding the College's compliance with the standards or its accreditors should be directed to the appropriate agency at their address listed above.

Certifications

Northeast College of Health Sciences is certified by the United States Department of Education to offer the following programs:

- Federal Pell Grants
- Federal College Work Study Program
- Direct Federal Loans
- Federal Stafford Loans (formerly GSL)
- Veterans Educational Benefits
- Vocational Rehabilitation Benefits

The Campus

Academic Facilities

Three academic buildings at the Seneca Falls campus serve as major centers for Northeast's instructional, research and student-life programs. These contain four amphitheater-style lecture halls and conventional classrooms equipped with multimedia instructional technology, plus laboratories for basic sciences, X-ray positioning and reading, diagnostics, technique and skill classes, and research programs and activities. Also included in the academic building complex are the Campus Health Center, computer laboratories, the Center for Career Development and Professional Success, Alumni Services, and the office of Student Engagement. In addition, these buildings contain faculty offices and the office of the Assistant Vice President of Academic Affairs.

Northeast College of Health Sciences Health Centers

Each of the health centers of Northeast College of Health Sciences is well-equipped with multiple examination and treatment rooms, rehabilitation equipment, a student lounge with networked computers, a library, and classrooms. These facilities provide the clinical and educational environments in which students receive guided experiences to develop the skills, knowledge and attitudes necessary to become competent and confident practitioners.

Campus Health Center, Seneca Falls Campus

The Campus Health Center is located in the main Academic Building. This health center provides chiropractic services. In this health center, students learn to provide care and perform treatment in a practice setting by serving the healthcare needs of the entire campus community as well as immediate family members of students, faculty, and staff free of charge. In addition, Medicaid patients are seen from the community free of charge as a community service. All chiropractic students in their seventh trimester apply classroom and textbook knowledge in the Campus Health Center as their first clerkship experience.

Seneca Falls Health Center, Seneca Falls, New York

The Seneca Falls Health Center is located on the main campus, across from the Standard Process Health & Fitness Center. It is an integrated multidisciplinary health center that offers a variety of services – including chiropractic, acupuncture, nutritional counseling, and massage therapy. This is a full fee facility that serves the surrounding community. Chiropractic students assigned to Seneca Falls for trimesters eight through ten spend their time both here and at its associated spoke sites.

Depew Health Center, Depew, New York (Western NY)

The Depew Health Center is situated on a busy county road in a suburb of Buffalo. It is a residential and business locale with convenient access from most areas of the Erie County region, including downtown Buffalo, its adjacent towns and Niagara Falls. This center offers acupuncture, chiropractic, and massage therapy. Chiropractic students assigned to Depew for trimesters eight through ten spend their time both here and at its associated spoke sites.

Levittown Health Center, Levittown, New York (Long Island)

The Levittown Health Center is situated in a suburban residential and business locale with convenient access from the New York City region and eastern Long Island. Chiropractic, acupuncture, and nutritional counseling are provided here. Eighth- through tenth-trimester chiropractic students assigned to Levittown spend time both here and at its associated spokes.

Research Center

Laboratories in the Research Center are designed to extend our knowledge in such areas as the physiology of spinal manipulation, etiology and pathogenesis of musculoskeletal pain disorders, and the effects of natural healthcare therapies on gait, posture, and human performance. Measurement information systems are available through the Research Center to conduct patient-reported outcomes research in collaboration with our health centers. Faculty mentorship assists students with conducting independent research projects. These resources offer a unique opportunity for students to

integrate cutting-edge research into their clinical education.

Library

The Northeast Library is a significant part of the academic community, offering a dynamic environment for learning with group study rooms, quiet study areas, and the Library Commons, a student-centric area with comfortable seating and flexible workspace groupings promoting interaction and collaboration.

The extensive collections of print and electronic books, journals, and media have been developed to enhance all programs. Access to online databases, eJournals and eBooks is available through networked desktop computers or wireless access for ease of student and faculty research.

The library houses radiographic films, models, and demonstration videos of lectures in chiropractic, nutrition, and human anatomy and physiology. Plus, rare and out-of-print materials on chiropractic and nutrition are available for research and study.

The library staff provides in-person, online and telephone services that include reference, circulation, interlibrary loan, and informational literacy programs.

Anatomy Center

Located on the Library's ground floor is the Anatomy Center, consisting of the anatomy laboratory and prosection theater. The prosection theater is equipped with video equipment and monitors to preview the day's dissection for the students. The Anatomy Center also includes cold-storage and preparation rooms for cadavers, X-ray equipment, faculty offices, and conference areas.

Kenneth W. Padgett Administration Building

The Administration Building is the primary location of administrative, enrollment, and institutional support services for the College. The offices of President, Executive Vice President of Academic Affairs, and Vice President of Finance are located in this building, along with the offices of Accounting, Payroll, Purchasing, Educational Effectiveness and Compliance, Student Accounts, Computer Services, Human Resources, Stakeholder Engagement, Marketing and

Communications, Enrollment and Planning (Admissions, Financial Aid, and Registrar), Administrative Services, Facilities Management, and Campus Security. The Administration Building also houses student, faculty, and staff mail and central duplication services, and the Delavan Theater.

Delavan Theater

The Delavan Theater, located in the Administration Building, seats 350 people for College and community activities. Its full complement of equipment and lighting makes this an ideal site for dance, theatrical, musical, and other special events.

The Northeast College of Health Sciences Museum (Northeast Museum)

The mission of the Northeast Museum, and its collections, is to gather and preserve artifacts relating to the history and cultural heritage of the programs offered at Northeast and to expand the understanding of natural healthcare to the College community and world at large. Through collections and exhibits both physical and electronic, the Museum strives to reflect the past, present, and future of natural healthcare at Northeast College of Health Sciences. Various exhibits are displayed in the Museum area of the Library. There are photos and documents that span the more than 100 years of chiropractic history, as well as a collection of diagnostic and therapeutic equipment used by chiropractors over the last century. The Northeast Museum houses other exhibits, including objects from the Arnold M. Goldschmidt exhibit, within the walls of the Museum and around the campus.

Residence Halls

Northeast's residence halls provide students with a secure campus environment that offers a social yet private residential campus life for unmarried and married students, and married students with dependent children. Living on campus offers the convenience of close proximity to academic buildings, Library, and the Standard Process Health & Fitness Center.

The campus has four suite-style residence halls. All suites include single bedrooms, a living/study room, and either one or two bathrooms. Standard features include Wi-Fi, cable TV service, air-conditioning in the main suite lounge, full-sized refrigerator, and wall-to-wall

carpeting, as well as basic furnishings such as beds, desks, tables, and chairs. Each building also has a centralized kitchen, recreation room, laundry room, and storage space.

Standard Process Health & Fitness Center

Students, faculty, and staff enjoy one of the finest regional recreational facilities in Northeast's 88,000 square-foot Standard Process Health & Fitness Center. Memberships are also available to residents of the surrounding community. A 32,000 square-foot gymnasium accommodates a variety of recreational, athletic, cultural, and academic functions. The gymnasium features four basketball courts – which can be converted to four tennis courts, three volleyball courts, or four badminton courts – and a 150-meter, four-lane track. It is also the site of the College's commencement exercises.

A 3,700 square-foot fitness center is equipped with both cardiovascular and free-weight equipment. Additional amenities include two racquetball/handball courts; a six-lane, 25-meter swimming pool; an aerobics room; and men's and women's locker rooms. The 286-acre Northeast campus also provides a variety of outdoor recreational venues, featuring two multipurpose athletic fields utilized for soccer, lacrosse, and flag football.

President's Residence

The President's residence at the Seneca Falls campus serves as a private home for the President and his family, and is utilized for College-related receptions and other social functions.

Catalog



Northeast College of Health Sciences
2360 State Route 89
Seneca Falls, NY 13148

Phone: 800.234.6922

Websites:

www.northeastcollege.edu
www.nycchealthcenters.com

Admission to Northeast College of Health Sciences

Northeast College of Health Sciences is committed to providing programs of academic excellence to the best-qualified and most highly motivated individuals. Candidates are selected based on academic credentials and on profiles of successful students and alumni of Northeast.

ACADEMIC REQUIREMENTS FOR ADMISSION

Please refer to the individual program section for a complete description of the academic requirements for each degree program.

Application Process and Guidelines

1. Online application is required. Northeast only accepts applications online. If accommodations are required, contact the Northeast admissions office at enrollnow@nycc.edu. Applications will be accepted for one of the three upcoming terms only.
2. Online application: <https://admissions.nycc.edu/apply>. A non-refundable \$60 application fee is required at the time of submission. Applications will not be processed until received. Northeast admissions offers a free transcript evaluation service where unofficial transcripts can be evaluated to determine eligibility for admission into the Doctor of Chiropractic program prior to applying. In support, we require either a scanned copy or a downloaded version of unofficial transcripts from every college or university attended. The institution name and student name must be visible on all transcripts. Scanned copies must be clearly legible and sized to print on standard size paper. Transcripts that do not show degrees awarded must also be accompanied by a scanned copy of the diploma or degree certificate. If academic transcripts were issued in a language other than English, both the original documents and certified English translations are required.

A fee waiver code can be obtained by sending an unofficial transcript to the Admissions office for evaluation prior to submission of the online application.

Applications and supplemental documents received will remain active for 12 months from date of submission, at which time they will be deleted.

3. **Personal Statement.** A one to two page letter of application providing a brief, personal profile of the applicant, including philosophy as a healthcare provider and motivations for applying to Northeast is required.

4. **References.**

DC Program: Three written references must be submitted from:

- a chiropractor or healthcare provider (a chiropractor is strongly encouraged),
- an academic instructor or work supervisor, and
- a character reference of choice.

MSACN and MSHAPI Programs: No references are required.

Reference contact information is requested on the application. Upon submission of the application, an email with the recommendation form will automatically be sent to each reference for completion. If a chiropractic reference is needed, Northeast Admissions staff can assist you in finding a local chiropractor to shadow. References from family members will not be accepted.

5. **Official transcripts.** Prospective students must have official transcripts from ALL colleges or universities they have attended sent directly to the Northeast Admissions office. For transcripts received from institutions under academic probation by their regional accrediting organization, credit received for coursework completed while the institution was accredited will be accepted.
6. **Admissions interview.** Eligible applicants will complete a virtual admissions interview with a Northeast faculty member. This interview assesses

the candidate's motivational characteristics and personality strengths.

When to Apply

- Northeast offers rolling admissions with three start dates each year: January, May, and September. Applications are accepted for each term until all of the available seats have been filled.
- To be certain that students have enough time to complete all steps in the application process, and to have adequate time for appropriate financial aid planning to begin classes when desired, application to Northeast should begin six to nine months in advance of the intended start date.

Acceptance Process

Characteristics of a successful candidate for admission include:

- superior communication skills, both oral and written;
- a good understanding of the nature of the student's intended profession as distinguished from other healing arts;
- evidence of strong motivation to become a healthcare practitioner;
- initiative and honesty, as evidenced by the candidate's transactions within the application process and in all information submitted in support of the application; and
- academic achievement that compares favorably to that of successful students at Northeast.

After the applicant has satisfied admission requirements by supplying documentation and completing a faculty interview, the prospective student's complete application package (transcripts, essays, references, interview evaluation) will be reviewed by the Admissions Committee. Upon completion of the review, the applicant will be notified of the College's admission decision. An acceptance letter specifying the entering class term is provided to all accepted applicants. An official acceptance occurs only after the selected

candidate has supplied official transcripts and other documents as required.

Applicants notified of acceptance or invited to continue their candidacy are expected to complete a decision reply form to indicate their enrollment intentions. Those accepting an offer of admission must make a non-refundable deposit of \$400 within 30 days following notification to secure a seat in the desired class. The deposit will be applied toward the first trimester's tuition and fees. The Admissions office may adjust the non-refundable deposit amount depending on the application date in relation to the trimester start date.

Application Deferral

Applicants for a particular term may defer their admission to a subsequent term, with the approval of the Admissions office and based on the availability of space. If space is no longer available for the trimester requested on the application, the applicant will be contacted by the Admissions office and considered for the next available trimester. As a courtesy to other applicants, an accepted candidate who ultimately does not plan to enroll at Northeast is requested to notify the Admissions office of this fact so another student can be admitted in this slot.

Submission of fraudulent documents, misrepresentation, or deliberate omission of any relevant information in the application process shall be sufficient cause for rejection of the candidate prior to admission, revocation of admission, and dismissal if admitted as a student.

Information Sessions

You are invited to attend our virtual or on-campus Doctor of Chiropractic Open House events to:

- hear from senior leaders
- tour campus (on-campus only),
- interact with current faculty and students,
- learn about the curriculum,
- learn about support services and out-of-class opportunities and experiences, and
- learn about admissions requirements and process.

For further information on registering for an information session, visit www.nycc.edu/admissions/open-house.

You are invited to visit the Northeast campus in a variety of formats:

- online virtual tour at www.nycc.edu/admissions#,
- live virtual tour with a tour guide using FaceTime, Duo or Skype,
- on-campus tour with a tour guide.

For further information on visiting Northeast or to schedule an appointment, contact the Admissions office at 800.234.6922.

Address all correspondence regarding admission to:

Northeast College of Health Sciences
Admissions Office
2360 State Route 89
Seneca Falls, NY 13148-0800
800.234.6922
315.568.3040
Fax: 315.568.3087

Email Northeast Admissions at
enrollnow@nycc.edu

Tuition & Fees

TUITION

Doctor of Chiropractic Program

Chiropractic students who are scheduled for 17 to 28 credit hours will be charged a flat rate of \$13,376 per trimester for the 2021-2022 academic year. For students falling above the 17 to 28 credit range, \$587 will be added to the flat rate for each credit above 28; for students falling below that range, \$587 will be subtracted from the flat rate for each credit below 17. Tuition and fees are subject to adjustments authorized by the Board of Trustees. In such cases, due notice will be given.

Online Graduate Programs

Tuition for students in the online graduate programs is \$756 per credit hour for the 2021-2022 academic year. There is no general fee or other fees associated with the online program; however, students may incur expenses for books and certain supplies.

Northeast alumni and concurrent students who are currently enrolled in the Doctor of Chiropractic program receive a 20% discount.

Residency Graduate Programs

Tuition for students in the residency graduate programs is \$598 per credit hour for the 2021-2022 academic year. There is no general fee or other fees associated with the residency programs; however, students may incur expenses for books and certain supplies.

Northeast alumni receive a 20% discount.

Bachelor of Professional Studies Program

A \$1,475 fee will be charged to students who are enrolled in the DC degree program who seek to earn the Bachelor of Professional Studies (BPS) degree. This fee covers the tuition for the capstone course required for completion of the BPS degree and other associated administrative costs. No additional charges are associated with obtaining the BPS degree.

PAYMENT POLICIES

All tuition charges must be paid in full by the date established by the College for each trimester. Students may receive a financial-aid deferment by completing their loan applications and submitting them to the Financial Aid office by the designated deadline. If outstanding charges exist, students will not be allowed to register on Registration Day and will be required to register late upon payment of tuition and fees, including the appropriate late registration fines.

Northeast partners with Nelnet Campus Commerce to offer payment options (ePay) and managed payment plans. This is available via a sign-on initiated on the Northeast student portal. Online payments for tuition and fees can be made via Nelnet using a bank account or credit card. A separate processing fee is charged and retained by Nelnet for credit card transactions.

Students whose balances are not covered by Financial Aid have the option of paying in monthly installments. For students billed prior to registration, the first payment of 25% is due by the 10th of the month of registration, and the next three payments of 25% are due the 10th of the next three consecutive months. Late installment payments will result in a \$100 late payment fine and may result in the student being deregistered from classes. Students also have the option of entering into a Nelnet automated payment plan. There is a \$25 fee charged by Nelnet each trimester to enroll in their payment plan.

Payments can be made directly to Northeast by U.S. check, cash, or via Flywire. Please allow sufficient time if you are mailing a check or money order. When a payment is made directly to Northeast it is applied to the student's overall balance. If a payment plan is in effect with Nelnet the payment will reduce the overall balance on the payment plan and any remaining balance will be divided among the remaining payment due dates.

Northeast does not accept credit cards directly for payments on student accounts.

The College reserves the right to not accept personal checks if there is a history of checks presented with insufficient funds.

In order to be cleared to register each trimester, students must accept the Student Financial Obligation Agreement located on the Student Portal in My Checklist.

Student Account Refunds

A student will receive an overpayment refund whenever there is a credit balance reflected on the student account.

Credit balances usually result from proceeds received from grants, scholarships, student loans, and other payments. Student refunds resulting from credit balances are made available to the student within 14 days of either the beginning date of the academic term, or the date in which the credit is generated. Financial aid disbursements or refunds may not be distributed, if the student is not in good academic standing with the College or has an outstanding "I" incomplete grade from a prior academic term. Appeals to the policy may be made to the Financial Aid office.

Refund Upon Withdrawal

Students who withdraw from the College prior to the 60% completion point of a term will have their institutional charges adjusted. Tuition, fees, and housing charges will be prorated based on the percentage of the term completed as of the student's last date of attendance. If a student attends beyond the 60% point of a term, no refund will be made. Students must contact the Academy for Academic Excellence and Student Success to begin the withdrawal process.

Refund Upon Withdrawal From Concurrent Programs

Students who concurrently matriculate in more than one degree program and choose to fully withdraw from one of the programs may be entitled to a tuition refund. The withdrawn program's tuition costs are refunded based on the percentage of the term completed. If a student attends beyond the 60% point of a trimester, no refund will be made.

Withdrawal from individual course(s) results in no refund when it occurs after the drop/add period (refer to the Academic Calendar for deadline). Tuition for an elective course is refunded if the course is dropped before the elective starts.

Return of Title IV Funds

When a Federal Student Aid recipient withdraws from the College, the amount of Title IV funds earned is based upon the percentage of the term completed. For withdrawals prior to the 60% point of the trimester, a pro-rata refund calculation determines the amount of student aid a student has earned. After the 60% point of the trimester, a student is entitled to 100% of his/her student aid.

Return of Federal Student Aid Funds

When a student who withdraws is eligible for a refund of educational expenses or a student requests that awarded funds be reduced, and Federal Financial Aid Funds (Title IV) are involved, the institution must make adjustments or repayments of any credit in the following order:

- Federal Direct Unsubsidized Loan
- Federal GradPLUS Loan
- Other Title IV Student Assistance
- Other external Financial Aid programs
- Internal Aid
- Student

When a student withdraws from the College, any credit balance after reducing internal aid, in excess of tuition and fees, will be returned to the student.

Penalties

The College reserves the right to deny admission or registration to any person who has not paid in full all outstanding financial obligations to the College. Unless the debt has been discharged under the U.S. Bankruptcy Reform Act of 1978, the College may, at its sole discretion,

1. refuse to admit or register the student,
2. cancel the student's registration,
3. bar the student from attending class,
4. remove the student from residence housing, and/or
5. withhold the student's transcripts and diploma.

FEES (2021-2022 ACADEMIC YEAR)

Fees Per Trimester

General Fee	
1st trimester of DC enrollment	\$285
Subsequent DC trimesters	\$240
Technology Fee (DC students)	\$50
Infirmery Fee (for students taking 12 or more credits)	
DC students enrolled at Seneca Falls campus	\$50*

*These fees do not apply to 8th or 9th trimester students participating in a single long-term clerkship resulting in 50% or less of the trimester being spent at the Seneca Falls Health Center.

Other Fees/Deposits

Application Fee (nonrefundable)	\$60
New Student Tuition Deposit	\$400
Housing Deposit (first-time occupants)	\$100
ID Card Replacement	\$10
Late Tuition Payment Fee	\$100
Late Registration Fee	\$50
Housing Contract Release Fee (through week 12)	\$250
Housing Contract Release Fee (after week 12)	\$300
Returned Checks	\$25

Housing Fees per Trimester

Single Room	\$2,590
Married	\$3,234
Family	\$3,692

Financial Aid Programs

The office of Financial Aid endeavors to assist students in meeting their financial obligations through the aid of scholarships, Federal College Work-Study, grants, and loans. This section outlines the commonly used sources of financial aid, eligibility criteria, and application procedures. The following table, and sections below, lists many of the scholarships, grants, and loans available at Northeast, along with general eligibility criteria and application process.

SOURCES OF FINANCIAL AID AT NORTHEAST COLLEGE OF HEALTH SCIENCES

Grants & Scholarships

Applicable to	Program Name	Description	Award Amount
All degree programs	Federal and NY State Veterans Awards	Veterans who have completed eligible service	Amounts vary
	Presidential Scholarships	Competitive Scholarships	Amounts vary
DC Program Only	Northeast Merit Scholarships	Scholarships awarded to prospective students; based on previous academic achievement	3.0-3.49 GPA \$1,500 3.5-4.0 GPA \$2,500 Total for first academic year
	Northeast Academic Scholarships	Competitive Scholarships awarded to enrolled students in each cohort class of Trimesters 2-9	Up to \$500 per trimester
	Northeast International Scholarships	Competitive Scholarships awarded to enrolled nonresident alien students who are classified as Trimester 2 or higher; a Northeast minimum GPA of 3.0 and essay required	Up to \$500 per trimester Up to \$1,500 maximum per award year
	Northeast Education Opportunity Awards	Competitive Awards for enrolled students who have a Northeast minimum GPA of 3.0; financial need and essay considered	Up to \$500 per trimester Up to \$1,500 maximum per award year
	Northeast Endowed Scholarships	Competitive Scholarships awarded to enrolled students; details available in Financial Aid office	Award amounts vary

Loan Programs

Applicable to	Program	Academic Year Maximum	Interest	Eligibility	Application
All degree programs	Federal Direct Unsubsidized Loan	Master's degree programs: \$20,500; DC program: May be awarded up to \$33,000	2020-2021 Fixed rate 4.3%	Financial need	FAFSA Form, Master Promissory Note/Loan Application
	Graduate PLUS Loan	May be awarded up to student budget less other aid	2020-2021 Fixed rate 5.3%	Credit worthy	FAFSA Form
	U.S. and International Student Private Loans	Amounts vary	Vary by loan program	Vary by loan program	Contact the Financial Aid office for information

Employment

Applicable To	Program	Annual Maximum	Eligibility	Application
All degree programs	Federal Work Study	Varies according to work load and unmet need	Financial need	Financial Aid Form and Northeast Application

COST OF ATTENDANCE

Eligibility for financial aid is determined by a student’s financial need and the costs associated with attending the institution, called the “cost of attendance.” The components of a student’s cost of attendance include direct educational costs (tuition, fees, books, and supplies) and indirect costs (room and board, personal expenses, and transportation) as prescribed by the U.S. Department of Education.

Student Expense Budgets 2021-2022

*Expense	24-Month Online Programs	16-Month MSACN Program	DC Program		
			Seneca Falls Campus	Off-Campus Health Center 7 & 8	Off-Campus Health Center 9 & 10
Tuition	\$9,072	\$13,608	\$26,752	\$26,752	\$26,752
Fees			\$680	\$680	\$680
Books & Supplies	\$1,050	\$1,575	\$1,500	\$1,500	\$1,500
Room & Board	\$8,240	\$8,240	\$8,240	\$9,025	\$9,810
Transportation			\$2,000	\$2,232	\$2,464
Personal	\$1,342	\$1,342	\$1,342	\$1,421	\$1,500
Loan Fees	\$212	\$419	\$706	\$754	\$802
Total	\$19,916	\$25,184	\$41,220	\$42,364	\$43,508

**These estimated expenses represent two trimesters (one academic year/ eight-month period) and may vary due to modest cost increases or individual factors. Please consult the Financial Aid office on your special individual situations such as child care and insurance expenses.*

This Financial Aid information reflects data available at the time of the Catalog and Student Guide publication. State and federal legislation may affect the student’s eligibility and the academic year amounts of the award available. Current funding levels and regulations may be requested from the Northeast Financial Aid office.



FINANCIAL AID APPLICATION PROCESS

All U.S. students who wish to be considered for government financial aid program funding must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA application can be found online at <https://studentaid.gov>.

For students requesting to cover all or part of their educational expenses utilizing government financial aid programs, and/or other aid program funding sources, the College recommends they adhere to the following financial aid application processing schedule.

Six months prior to academic year start date
Complete Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov>

Provide the Financial Aid office with documentation of any possible financial aid program eligibility: Veterans, Military Service Member, Vocational and Educational Services, scholarships, etc.

Five months prior to academic year start date
Complete Northeast Financial Aid Form on Northeast Student Portal

Four months prior to academic year start date
Complete student loan promissory note at <https://studentaid.gov>

Three months prior to academic year start date
Complete student Loan Entrance Counseling at <https://studentaid.gov>

Two months prior to academic year start date
Accept or modify Northeast financial aid offer on the Northeast Student Portal

One month prior to academic year start date
Review loan disbursement notice provided in the student's Northeast email account

GENERAL ELIGIBILITY GUIDELINES

Citizenship

To receive funds from federal programs, you must be a U.S. citizen or eligible noncitizen. An eligible noncitizen

should have an eight- or nine-digit Alien Registration Number and belong to one of the following categories:

- U.S. permanent resident with an Alien Registration Receipt Card (I-151 or I-551);
- other eligible noncitizen with a Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations: (a) Refugee, (b) Asylum Granted, (c) Indefinite Parole and/or Humanitarian Parole, or (d) Cuban-Haitian Entrant; or
- other eligible noncitizen with a temporary residency card (I-688).

Those in the U.S. on only an F1, F2, or M-1 student visa, only a J1 or J2, B1 or B2 (exchange) visitor visa, a G, H, or L series visa, are not eligible for Federal or State Aid. Also, anyone with only a "Notice of Approval to Apply for Permanent Residence" (I-171 or I-464) cannot receive Federal Financial Aid Funds.

Status of Prior Loans

A student is not eligible to receive federal financial aid if in default on any federal educational loans previously borrowed. Also, a student must not have liens on his/her property due to debt owed to any federal agency.

Dependency Status

Students enrolled in any of Northeast's graduate and professional degree programs are considered to be independent students for the purpose of applying for Federal Student Aid Programs. Parental information is not required to be reported on the Free Application for Federal Student Aid (FAFSA).

Satisfactory Academic Progress – New York State Financial Aid

Students are expected to be making satisfactory progress in their course of study to be able to participate in the State Student Financial Assistance Program. The following chart outlines the minimum requirements for financial aid eligibility at each level of study for all students.

Doctor of Chiropractic Program

Before being certified for this payment	A student must have accrued a <u>minimum of</u>	With a cumulative <u>index of at least</u>
1	0 credits	0.00
2	18 credits	1.50
3	36 credits	2.00
4	55 credits	2.00
5	75 credits	2.00
6	95 credits	2.00
7	120 credits	2.00
8	145 credits	2.00
9	165 credits	2.00
10	185 credits	2.00

Students who fail to meet these standards and become ineligible to receive New York State financial aid may have their eligibility reinstated by one of the following methods:

- make up a deficiency without benefit of state support,
- be readmitted to the institution after an absence of at least one calendar year by meeting the institution’s academic requirements, or
- transfer to another institution where the student must meet the new institution’s admission requirements.

Satisfactory Academic Progress for Federal Financial Aid Eligibility

The federal financial aid programs require that a student maintain a minimum level of academic progress in order to remain eligible to receive financial aid funds. This progress is monitored through qualitative and program completion pace measures, which are calculated at the end of each academic term.

Standards of Academic Progress

A student must meet the following academic measures in order to remain in good academic standing with the college, and to continue to meet the U.S. Department of Education’s eligibility requirements for Federal Student Aid. These measures apply to students matriculating in all Northeast degree programs:

- A student must achieve a cumulative GPA of 1.5 or better in their first trimester.
- At the end of a student’s second trimester of enrollment, and thereafter, a cumulative GPA of 2.0 or higher must be earned.
- Pace of program completion: To ensure a reasonable pace, a student must have successfully completed a minimum percentage of their cumulative attempted credit hours at the end of each term. An earned course grade of I, F, XF, WF, or W is not considered to be successful completion of a course. Any credit hours, from accepted transfer courses, are included in the pace calculation as credit hours earned and attempted.

How the program pace (completion rate) is determined:

$$\frac{\text{Cumulative number of credit hours successfully completed}}{\text{Cumulative number of attempted credit hours}}$$

- Required minimum program pace percentages:
- 35% during first trimester of enrollment
 - 35% during second trimester of enrollment
 - 50% during third trimester of enrollment
 - 67% during fourth, and all subsequent, trimesters of enrollment

The maximum length of time to complete an academic program is 150% of the program’s total credit hours.

Academic Warning

A student in academic warning status has failed to meet the minimum requirements of the college’s standards of academic progress, and must meet the minimum standards by the end of the next trimester of enrollment. U.S. Department of Education regulations state that a student in academic warning status may only receive federal student aid for one additional term before being required to meet the standards of academic progress to maintain their eligibility for funds. The student should meet with the director of the Academy for Academic Excellence and Student Success during the trimester to assess academic progress and receive assistance in developing effective learning strategies.

Academic Dismissal

A student is academically dismissed from their program of study if he/she has not met the standards of academic

progress within one trimester immediately following a term of academic warning status, or is unsuccessful in their probation appeal attempt.

Probation

A student who has been academically dismissed may appeal to be placed in a probation status. Approval of the probation status allows the student to continue in their program, and reinstates federal financial aid eligibility for one trimester. Appeals will be considered by the college within guidelines set by the U.S. Department of Education (USED). USED guidelines stipulate that the student must explain the special circumstance that caused them to fail to meet the minimum standards of academic progress, and the student must also explain what has changed that would now allow the student to regain good academic standing.

Academic Plan

In some circumstances, a student may be placed on an academic plan where stated objectives must be met for the student to get back in good academic standing by a set point in time. Students who have been placed on an academic plan must meet the modified standards of academic progress outlined in the plan, or they will be academically dismissed. While on the academic plan a student's financial aid eligibility is reinstated.

Good Academic Standing

The status of good academic standing is defined as any student who is allowed to register for and perform academic course work at the college during any given trimester. A student who, after academic review, has attained a status of Academic Warning or Academic Probation is considered to be in good academic standing. Failure to maintain good academic standing could result in the loss of financial aid eligibility and/or dismissal from the program.

Financial Aid Offer

Prior to beginning enrollment at Northeast, and each academic year following, students will receive an award notice from the Financial Aid office. This notice discloses the student's estimated cost of attendance for the student's upcoming academic year and a financial aid offer to assist in covering the expenses. At the time of the award notice, a student has an opportunity to accept, decline or modify the financial aid offer. Incoming first-

time students are required to actively accept their financial aid offer within their Northeast student portal. For continuing students, the act of not modifying their financial aid offer with the Financial Aid office is interpreted as acceptance on the student's part of the financial aid offer. Financial aid offers can be viewed and modified through the student portal.

Private (Personal) Loan Applicants

Each loan program period may require separate loan applications. Students should contact the Financial Aid office for information regarding the appropriate application process and selecting a lender.

Since Northeast is on a trimester schedule, two trimesters (eight months) equal one academic year for loan purposes. Loan applications should be submitted approximately three months prior to the academic period. Students are notified of submission dates by the Financial Aid office.

Scholarships and Grants

Scholarship opportunities available to Northeast students are listed on the student portal and the College's message monitors throughout the campus. They vary as to the amount of the award and the criteria for eligibility. Scholarship opportunities come from within and outside the College. Here are a few examples of scholarship and grant programs Northeast students have benefited from:

Dr. Kenneth W. Padgett/Alumni Scholarship

Don & Kay Allen International Scholarship

International Chiropractors Association Auxiliary Scholarship

Chiropractic Education Foundation of New York Scholarship

New York State Financial Aid Administrators Association Scholarship

Dr. Lillian M. Ford Scholarship

Association of New Jersey Chiropractors Scholarship

Dr. Marvin B. Sosnik Scholarship

Dr. Jack DiBenedetto Memorial Scholarship

The Biofreeze Scholarship

Dr. Arnold (Mickey) and Lucille Goldschmidt Scholarship

William and Florence Crowther Scholarship

George Koenig Scholarship

Walter Vaughn Scholarship

Dr. Robert Mastronardi Memorial Scholarship

Herbert Law Scholarship

Dr. Marc S. Persson Scholarship

Grace LeGendre Scholarship

Northeast Educational Opportunity Award (EOA)

American Chiropractic Scholarship (SACA)

Nuherb Scholarship

Standard Process 7th Tri Transitions Scholarship

American Black Chiropractic Association (ABCA)

Northeast International Student Scholarship

Northeast Academic Scholarship

VETERAN AND MILITARY SERVICE MEMBER BENEFITS

It is part of Northeast's mission to provide high quality services and support to those who have honorably served, and are currently serving our country. As evidence of this effort, the College has made a voluntary commitment to meet the standards of (Executive Order 13607) "The Principles of Excellence for Educational Institutions Serving Service Members, Veterans Spouses, and Other Family Members." The primary point of contact regarding all Veterans and Military Service Member benefits and services administered by the College is Northeast's Director of Financial Aid.

The Director may be contacted by telephone at 315.568.3063 or email financialaid@nycc.edu.

Veterans Benefits

All academic programs listed in the General Information section of this catalog are approved programs with the New York State Bureau of Veterans Education. For veterans and their dependents who qualify for VA benefits, certification and monitoring of their enrollment status occurs in the Financial Aid office. Students should contact the Financial Aid office concerning any questions about the certification of their benefits. Recipients may receive funding from the various veterans programs, such as Chapters 30, 31 (federal vocational rehabilitation), 33 (Post-9/11), 33 Yellow Ribbon, 35, 1606 (reservist/national guard) and others. Students should contact their Veterans Affairs office to find out for which programs they qualify, go to the VA website at www.va.gov, or call 888.442.4551. In accordance with the requirements of Title 38 US Code 3679 subsection (e), Northeast adheres to the following VA payment and billing policies.

Students granted a tuition payment deferral, based on VA funded payments under Post 9/11 (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31), are permitted to attend and fully participate in their course of studies during the documented period in which VA funding is pending. In order to be granted a tuition payment deferral, a student must provide the Financial Aid office (prior to the first day of class) a recent VA Certificate of Eligibility (COE) stating entitlement to a sufficient level of assistance under Chapter 31 or 33 to cover the outstanding student account balance minus any other pending aid.

Once the VA tuition payment deferral is granted, the school will not:

- prevent or delay the student's enrollment for financial reasons,
- assess a late tuition payment penalty fee to the student,
- require the student secure alternative or additional funding, or
- deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including, but not limited to, access to classes, library, or other institutional facilities.

Explanations of Possible Veterans Benefits Eligibility

If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. Under the Post-9/11 GI Bill, Veterans have an option to transfer their educational benefits to their spouse or children. To explore your benefit eligibility, you should go to the VA website at www.va.gov/, or call 888.442.4551.

New York State residents may receive benefits through the following programs: Regents Award for Children of Deceased or Disabled Veterans and the Vietnam/Persian Gulf Veterans Tuition Award. Contact New York State Higher Education Services Corporation at 888.697.4372 for more details on these programs.

Explanation of Possible Military Service Member Benefits

For those who are currently serving in the military, the service member, their spouse or children may be eligible for funding offered through the Department of Defense Tuition Assistance program. Military service members should contact their Educational Services Officer (ESO), military counselor or service as early as possible to explore their financing options. For general information regarding each service's application and approval process, you may also refer to the MILITARY ONE SOURCE website www.militaryonesource.mil/ under "Education & Employment Benefits."

In order to be granted a tuition deferral, you must confirm your eligibility status and the amount for which you qualify with your branch of service. If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

In order to be granted a tuition payment deferral, a student must provide the financial aid office (prior to the first day of class) a contract or confirmation stating

entitlement to a sufficient level of assistance under the Military Tuition Assistance program to cover the outstanding student account balance minus any other pending aid.

In accordance with the school's Principles of Excellence for Educational Institutions Serving Service Members agreement with the Department of Defense, once the tuition payment deferral is granted, the school will not:

- prevent or delay the student's enrollment for financial reasons,
- assess a late tuition payment penalty fee to the student,
- require the student secure alternative or additional funding, or
- deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, library, or other institutional facilities.

Academic Program Withdrawal Due to Military Service

Veteran, Service Member, National Guard and Reserve needing to withdraw from their academic program for a period of time, due to active military service, will be granted readmission protection (in accordance with section 484C of the Higher Education Act of 1965). When a student is notified of their call to active duty or activation, they should inform the school's Director of Financial Aid verbally (315.568.3063) or in writing (financialaid@nycc.edu). In addition, they should present to the school a copy of *service member orders or absence for service notice* as soon as possible.

Readmission protections will be granted upon the school's receipt of an official document stating the student's activation to service. Protections include automatic readmission to the student's academic program, at the earliest possible time as well as reentering with the same academic standing status as the student's last period of enrollment. The student must notify the school of their intent to return no later than three years after completion of the period of service, unless there are documented extenuating circumstances.

Service member requests for reenrollment must be made to the Registrar's office or the Director of Financial Aid.

STUDENT LOANS

Federal Direct Unsubsidized Loan Program

The Federal Direct Unsubsidized Loan Program is available to students who do not have sufficient financial resources to meet their needs. The Stafford Loan amounts borrowed cannot exceed the student's total cost of education, minus other financial aid. The U.S. Department of Education determines a fixed interest rate each award year for loans borrowed during that year. The borrower is responsible for accruing interest during in-school, repayment, deferment, and grace periods. Payment of interest during these periods may be deferred until the borrower enters repayment. Students matriculating in the Doctor of Chiropractic (DC) program may borrow a maximum of \$33,000 per academic year (two trimesters at Northeast). The maximum aggregate amount a DC student can borrow in combined subsidized and direct unsubsidized loans is \$224,000, which includes any amounts borrowed as an undergraduate. For all other Northeast graduate programs, the maximum is \$20,500 per academic year (two trimesters at Northeast). The maximum aggregate amount of combined subsidized and unsubsidized loans is \$138,500, which includes any amounts borrowed as an undergraduate. Please contact the Financial Aid office or go to the website <https://studentaid.gov/> for detailed information on current origination fees, interest rates, repayment options, and additional loan terms.

Federal Graduate PLUS Loan

The Federal Graduate PLUS Loan Program (GradPLUS) is available to graduate students who do not qualify for sufficient funding from other financial aid programs to meet their financial need. The amount of the GradPLUS loan that a student receives cannot exceed the student's total cost of education budget, minus any other financial aid. The U.S. Department of Education determines a fixed interest rate each year for loans borrowed during that year. The borrower is responsible for accruing interest during in-school, repayment, deferment, and grace periods. Contact the Financial Aid office or go to the website <https://studentaid.gov/> for further details.

Deferment/Repayment/Consolidation

Students who have borrowed from federal loan programs while attending Northeast may become eligible for deferments, loan consolidation, loan forgiveness, and various other repayment options. Detailed information on these topics is available in the Financial Aid office or go to the website <https://studentaid.gov/>.

Federal College Work Study Program

This is a federal student aid program, funded jointly by the federal government and Northeast, that provides part-time employment for eligible students who have an unmet financial need. Work assignments are made in various departments – including the Health & Fitness Center, Library, and administrative offices – as well as in community-service positions. Contact the Financial Aid office for applications and other details.

Canadian Government Financial Aid

Many Canadian chiropractic students receive provincial student loans through the Canadian government, private student lines of credit through Canadian lenders, home equity lines of credit, and private U.S. bank loans secured with U.S. co-signers. Contact the Financial Aid office for information on how to apply to the various provinces' and territories' financial-aid programs.

Academic Policies & Regulations

The following section highlights the College's academic policies and regulations. Please refer to the Academic Affairs Policy and Procedure Manual and the Student Guide section of this document for detailed policies and procedures.

POLICY ON ACADEMIC FREEDOM/ACADEMIC RESPONSIBILITY

Northeast College of Health Sciences is a nonprofit, coeducational, multipurpose professional institution. It is the policy of Northeast to foster and maintain full freedom of discussion, inquiry, teaching and research. Every member of the College's faculty is entitled to discuss relevant subjects freely in the classroom. In research and publication, faculty are entitled to discuss freely those subjects with which they are versed in order to encourage inquiry and to present and solicit relevant opinions and conclusions. While free to express those ideas which seem justified by the facts, faculty members will maintain standards of sound scholarship and competent teaching. The denigration or disparagement of individuals or ideas is not tolerated.

When speaking or writing as citizens, faculty are free from institutional censorship or discipline. All communication will be in accordance with the principles of scholarship. Faculty will be accurate, exercise appropriate restraint, show respect for the opinions of others, and clearly indicate when they are serving as spokespersons for the College.

Guest speakers are expected to adhere to this policy and maintain the same standards of scholarship as regular faculty, or be prohibited from future College forums.

Academic Integrity

Members of the academic community are expected to observe strict integrity in all phases of their work. All cases of academic dishonesty will be handled through the College's judicial process, and may result in sanctions or permanent dismissal from the College.

Academic Freedom for Faculty and Students

The freedom of an instructor to organize his/her course according to the highest academic standards of pedagogical excellence is basic to the academic freedom of both faculty and students.

The 1967 "Joint Statement on Rights and Freedom of Students" makes it clear that students should have the right to freedom of expression and proper academic evaluation:

- **Protection of Freedom of Expression:** Students should be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion. They are responsible for learning the content of any course of study in which they are enrolled.
- **Protection Against Improper Academic Evaluation:** Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. In keeping with these mutual rights and responsibilities, instructors make it clear in the course syllabus how a course is structured and how students' progress will be assessed. This evaluation and learning process, in accordance with College policy, will include a final exam.

FULL-TIME STATUS

Northeast College of Health Sciences defines a full-time student as one who is registered for a trimester course load of twelve (12) semester hours of credit or more.

HALF-TIME STATUS

Northeast College of Health Sciences defines a half-time student as one who is registered for a trimester course load of six (6) to eleven (11) semester hours of credit.

DEFINITION OF CREDIT HOUR

Northeast College of Health Sciences adheres to the New York State Education Department's definition of a credit hour, which is based on the U.S. Department of Education's definition of a credit hour, as follows:

Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of the New York State Education Department's definition of a credit hour. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of *study in relation to* the credit granted for study during the two semesters that comprise an academic year.

The U.S. Department of Education defines the credit hour as follows:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
2. at least an equivalent amount of work as required in paragraph one (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Notes:

- This applies to all courses at all levels that award academic credit (i.e., any course that appears on an official transcript issued by the College) regardless of the mode of delivery including, but not limited to,

self-paced, online, hybrid, lecture, seminar, and laboratory.

- All Northeast College of Health Sciences degree and certificate programs are approved by the New York State Education Department. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this definition. The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course whether it be fully online, a hybrid/blended method of face-to-face contact with some content delivered by electronic means, or one delivered in lecture or seminar format.

NON-MATRICULATED STUDENT POLICY

Certain courses offered within academic degree programs at Northeast College of Health Sciences may be of value to students not currently pursuing these degrees. It is the intent of the College to make these courses available to non-matriculated students when doing so benefits the students and does not negatively impact the College or its matriculated students.

This policy establishes the relevant guidelines and applies only to students seeking to complete courses for academic credit without enrolling in a degree program.

Non-matriculated students should have no expectation that any particular course will be available at a given time, or that if a course is available, that they will be allowed to enroll.

Courses Available for Enrollment by Non-Matriculated Students:

- Only such courses as may from time to time be specifically designated by the chief academic officer are available.
- Non-matriculated enrollment will only be accepted when such enrollment does not displace degree-seeking students or, in the sole judgment of the program Dean/Director, does not otherwise negatively impact the College, its students, or its programs.

Students Eligible for Non-Matriculated Enrollment:

1. Prior to consideration for course enrollment in a non-matriculated status, the student must complete an Application for Non-Matriculated Admission and submit transcripts of all prior post-secondary education.
2. Northeast courses carrying academic credit are contained within one or more of the College's academic degree programs. The prospective student must demonstrate that they meet all admissions criteria for the relevant program as well as the prerequisites for the course.
3. The student must receive the permission of the program Dean/Director for each class taken in non-matriculated status. Each student is expected to maintain a 2.0 GPA to be considered eligible to continue in a non-matriculated status.
4. Students enrolled in any Northeast degree program may not enroll in any Northeast course as a non-matriculated student.

Limitations on Credits Earned By Non-Matriculated Students:

- A student may not earn more than nine credits per term in non-matriculated status.

Should a non-matriculated student later seek to enroll in a Northeast degree program, credits taken at Northeast while in non-matriculated status will be considered in the same manner as if they were transfer credits from another institution. If the student is admitted, all acceptable Northeast courses taken in non-matriculated status and relevant to the degree program, within a five-year time frame, shall be included in the student's degree program and considered Northeast courses for purposes of credits attempted and completed and for determining grade point average.

REGISTRATION

A student may register for classes after having paid the required tuition and fees, or after having obtained appropriate clearance from the Student Accounts office based upon approved financial aid.

Regular registration is conducted during appointed days/hours for students who have been approved to do so by the Student Accounts office, in accordance with the published calendar for tuition payment. Late registration is conducted for students who fail to qualify for the regular registration or miss the registration dates. After the close of late registration, no additional registration is possible for the term. Late registration entails an additional fee.

ACADEMIC GRADING SYSTEM

The following grading system is used to evaluate mastery of course work.

Grade Ranges		Grade Descriptions
90-100	A / 4.0	Consistently exceeds performance standards.
80-89	B / 3.0	Meets and occasionally exceeds performance standards.
70-79	C / 2.0	Meets performance standards.
0-69	F / 0.0	Fails to meet minimal performance standards. The student is required to repeat the course in its entirety.

P / 0.0 Indicates successful achievement of all course objectives, including practical and clinical skills. This grade carries no quality points and does not affect the trimester or cumulative grade point average.

Administrative Grades

Grades that may be administratively assigned are described below, together with their impact, if any, on the trimester and cumulative GPA.

W Indicates withdrawal from a course prior to the completion of two-thirds of the scheduled meeting times. It does not enter into the calculation of either the trimester GPA or the cumulative GPA. The course must be repeated in its entirety.

WF Indicates withdrawal from a course after the completion of two-thirds of the scheduled meeting times. The WF grade carries 0.0 quality points and affects the GPA in the same manner as the F grade. The student must repeat the course in its entirety. Upon successful completion of the course, the new grade replaces the WF in cumulative GPA calculation, but the WF remains on the student's transcript as a component of his/her academic history.

XF Indicates failure for excessive absence. The grade of XF carries 0.0 quality points and affects the GPA in the same manner as the F grade. The student must repeat the course in its entirety. Upon successful completion of the course, the new grade replaces the XF in calculation of the cumulative GPA, but the XF remains on the student's transcript as a component of his/her academic history.

TC Indicates transfer credit granted for equivalent course work completed at another institution. It does not enter into the calculation of either the trimester or cumulative GPA.

CR Indicates credit granted by evaluation for learning equivalent to specific Northeast course work. It does not enter into the calculation of either the trimester or cumulative GPA.

XA Indicates that a student was registered to audit a course but did not comply with the attendance requirement related to that registration.

AU Indicates that the student has audited the course and no academic credit has been granted upon completion of the course. It does not enter into the calculation of either the trimester or cumulative GPA. Students must have the permission of the instructor and dean to audit courses.

NR Indicates that no grade was reported by the instructor to the Registrar. This is temporary and does not affect the trimester or cumulative GPA.

I Indicates that achievement of course objectives, or clerkship in the outpatient health centers, was not fully evaluated, and/or an examination or other requirement had not been completed when grades were submitted to the Registrar at the end of the trimester. For other than clinic-service phase courses, if all course requirements are not met by the end of the second week of the next trimester, the I grade becomes an F and the course must be repeated in its entirety. For clinic-service phase courses, all course requirements must be met by the second Friday following the end of that trimester, or the I grade will become an F and the course must be repeated in its entirety.

ACADEMIC HONORS

Academic excellence is rewarded throughout the program of study as well as at graduation.

The Dean's List is compiled after the close of each trimester, identifying those students carrying a minimum of 17 credits in the DC program who have achieved a trimester GPA of 3.50 or higher.

DC students are named to the Phi Chi Omega honor society after achieving Dean's List status for three consecutive trimesters prior to the end of their seventh trimester.

All graduates who have earned a cumulative grade point average of 3.75 or higher will receive an Honors designation.

In addition, a number of special graduation awards are presented to chiropractic graduates who have distinguished themselves in specific areas. Recipients are selected by the Awards Committee, which includes representatives of the administration, faculty, and student body.

These honor designations are indicated on the diploma, and are based on the cumulative GPAs of students who complete their educational study at Northeast.

STUDENT RECORDS

Federal, state and institutional regulations and requirements guide the maintenance, retention, and disposal of student records. A directory of where student records are maintained at Northeast, and the institution's retention/disposal policy, may be viewed in the Registrar's office.

Family Educational Rights and Privacy Act

Northeast College of Health Sciences complies with the requirements as set forth by the Family Educational Rights and Privacy Act of 1974, as amended (Buckley Amendment). This Amendment establishes a student's right to: (a) inspect and review education records; (b) amend education records; and (c) have some control

over the disclosure of information from education records. Education records are all those records that: (a) contain information that is directly related to a student; and (b) are maintained by an educational agency or institution or by a party acting for the agency or institution.

A student is defined as "any individual who is or has been in attendance." Students are notified of their rights under this amendment on an annual basis at the time of registration. A copy of Northeast College of Health Sciences' institutional policy statement regarding this Amendment may be reviewed in the Registrar's office.

Trimester Grade Reports

Following the close of each trimester, a trimester grade report showing course grades, credits, and GPA for the trimester, as well as cumulative credits and GPA, is available to each student.

Transcripts

Official transcripts are mailed directly by the Registrar's office to authorized agencies such as state boards, professional organizations, and other educational institutions, upon written request. Unofficial transcripts are issued to the student or former student. All transactions related to transcripts are carried out in compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Transcripts are denied to students with unresolved financial obligations to the College, including certain student loans in default, unless the debts have been discharged under the Bankruptcy Reform Act of 1978.

COURSE WITHDRAWAL

A student may voluntarily withdraw from a course prior to the completion of two-thirds of the scheduled meeting times. It is expected that the student who withdraws from a core course will re-enroll in the subsequent trimester or whenever the course is offered next. Withdrawal from core and elective courses may have an impact upon financial aid eligibility, anticipated graduation date and National Board eligibility.

PROGRAM WITHDRAWAL, READMISSION, AND INTERRUPTION

Program Withdrawal and Readmission

Official Withdrawal occurs when a student voluntarily withdraws from the College, completing the required clearance procedures, or when a student is administratively withdrawn from the College. Students voluntarily withdrawing from the College must contact the Assistant Director of Student Engagement or the program Dean/Director to begin the withdrawal process.

An unofficial withdrawal occurs when a student ceases attending their regularly scheduled classes, fails to register for the next trimester, and/or does not complete required official withdrawal procedures.

Any withdrawal is a complete separation from the College. A former student is not eligible to register again unless he/she has been officially readmitted. To be considered for readmission, a former student must submit a written request to the Registrar's office. The readmission committee will conduct a review of the request for readmission and may require additional documentation and/or a personal interview prior to final determination of readmission.

The College's grading policies related to course withdrawals apply to full withdrawals.

Period of Program Interruption

In exceptional cases, students may be granted a temporary Period of Program Interruption (PPI). A PPI is not considered a complete separation between the student and the College and allows a student to return to their academic program at the most opportune time for them to complete the remaining program requirements. A PPI academic program standing may be voluntarily requested by the student, or it may be involuntary when administratively imposed by a College official.

Students requesting a voluntary PPI must contact the program Dean/Director to begin the process. Requests must be submitted with documentation substantiating the need for the program interruption. Following the approval of a student request, a voluntary PPI is an authorized, temporary period of nonattendance from scheduled classes, granted by the academic program's Dean, Director, or other designated College

administrator. Reasons considered for an academic program interruption are limited to documented situations outside of the student's control that require the student to be absent from the College for a period of time extending beyond the regular course attendance policy. Examples of authorized periods of nonattendance include, but are not limited to, student medical condition/treatment, military service, illnesses or death of an immediate family member.

An involuntary PPI is an administrative action initiated by the College in situations where a College Official determines that a temporary period of student nonattendance is necessary. Circumstances for involuntary PPI include, but are not limited to:

- Behavior that harms, or threatens to harm, the health, safety, well-being of the College community as a whole or any person(s), including the student himself/herself; or
- Is significantly disruptive to the learning, residential, or professional environment.

Decisions to impose an involuntary PPI are made on a case-by-case basis under the authority of the Executive Director of Student Engagement, in consultation with other appropriate offices including, but not limited to, the College's Counseling Services. Except in emergency circumstances, the student will be given the opportunity to respond to a proposed involuntary PPI and to provide additional information for consideration before an involuntary PPI is imposed. In the event of an emergency, the student will be given an opportunity to respond shortly after the imposition of the PPI (usually within a few days).

The student will be notified of the reason(s) for the involuntary period of program interruption as well as any stipulations and/or requirements that will need to be satisfied during the PPI or are required of the individual in order to return to the College. A student seeking to return to the College following an involuntary PPI must provide documentation that all requirements and/or stipulations have been satisfied. The student may be required to have an assessment/clearance by a counselor or another healthcare professional as a condition for re-enrollment.

A student who is unable to, or chooses not to return to the College at the conclusion of the length of the approved voluntary or imposed involuntary PPI, or who

does not meet the conditions placed by the College on the student's resumption of studies, is officially withdrawn from the College and must seek readmission as per the withdrawal policy above.

The grading policies related to course attendance and/or withdrawals apply to voluntary and involuntary PPIs. Students who have been granted/assigned a voluntary or involuntary PPI are not required to be readmitted to the academic program upon their return. However, returning students may be required to complete additional academic requirements if curricular changes were enacted in the program during the period of program interruption. For PPI periods extending more than 14 days (from the student's last date of attendance), the student may be placed on an institutional withdrawal status for the purpose of financial aid eligibility and enrollment reporting. Voluntary and involuntary PPIs may be granted or imposed for a specific or an indefinite period but each PPI is limited to a maximum period of six months and may be renewed or extended at the discretion of the appropriate College official.

Process for Appeal of PPI Decision

A student has the right to appeal the decision regarding the PPI with the Executive Vice President of Academic Affairs, in writing, within seven calendar days of the student's receipt of written notification of the decision. The appeal must delineate the reason(s) why the student believes the decision is inappropriate and should include any information the student would like considered. The Executive Vice President of Academic Affairs, or a designated College Official, will review the submitted appeal and may uphold, reverse, or alter the decision or the requirements to satisfy the terms of the PPI. The decision will be communicated to the student in writing and shall be considered final.

Where circumstances warrant, the Executive Director of Student Engagement may direct a student to leave the campus immediately, pending a decision regarding a voluntary or involuntary PPI. In that circumstance, the student will be required to leave campus and is not permitted on campus grounds or facilities including, but not limited to the residence halls, library, athletic center, and health centers. Students living campus housing will be provided with a reasonable timeframe to vacate their suite.

Doctor of Chiropractic

PURPOSE STATEMENT

The Doctor of Chiropractic degree program advances the Mission, Vision, and Values of Northeast College of Health Sciences through its preparation of doctors of chiropractic who provide primary and collaborative care, and who place special emphasis on neuromusculoskeletal conditions and overall patient wellness.

PROGRAM GOALS

1. To embody the principles of academic excellence and patient-centered care through the analysis of evidence, utilization of best practices, and incorporation of patient values in clinical assessment, diagnosis, chiropractic technique, case management, and documentation.
2. To exhibit and value integrity, compassion, and ethical principles in alignment with chiropractic professional standards and consistent with the role of a healthcare provider while accepting responsibility for personal actions.
3. To demonstrate effective leadership skills.
4. To contribute positively to the chiropractic profession and broader community by utilizing knowledge and skills to assess critical issues, adapt to change, and communicate effectively with diverse populations.

OBJECTIVES

Goal 1

- a) The student will review and critically appraise literature for quality, clinical significance, and applicability.
- b) The student will assess patients' health status through history taking; diagnostic tests;

neurological, orthopedic and physical examination; and critically evaluate clinical data.

- c) The student will develop differential diagnoses appropriate to each patient presentation.
- d) The student will establish patient management plans and treatment goals appropriate to each patient presentation.
- e) The student will deliver clinically appropriate chiropractic adjustive procedures.
- f) The student will document the management, treatment, and outcomes of the doctor/patient interaction.

Goal 2

- a) The student will recognize ethical issues and consider the ramifications of different perspectives in resolving dilemmas.
- b) The student will assess their own ethical values and incorporate characteristic professional values, ethics, attitudes, knowledge, and skills into their behaviors to govern their responses in professional and extra-professional situations.

Goal 3

- a) The student will demonstrate effective leadership skills and professionalism through interactions with peers, faculty, staff, patients, and community members by consciously modeling the attributes of a healthcare professional.

Goal 4

- a) The student will critically consider and evaluate public health issues and communicate appropriate health improvement strategies relevant to each patient presentation.

- b) The student will respond to verbal and nonverbal cues to effectively tailor communication to peers, faculty, staff, patients, and other community members.
- c) The student will demonstrate a self-awareness of knowledge and its limits, and will display the flexibility to personally and professionally adapt to change and alter behavior.

ACADEMIC REQUIREMENTS FOR ADMISSION

Northeast College of Health Sciences will admit candidates into the Doctor of Chiropractic program whose goals, abilities, and character are consistent with the program's mission and who have completed the equivalent of three academic years of undergraduate study (90 semester hours) at an institution(s) accredited by an agency recognized by the U.S. Department of Education or an equivalent foreign agency with a grade point average in these designated 90 hours of not less than 3.0 on a 4.0 scale.

The 90 hours will include a minimum of 24 hours in life and physical science courses. These science courses will provide an adequate background for success in the program, and at least half of these courses will have a substantive laboratory component. The candidate's undergraduate preparation also includes a well-rounded general education program, examples of which consist of the humanities, social sciences, fine arts, business management, and other course work deemed relevant, to achieve success in the curriculum.

A life science is any of several branches of science, such as biology, medicine and ecology, which study structural and functional organization of living organisms and their relationship to each other and the environment. A physical science is any of several branches of science, such as chemistry and physics that study the nature and properties of energy and nonliving matter. Included in this category are movement science course work such as kinesiology, exercise science and biomechanics.

Candidates who have a grade point average of 2.75 to 2.99 in the designated 90 semester credit hours along with a component of life and physical science course work may be considered for admission under Northeast's alternative admissions criteria consistent with the Council on Chiropractic Education's guidance. Students admitted under these criteria will be provided

an individual education plan designed to optimize their opportunity for success.

Applicants should also be aware that individual state licensing boards may have slightly different educational requirements for licensure.

All students interested in admission to the Doctor of Chiropractic program should contact the Admissions office for a transcript review and evaluation as well as obtain information regarding campus visits and admission interviews.

Pre-Chiropractic Articulation Programs

High-priority status is given to students in special pre-chiropractic programs in which an articulation agreement exists with Northeast. Joint-degree programs (BS/DC), during which the student can save a year in the completion of the two degrees, are described later in this Catalog. Candidates for admission should be informed of scholarship opportunities based on academic excellence. Some scholarships are awarded at the time of admission and others throughout the program.

Recency of Prerequisite Course Work

All life and physical science coursework should have been completed within 10 years of the matriculation date at Northeast. The College evaluates each case individually and, if necessary, may require refresher courses in the life and physical sciences including laboratory components to help ensure the candidate's preparation for success at Northeast.

Advanced Placement Courses

All college credit earned via Advanced Placement (AP) courses is acceptable toward meeting the entrance requirements, provided the credit was granted by an accredited degree-granting institution. In the instance of science prerequisites, certification of the grade and of the laboratory is required.

Credit through CLEP or Other Proficiency Examinations

Up to 20 semester hours of a candidate's preprofessional requirements can be earned through the College Level Examination Program (CLEP) and certain other college

proficiency examinations. These credits likewise must be granted by an accredited degree-granting institution. None of the science prerequisites can be satisfied through examination programs.

Technical Standards for Program Success

Northeast College of Health Sciences (Northeast) is committed to the achievement of its mission and vision. A candidate for the Doctor of Chiropractic program must have abilities and skills in five areas: observation and participation; communication; motor; intellectual-conceptual, integrative and qualitative; and behavioral and social. These guidelines specify the attributes that Northeast faculty consider essential for completing this program. Because these standards describe the essential functions that students must demonstrate to meet the requirements of a first professional degree program, they are prerequisites for matriculation, continuation, and graduation.

Northeast is fully committed to equal opportunity in educational programs for all otherwise qualified individuals without regard to handicap or disability, in accordance with the Americans with Disabilities Amendments Act of 2008 and Section 504 of the Vocational Rehabilitation Act of 1973. In addition to meeting academic standards, candidates for this program must also meet the following technical standards with or without reasonable accommodations throughout the full course of their education at Northeast. These standards ensure patient safety and that all candidates are otherwise qualified. Reasonable accommodations can be made in some of these areas provided that they do not require fundamentally altering the program. Requests for reasonable accommodations will be reviewed on a case by case basis by the Technical Standards Advisory Committee; however, candidates for admission and enrolled students should be able to perform in a reasonably independent manner. The use of an intermediary that would, in effect, require a student to rely on someone else's power of observation and/or communication will not be permitted. Northeast reserves the right to rescind admission or continuation to any candidate that is unable to meet all technical standards with reasonable accommodations. Any candidate should evaluate his/her ability to meet all technical standards prior to submission of an application.

The Technical Standards Advisory Committee is charged to determine whether a student can meet the standards

with or without accommodation and, if accommodation is required, to recommend appropriate accommodation. For complete details regarding the Technical Standards process, please refer to the Academy for Academic Excellence and Student Success Handbook of Services and Procedures.

Candidates for admission and enrolled students must demonstrate:

1. Observation and Participation:

- a. The ability to observe and participate in demonstrations, experiments, diagnostic procedures, and tests within all phases of education, including all laboratory and clinical settings. These may include but are not limited to human cadaveric dissections, microbiologic cultures, microscopic studies, and clinical-science patient-assessment procedures.
- b. The ability to observe a faculty member and a patient accurately at a distance and close at hand.
- c. Observation and participation necessitates the functional use of the sense of vision, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell.

2. Communication:

- a. The ability to speak, to hear, and observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.
- b. The ability to communicate effectively and sensitively with others.
- c. The ability to communicate effectively and efficiently in oral and written form.

3. Motor:

- a. Coordination of both gross and fine muscular movements, equilibrium, and the functional use of the sense of vision and somatic sensation.
- b. The ability to execute movements required to provide general care to patients.

- c. Sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers; and the ability to determine depth and intensity of manual pressure and force.
4. Intellectual-Conceptual, Integrative and Qualitative Abilities:
- a. Sufficient intellectual abilities, including but not limited to measurement, calculation, reasoning, analysis, and synthesis. Problem-solving, a critical skill demanded of health care professionals, requires all of these intellectual abilities.
 - b. The ability to comprehend three-dimensional relationships and understand the spatial relationships of structures.
5. Behavioral and Social Attributes:
- a. The psychological and emotional well-being required for the full use of his/her intellectual abilities; the exercise of good judgment; sound reasoning; maintenance of personal hygiene; the prompt and safe completion of all responsibilities; and the development of mature, sensitive, and effective relationships with patients and colleagues.
 - b. The ability to tolerate taxing workloads, to function effectively under stress, to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties and stressful situations.
 - c. Personal qualities such as compassion, empathy, integrity, concern for others, mature interpersonal skills, interest, and self-motivation.
 - d. The willingness and the ability to maintain the safety and well-being of himself/herself and others without posing a threat.

Based on Association of American Medical Colleges. Report of the Special Advisory Panel on Technical Standards for Medical School Admission. Washington, DC: Association of American Medical Colleges, 1979.

Transfer Applicants

In addition to meeting Northeast's current entrance requirements, transfer applicants must have met the Northeast entrance requirements in force at the time they enrolled at the health-profession institution from which transfer is sought. Evidence of proficiency in the subject matter will be required for course work from professional schools in countries that do not have accreditation systems equivalent to that of the United States. Course work to be transferred must have been completed within five years of the transfer date. Exceptions may be made for candidates holding a first professional degree or an academic graduate degree in a related discipline from an accredited institution.

To be considered for transfer credit, a course must be equivalent in content and credit hours to the Northeast course for which credit is sought. The student must have earned a grade of "C" or higher, and not have used the course to meet entrance requirements. Basic-science academic courses must have been taken at the professional or graduate level. A student cannot transfer any more than 50% of course work in a program and must have earned not less than the final 25% of the total credits from Northeast.

Transfer applicants must complete all application procedures and must furnish official transcripts of graduate or professional schools attended. They must obtain and complete an application for transfer credit and wait for an evaluation. An offer of transfer credit, if accepted by the candidate, is not subject to further negotiation after transfer to Northeast. In consultation with appropriate department heads and faculty, the appropriate academic dean or director may grant transfer credit under exceptional or unusual circumstances that vary from the parameters defined above.

International Applicants

Northeast welcomes applications from international candidates. Applicants who are not U.S. citizens must meet the same entrance requirements as U.S. citizens, or be qualified via a CCE-recognized, non-U.S. equivalency program. International candidates must complete the same application procedures as all others. **In addition to an Ability to Pay statement**, international applicants who did not attend a U.S. college or university or English-speaking university must also submit the following:

1. evidence of the ability to read, write, and speak English at a level of mastery on the Test of English as Foreign Language (TOEFL) or pass an international test of English proficiency;
2. a comprehensive evaluation of educational credentials by an appropriate agency such as World Education Services (WES), International Education Resource Foundation (IERF), SpanTrans, Academic Evaluation Services (AES), and Educational Credential Evaluators (ECE), etc.; and
3. certified English translation of educational credentials.

Georgian Court University
Lakewood, NJ

Houghton College
Houghton, NY

Indiana University of Pennsylvania
Indiana, PA

Juniata College
Huntingdon, PA

Keuka College
Keuka Park, NY

Keystone College
La Plume, PA

King’s College
Wilkes-Barre, PA

Marist College
Poughkeepsie, NY

Mercyhurst College
Erie, PA

Mount Aloysius College
Cresson, PA

Neumann University
Aston, PA

Robert Morris University
Moon, PA

St. Thomas Aquinas College
Sparkill, NY

Shippensburg University of Pennsylvania
Shippensburg, PA

SUNY Cortland
Cortland, NY

SUNY Potsdam
Potsdam, NY

University of Hartford
West Hartford, CT

Wells College
Aurora, NY

PRE-CHIROPRACTIC PROGRAMS

Baccalaureate Degree Offered in Conjunction With Other Institutions

Northeast has established a “3+3” program leading to the completion of a BA or BS degree and the DC degree in one year less than normally would be required to complete each degree individually. Students are responsible for reviewing the partner agreement with both their home school and Northeast admissions, as some partner agreements have more prescriptive requirements than others as to what classes the home school requires the student to take at their institution. Such programs are established under agreement with the following institutions:

INSTITUTION/LOCATION

Assumption University
Worcester, MA

California University of Pennsylvania
California, PA

Edinboro University
Edinboro, PA

Elmira College
Elmira, NY

Fairleigh Dickinson University
Teaneck, NJ

Gannon University
Erie, PA

Other Pre-Chiropractic Articulation Programs

In addition to the “3+3” programs described above, Northeast College of Health Sciences maintains articulation agreements with selected institutions, leading to the assurance of admission to Northeast for students completing baccalaureate programs with a specified GPA and meeting all other admission criteria. These “4+3” programs are designed to provide the exact preparation needed by students planning to enroll at Northeast. Please contact the Northeast Admissions office for additional information about these programs. Students are responsible for reviewing the partner agreement with both their home school and Northeast admissions, as some partner agreements have more prescriptive requirements than others as to what classes the home school requires the student to take at their institution.

Assumption University
Worcester, MA

Bloomfield College
Bloomfield, NJ

Caldwell University
Caldwell, NJ

CUNY Queens College
Flushing, NY

Elmira College
Elmira, NY

Felician University
Rutherford, NJ

Gannon University
Erie, PA

Georgian Court University
Lakewood, NJ

Houghton College
Houghton, NY

Iona College
New Rochelle, NY

Juniata College
Huntingdon, PA

Keuka College
Keuka Park, NY

Manhattan College
Bronx, NY

Nazareth College
Rochester, NY

Neumann University
Aston, PA

Ramapo College of New Jersey
Mahwah, NJ

Robert Morris University
Moon, PA

St. John Fisher College
Rochester, NY

St. Joseph’s College of Maine
Standish, ME

SUNY Potsdam
Potsdam, NY

Temple University
Philadelphia, PA

Utica College
Utica, NY

Wagner College
Staten Island, NY

Wells College
Aurora, NY

Wilson College
Chambersburg, PA

DURATION OF THE DOCTORAL PROGRAM

The curriculum leading to the Doctor of Chiropractic (DC) degree requires a minimum of 10 trimesters of 15 weeks (three years, four months) of full-time resident study, including the clinical clerkship. This is the equivalent of five academic years; those students who want or need to complete the program over a period longer than this minimum may do so under the guidance of the Assistant Vice President of Academic Affairs. To be awarded the DC degree, it is mandatory that degree requirements be completed within seven calendar years of original matriculation.

SAMPLE SCHEDULE
DOCTOR OF CHIROPRACTIC CURRICULUM

Course No.	Title	Lecture Hours	Lab Hours	Contact Hours	Credits Hours
<u>First Trimester</u>					
ANA 6104	Neuroscience I	4	2	90	5
ANA 6105	Gross Anatomy I	3	4	105	5
ANA 6110	Cell & Tissue Biology	3	2	75	4
BCH 6101	Principles of Biochemistry	3	0	45	3
PHL 6101	Chiropractic Philosophy & History	2	0	30	2
PHL 6110	Foundations of Professional Development	1	0	15	1
PHY 6105	Cell Physiology	1	0	15	1
TCH 6101	Technique I: Psychomotor Skills	0	2	30	1
TCH 6102	Technique II: Introduction to Palpation	0	2	30	1
TOTAL		17	12	435	23
<u>Second Trimester</u>					
ANA 6204	Gross Anatomy II	3	4	105	5
ANA 6205	Neuroscience II	4	2	90	5
BCH 6203	Biochemistry of Nutrition & Metabolism	2	0	30	2
PHL 6203	Issues in Chiropractic Research	1	0	15	1
PHY 6203	Systems Physiology	5	0	75	5
RAD 6203	Spinal Radiology	0	1	15	.5
TCH 6203	Chiropractic Technique III: Spinal Assessment and Introduction to Techniques	2	4	90	4
TOTAL		17	11	420	22.5
<u>Third Trimester</u>					
ANA 6304	Gross Anatomy III	3	4	105	5
AST 6304	Basic Human Nutrition I	2	0	30	2
MPH 6301	Clinical Microbiology	3	2	75	4
PHL 6308	Fundamentals for Chiropractic Research Literacy	2	0	30	2
PHY 6302	Principles of Physiopathology	4	2	90	5
RAD 6304	Extremities Radiology	0	1	15	.5
TCH 6304	Chiropractic Technique IV	2	4	90	4
TCH 6305	Extremities Technique I	1	2	45	2
TOTAL		17	15	480	24.5

Course No.	Title	Lecture Hours	Lab Hours	Contact Hours	Credits Hours
<u>Fourth Trimester</u>					
AST 6501	Emergency Procedures	1	0	15	1
DIA 6403	Patient Assessment Methods I	3	4	105	5
MPH 6404	Public Health & Wellness	4	0	60	4
PHL 6410	Chiropractic Theories	1	0	15	1
PHL 6412	Ethical Decision Making in Clinical Care	1	0	15	1
PHY 6404	Musculoskeletal Physiopathology	4	2	90	5
PHY 6405	Visceral Pathology	3	2	75	4
TCH 6406	Extremities Technique II	1	2	45	2
TCH 6407	Chiropractic Technique V	2	4	90	4
TOTAL		20	14	510	27

Fifth Trimester

AST 6504	Basic Human Nutrition II	1	0	15	1
DIA 6502	Patient Assessment Methods II	2	4	90	4
DIA 6508	Clinical Laboratory Diagnosis	3	2	75	4
RAD 6504	Bone and Joint Imaging	4	4	120	6
TCH 6501	Soft Tissue Techniques	2	2	60	3
TCH 6502	ConnecTX Therapy	0	2	30	1
TCH 6508	Chiropractic Technique VI	2	4	90	4
TOTAL		14	18	480	23

Sixth Trimester

ATP 6603	Passive Care	1	2	45	2
ATP 6604	Active Care	1	2	45	2
BPM 6630	Practice Management and the Law	2	0	30	2
DIA 6605	Correlative Patient Assessment	0	4	60	2
DIA 6606	General Diagnosis	3	0	45	3
PHL 6605	The Scientific Basis for Chiropractic Care	2	0	30	2
PHL 6607	Patient Education	2	0	30	2
RAD 6608	Principles of Diagnostic Imaging	2	0	30	2
RAD 6610	Radiographic Examination	0	2	30	1
TCH 6604	Flexion Distraction Technique	2	2	60	3
TCH 6605	Evidence Based Clinical Case Management	2	2	60	3
TOTAL		17	14	465	24

Course No.	Title	Lecture Hours	Lab Hours	Contact Hours	Credits Hours
<u>Seventh Trimester</u>					
AST 6705	Clinical Nutrition	2	0	30	2
BPM 6703	Coding, Billing & Documentation	2	0	30	2
BPM 6704	Business & Practice Management	1	0	15	1
CLS 6705	Introduction to Clinical Services	2	6	120	5
DIA 6708	Human Developmental Diagnosis	4	0	60	4
RAD 6705	Advanced Imaging	2	2	60	3
TCH 6706	Diagnosis & Management of Extremities Conditions	2	2	60	3
TCH 6708	Contemporary Concepts in Chiropractic	0	2	30	1
TOTAL		15	12	405	21
<u>Eighth Trimester</u>					
AST 6802	Clinical Psychology	2	0	30	2
AST 6806	Concepts in Pharmacology	2	0	30	2
BPM 6830	Applied Ethics of Chiropractic	1	0	15	1
CLS 6804	Clinical Service Phase I	2	20	330	12
TOTAL		7	20	405	17
<u>Ninth Trimester</u>					
BPM 6903	Getting Into Practice	2	0	30	2
CLS 6904	Clinical Service Phase II	2	28	450	16
TOTAL		4	28	480	18
<u>Tenth Trimester</u>					
BPM 7007	Marketing Strategies for Healthcare Professionals	2	0	30	2
CLS 7006	Clinical Service Phase III	2	26	420	15
TOTAL		4	26	450	17
TOTAL CORE HOURS		132	170	4,530	217
*TOTAL ELECTIVE COURSE HOURS		9		135	9
(A minimum of 9 elective credit hours must be completed after completion of 4 th trimester coursework)					
TOTAL PROGRAM HOURS		141	170	4,665	226

COURSE DESCRIPTIONS

ANA 6104 **90 hours, 5 credits** **Neuroscience I**

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: ANA 6205, PHL 6605
Corequisite for: None

A multidisciplinary approach to neuroscience that integrates relevant topics in anatomy and physiology. Lectures will be supplemented by laboratory exercises in neuroanatomy and neurophysiology, with an emphasis on clinical correlation and an introduction to the use of case studies. The neuroanatomical and neurophysiological basis of chiropractic practice will also be explored.

ANA 6105 **105 hours, 5 credits** **Gross Anatomy I**

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: ANA 6304, PHL 6605, TCH 6203
Corequisite for: TCH 6102

An integrated sequence of courses covering the gross anatomy of the human body, with a heavy emphasis on functional neuromusculoskeletal anatomy of the limbs and trunk, including osteology, arthrology, muscle action, innervation and blood supply. The sequence also includes a thorough examination of the visceral contents of the head and neck, thorax, abdomen, pelvis and perineum, with particular reference to clinical relevancy of portal-of-entry physicians.

ANA 6110 **75 hours, 4 credits** **Cell and Tissue Biology**

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture and laboratory course that gives the student an essential understanding of the structures and functions of human body's tissues, organs, and systems. Focus is on the fundamental characteristics of the mammalian cell. The student will gain an appreciation of cellular structure and function, cell specialization, and the contribution of cells to the maintenance of homeostasis. Where appropriate, correlations with gross anatomy, physiology, biochemistry, pathology, and chiropractic are included.

ANA 6204 **105 hours, 5 credits** **Gross Anatomy II**

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: RAD 6304, PHL 6605, TCH 6305, TCH 6407
Corequisite for: None

This course represents the second part of an integrated sequence covering the gross anatomy of the human body, with heavy emphasis on functional neuromusculoskeletal anatomy. The functional anatomy of the appendicular and axial skeletons is emphasized, including muscle attachments, actions, innervations, blood supply, and arthrology. The sequence also includes a comprehensive examination of the visceral contents of the head and neck, thorax, abdomen, pelvis and perineum, with particular reference to clinical relevancy to portal-of-entry physicians.

ANA 6205 **90 hours, 5 credits** **Neuroscience II**

Prerequisite(s): ANA 6104
Corequisite(s): None
Prerequisite for: PHL 6605
Corequisite for: None

A continued multidisciplinary approach, integrating relevant topics in neuroanatomy and physiology with more extensive coverage of neurological diagnosis. Lectures will continue to be supplemented by lab exercises in neuroanatomy and neurophysiology, again with an emphasis on clinical correlation. Numerous case studies will be examined in both lecture and laboratory. The neuroanatomical and neurophysiological basis of chiropractic practice will also be explored.

ANA 6304 **105 hours, 5 credits** **Gross Anatomy III**

Prerequisite(s): ANA 6105
Corequisite(s): None
Prerequisite for: PHL 6605
Corequisite for: None

A lecture and laboratory course focusing on the detailed study of abdomen, head and neck. Some of the disease processes involving these structures are discussed in the lecture component of the course. Laboratory parallels the lecture portion with emphasis on the dissection of these structures. This will enable the students to interpret the normal and the abnormal findings of these regions in clinical settings.

AST 6304 **30 hours, 2 credits**

Basic Human Nutrition I

Prerequisite(s): BCH 6203

Corequisite(s): None

Prerequisite for: AST 6504

Corequisite for: None

This lecture course deals with the study of food sources of basic nutrients for human life. The digestion and metabolism of carbohydrates, lipids and proteins, as well as the intermediary metabolism, will be reviewed. Emphasis is placed on the role and requirements of minerals, vitamins, and common herbs in human nutrition. Health effects of sugars, lipids, and proteins will be discussed.

AST 6501 **15 hours, 1 credit**

Emergency Procedures

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

Training in first aid is given in lecture, demonstration and practical exercises. CPR, treatment of open wounds, fractures, dislocations, hemorrhages, shock, heat exhaustion, poisoning, drowning, electrical burns, seizures, etc., are covered.

AST 6504 **15 hours, 1 credit**

Basic Human Nutrition II

Prerequisite(s): AST 6304

Corequisite(s): None

Prerequisite for: AST 6705, AST 6715

Corequisite for: None

This lecture course deals with nutrition and weight control; causes and treatment of obesity; eating disorders – Anorexia Nervosa and Bulimia Nervosa; vitamin interactions, deficiencies and toxicity; mineral deficiencies and toxicities; nutrition during infancy, childhood, adolescence, and nutrient needs of older adults; nutrition during lactation, and malnutrition and pregnancy; and nutrition and metabolic responses during severe stress.

AST 6705 **30 hours, 2 credits**

Clinical Nutrition

Prerequisite(s): AST 6504

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This lecture course deals with life, diet, and disease. Topics to be discussed include: normal nutrition, vegetarian diets, and vitamin supplementation; disorders of nutrition; hyperlipidemia and coronary artery disease, hypertension, diet and cancer; osteoporosis, and nutritional anemias; prevalence and types of malnutrition; nutritional support of special medical problems – in renal failure, liver disease, and pulmonary disease; presentation of case studies; obesity, hyperlipidemia and diabetes, alcohol abuse and nutrient deficiencies; dietary management of gout, malabsorption syndrome, and protein-calories malnutrition.

AST 6802 **30 hours, 2 credits**

Clinical Psychology

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

Clinical psychology in general practice, general concepts, psychological assessment, mental/emotional disorders, including standardized diagnostic criteria and behavioral management strategies will be covered. This course will focus on a biological and psychosocial perspective on human behavior and its application in clinical practice.

AST 6806 **30 hours, 2 credits**

Concepts in Pharmacology

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

An introductory lecture series presenting basic principles of clinical pharmacology. The course is designed to familiarize the student with the most commonly used pharmaceuticals, their actions, indications, contraindications, side effects and adverse effects as well as the chiropractic implications of same.

ATP 6603 **45 hours, 2 credits**

Passive Care

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: TCH 6604, TCH 6605

This course provides a description of various modalities commonly found in practice that are used for pain control, edema reduction, enhanced healing, muscle spasm reduction, and muscle strengthening. Lecture material will cover physiologic effects, indications, contraindications, and proper techniques for using the covered modalities while laboratory time will provide the opportunity to practice the application of the modalities for a variety of conditions to different areas of the body. The National Board exam in Physiotherapy will also be discussed.

ATP 6604 **45 hours, 2 credits**

Active Care

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: TCH 6706

Corequisite for: TCH 6604, TCH 6605

A lecture and lab course focusing on active care for the patient, ranging from the use of splints and supports to exercise qualification, indications, and prescription. Emphasis placed on patient assessment and individual application of appropriate active-based therapeutic measures, as well as patient education and home care program prescription.

BCH 6101 **45 hours, 3 credits**

Principles of Biochemistry

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: BCH 6203

Corequisite for: None

A lecture course introducing the basic chemical components found in the diet and/or utilized by the body. The structure and major biochemical functions of carbohydrates, lipids, nucleic acids, proteins, hormones and vitamins are explored. The study of enzymes, including digestive enzymes, will be introduced.

BCH 6203 **30 hours, 2 credits**

Biochemistry of Nutrition and Metabolism

Prerequisite(s): BCH 6101

Corequisite(s): None

Prerequisite for: AST 6304

Corequisite for: None

A lecture course involving the study of the major biochemical pathways involving carbohydrates, lipids, amino acids, and nucleic acids. The relationship of these mechanisms to nutrition and to the health of the human body is stressed. Nutritional deficiencies and the resulting clinical consequences are introduced.

BPM 6630 **30 hours, 2 credits**

Practice Management and the Law

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

A course designed to encourage the Doctor of Chiropractic student to prepare for his/her professional career. This course will expose the student to various topics related to Chiropractic practice issues, standards of care, practice guidelines, and jurisprudence. Further, students will be exposed to career opportunities within Chiropractic and participate in community service.

BPM 6703 **30 hours, 2 credits**

Coding, Billing & Documentation

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course provides students with an in-depth understanding of the American Health Care System and strategies to successfully receive reimbursement for their professional services from third-party payers. Topics covered include how to analyze the reimbursement environment before beginning a practice in a particular geographic area; how to accurately use diagnostic and procedure codes; how to efficiently document care in order to minimize legal liability and delays or denials of insurance claims; and how to create a rational fee schedule for a chiropractic practice. Teaching techniques include lecture and readings, and practical assignments that will allow students to gain first-hand experience in billing and coding that they will be able to apply immediately when they begin their chiropractic practices.

BPM 6704 **15 hours, 1 credit**
Business & Practice Management

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

This blended, one-credit course will provide the student with an opportunity to develop skills and competencies vital to establishing and running a successful chiropractic practice, whether as a solo practitioner, associate, or in any other practice model. Topics to be considered include professionalism, personal finance, business plans, career development, employee management, practice management, and effective communications.

BPM 6830 **15 hours, 1 credit**
Applied Ethics of Chiropractic

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

This course teaches the foundational principles of professionalism along with the ethics and virtues of chiropractic care. Students will demonstrate knowledge of setting and maintaining healthy boundaries with patients; strategies to prevent the financial and sexual abuse of patients and how to maintain a healthy work - leisure balance while avoiding burnout and other impairments to healthy practice.

BPM 6903 **30 hours, 2 credits**
Getting Into Practice

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

This course focuses on topics related to getting started in chiropractic practice. The goal of the class is to expose the student to information that will be needed to make effective decisions about options for beginning a chiropractic career, with the focus on topics related to starting a chiropractic practice. Information provided is intended to furnish students with a sound foundation for making appropriate choices and developing professional relationships in order to begin a successful career in the chiropractic field.

BPM 7007 **30 hours, 2 credits**
Marketing Strategies for Healthcare Professionals

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A business course designed for students in the Doctor of Chiropractic degree program in which marketing methods will be presented and discussed. This course will assist students in identifying the marketing trends that are pertinent in the healthcare industry and how to implement these ideas. We will also use strategy and business planning concepts that will allow future practitioners to become entrepreneurs. As the healthcare market evolves it is necessary for the healthcare professional to understand the principles and applications of marketing in the healthcare environment. This will be a graduate level marketing class with a healthcare concentration.

CLS 6705 **120 hours, 5 credits**
Introduction to Clinical Services

Prerequisite(s): Must have completed all course work through the sixth trimester.
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

During this introductory clinical service course, students will participate in campus community patient care experiences supported by lecture. During this course, students utilize the patient care skills learned in previous trimesters. Under Northeast's Doctor-Driven/Patient-Centered model, students are engaged in patient/case management which includes, but is not limited to, history, examination, diagnosis, treatment, outcome assessment, assessment of progress, and appropriate documentation practices.

CLS 6804 **330 hours, 12 credits**
Clinical Service Phase I

Prerequisite(s): Must have completed all course work through the seventh trimester.
Corequisite(s): None
Prerequisite for: CLS 6904
Corequisite for: None

Under close supervision and guidance of licensed faculty clinicians, interns are engaged in the various aspects of clinical practice, including the evaluation and management of health center patients. As students achieve quantitative procedural requirements, the faculty

provides qualitative evaluation and feedback regarding developing competencies. The practical aspects of patient care are supplemented by a variety of presentations and exercises intended to enhance and reinforce clinical knowledge and skills.

CLS 6904 450 hours, 16 credits

Clinical Service Phase II

Prerequisite(s): CLS 6804
Corequisite(s): None
Prerequisite for: CLS 7006
Corequisite for: None

Students continue to be progressively engaged by clinical faculty members in the various aspects of clinical practice while receiving periodic qualitative evaluation and feedback regarding their development of required clinical competencies. The practical experiences of patient interactions are supplemented by presentations and exercises intended to enhance and reinforce clinical knowledge and skills.

CLS 7006 420 hours, 15 credits

Clinical Service Phase III

Prerequisite(s): CLS 6904
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

Students continue to be engaged by faculty clinicians in the various aspects of clinical practice while completing their quantitative and qualitative clinical graduation requirements. Practical aspects of patient care experiences are supplemented by presentations and exercises intended to assist students' transition to the field.

DIA 6403 105 hours, 5 credits

Patient Assessment Methods I

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: DIA 6502, DIA 6605, DIA 6606, TCH 6604, TCH 6706
Corequisite for: None

A course designed to introduce the chiropractic student to the components and techniques of history taking, the development of a differential diagnosis list, the complete neurological evaluation of central and peripheral neural structures, and the comprehensive orthopedic and vascular evaluations of the spine and extremities. All course topics are integrated by chief complaint and history taking.

DIA 6502 90 hours, 4 credits

Patient Assessment Methods II

Prerequisite(s): DIA 6403
Corequisite(s): None
Prerequisite for: DIA 6605, DIA 6606
Corequisite for: RAD 6504

A lecture and laboratory course in which the student further refines case history-taking skills and develops examination skills of the integumentary, respiratory, cardiovascular, gastrointestinal, genitourinary, and endocrine systems. Normal findings as well as common abnormal findings will be presented and discussed.

DIA 6508 75 hours, 4 credits

Clinical Laboratory Diagnosis

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture and laboratory course that focuses on the pathophysiologic basis and clinical interpretation of diagnostic laboratory tests. Emphasis is placed upon the clinical presentation and relevant laboratory findings in order to establish a differential or definitive diagnosis. Routine lab testing – including urinalysis, CBC, blood chemistries, serology, and immunology – will be presented. Special laboratory procedures and new laboratory methodologies will also be introduced. Venipuncture technique will be presented in the laboratory portion.

DIA 6605 60 hours, 2 credits

Correlative Patient Assessment

Prerequisite(s): DIA 6403, DIA 6502
Corequisite(s): None
Prerequisite for: None
Corequisite for: TCH 6605

A laboratory course focusing on organizing a strategy to evaluate and diagnose various patient complaints which may present to the chiropractor's office for an initial diagnosis. Emphasis will be placed upon the details and practical application of history taking, patient interaction, formulating a differential diagnosis, selecting appropriate diagnostic examination procedure(s), and interpreting collective data to formulate a final diagnosis for the patient. Appropriate action steps such as treatment and co-management plans will be mentioned.

DIA 6606 **45 hours, 3 credits**

General Diagnosis

Prerequisite(s): DIA 6403, DIA 6502, RAD 6504

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

A lecture course focusing on common chief complaints which may present to the chiropractors office for an initial diagnosis. Emphasis will be placed upon the details and practical application of history taking, patient interaction, formulating a differential diagnosis, selecting appropriate diagnostic examination procedure(s) and interpreting collective data to formulate a final diagnosis for the patient. Appropriate treatment and co-management plans will be mentioned.

DIA 6708 **60 hours, 4 credits**

Human Developmental Diagnosis

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

A didactic lecture course focusing on surveying normal and abnormal development of the human throughout life. Major topic areas are obstetrics, pediatrics, and geriatrics. Common physical problems and disorders of conception, pregnancy, infancy, childhood, and the geriatric patient are discussed with emphasis on recognizing those disorders necessitating referral or co-management and where chiropractic care of the individual is applicable. A two-hour presentation on child abuse is included.

MPH 6301 **75 hours, 4 credits**

Clinical Microbiology

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

A lecture and laboratory course that focuses on the structure, biochemistry, and genetics of organisms associated with human infectious disease. Modes of transmission, epidemiology, mechanisms of specific and nonspecific host resistance, methods of disinfection and prevention are emphasized.

MPH 6404 **60 hours, 4 credits**

Public Health and Wellness

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course is an overview of current health topics and information as described in Healthy People 2030 and how personal responsibility and lifestyle play a role in the health and wellness of a person (patient) and therefore in the health of the community. This course will discuss the basic principles and perspectives involved in disease prevention (both acute and chronic) and promotion of healthy activities, lifestyles and behavior, and the role of the doctor of chiropractic in this promotion of health and wellness.

Topics will include, but not be limited to: physical exercise; overweight, obesity and nutrition; tobacco use; substance abuse; acute and chronic disease; sexual responsibility and STIs including AIDS; environmental quality (food safety, clean potable water, sewage treatment, and air pollution). Emphasis will be on how the chiropractor can relate to these topics. There will be a discussion of government agencies involved in community health.

PHL 6101 **30 hours, 2 credits**

Chiropractic Philosophy & History

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: PHL 6306, PHL 6407, PHL 6605

Corequisite for: None

A lecture course in which the history of chiropractic is traced from its origins to the present day. The basic concepts of chiropractic philosophy as they were originally formulated and as they have evolved to present-day scientific thinking are discussed.

PHL 6110 **15 hours, 1 credit**

Foundations of Professional Development

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

A course for students entering the Doctor of Chiropractic degree program to assist in the orientation of resources and expectations at Northeast College of Health Sciences. This course will assist students in

identifying the trends of the profession and their individual goals.

PHL 6203 **15 hours, 1 credit**

Issues in Chiropractic Research

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: PHL 6407, PHL 6605

Corequisite for: None

This course will provide chiropractic students with the basic knowledge and skills necessary to be an educated consumer of the professional literature. It will enhance the student's understanding of evidence-based practice and the value of research to the practicing chiropractor and to the chiropractic profession.

PHL 6308 **30 hours, 2 credits**

Fundamentals for Chiropractic Research Literacy

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course introduces students to various methods, techniques, and skills for searching and locating relevant information by using chiropractic topics, subjects and current events surrounding the profession. Students will search for information on both historical chiropractic philosophy, modern philosophical discourse, and a musculoskeletal disease or condition. A significant portion of the course will focus on crafting search appropriate questions, generating search strings using Boolean logic, PICO, and applying information literacy skills to library databases. The subject matter searched will apply to the philosophical, historical and modern issues within the profession for both allopathic and conservative care. Students have the opportunity to expand their knowledge of medical terminology, chiropractic lexicon, and acquire awareness and knowledge of how these concepts intertwine with scholarly sources and information literacy. The goal of this course is to allow students the opportunity to expand their knowledge on chiropractic topics while using scholarly sources to support their academic research.

PHL 6410 **15 hours, 1 credit**

Chiropractic Theories

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This on ground lecture course examines the scientific reasons for the benefits of the chiropractic profession and paradigm. Historical and current hypotheses about chiropractic subluxations are surveyed as well as the scientific evidence supporting these hypotheses. Also surveyed are the purported etiologies of subluxations, as well as possible mechanisms to explain why chiropractic adjusting/manipulation succeeds in improving health and well-being.

PHL 6412 **15 hours, 1 credit**

Ethical Decision Making in Clinical Care

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

The course will provide students with foundational knowledge for responsible professional behavior that will enable them to knowledgeably reflect upon and address ethical and socio-cultural issues that they will confront during their training as a future doctor of chiropractic. This ethics course involves teaching of basic knowledge and skills in ethical reasoning, professional ethics, cultural competence and inter-professional communication related to health care decision-making.

PHL 6605 **30 hours, 2 credits**

The Scientific Basis for Chiropractic Care

Prerequisite(s): PHL 6101, PHL 6203, PHL 6306, PHL 6407, ANA 6104, ANA 6105, ANA 6204, ANA 6205, ANA 6304

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

The Scientific Basis for Chiropractic Care is a capstone course that will integrate and expand on the knowledge and skills acquired in previous principles courses. The scientific basis for a patient-centered and scientifically based chiropractic philosophy will be presented. The course material represents the current peer-reviewed literature in multiple scientific fields establishing the basis of the subluxation and for chiropractic care of the symptomatic and asymptomatic patient.

PHL 6607 **30 hours, 2 credits**

Patient Education

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

Developing excellent communication skills is important for giving high-quality patient care and building a prosperous practice, and vital in risk-management strategies. The goal of this course is to help students to build a successful, efficient, and ethical patient-centered practice based upon effective communications between the doctor and patient.

PHY 6105 **15 hours, 1 credit**

Cell Physiology

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture course that examines the physiologic functions of the cell including but not limited to cellular structure and function, cell adhesion molecules, reproduction (both mitosis and meiosis), and an introduction to endocrinology. Where appropriate, correlations with gross anatomy, physiology, biochemistry, pathology, and chiropractic are included.

PHY 6203 **75 hours, 5 credits**

Systems Physiology

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: PHY 6302
Corequisite for: None

A lecture course that examines the function of the cell as well as the nervous, muscular, cardiovascular, respiratory, renal, digestive, endocrine, and reproductive systems. The control of each of these physiological systems is discussed and analyzed, with an emphasis on clinical ramifications.

PHY 6302 **90 hours, 5 credits**

Principles of Physiopathology

Prerequisite(s): PHY 6203
Corequisite(s): None
Prerequisite for: PHY 6404, PHY 6405
Corequisite for: None

A lecture and laboratory course that gives the student a basic understanding of physiology at the cell and tissue level and provides an introduction to pathology and the

process of disease through the application of physiologic principles. Adaptive responses of cells and tissues, cell injury and death, neoplasia, immune response, inflammation and repair, genetic disorders, and fluid and hematological disorders are explored using a problem-solving format.

PHY 6404 **90 hours, 5 credits**

Musculoskeletal Physiopathology

Prerequisite(s): PHY 6302
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture and laboratory course that provides for the study of normal physiology and pathology of bone, joint, muscle and endocrine systems. This will lead the student to a practical understanding of normal function, dysfunction, and disease. Laboratory exercises focus on physiologic, pathologic, radiographic, and clinical presentations. Through correlating lecture material and the laboratory experience, the student will be expected to develop a practical knowledge of the musculoskeletal (MS) system.

PHY 6405 **75 hours, 4 credits**

Visceral Pathology

Prerequisite(s): PHY 6302
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture and laboratory course in which the student will develop comprehensive knowledge of disease processes, their causes and their clinical effects. Structural abnormalities of the cells and tissues at the gross and microscopic levels will be stressed.

RAD 6203 **15 hours, .5 credit**

Spinal Radiology

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: RAD 6304
Corequisite for: TCH 6203

A laboratory course with focus upon conventional radiology of the spine and pelvis. The course emphasizes normal anatomy, common congenital anomalies, variants of normal and mensuration procedures of the spine and pelvis.

RAD 6304 15 hours, .5 credit

Extremities Radiology

Prerequisite(s): RAD 6203, ANA 6204

Corequisite(s): None

Prerequisite for: None

Corequisite for: TCH 6305

A laboratory course with focus upon conventional radiology of the upper and lower extremities. The course emphasizes normal anatomy, common congenital anomalies, variants of normal, and mensuration procedures of the extremities.

RAD 6504 120 hours, 6 credits

Bone and Joint Imaging

Prerequisite(s): None

Corequisite(s): DIA 6502

Prerequisite for: DIA 6606

Corequisite for: None

A lecture and laboratory course focusing upon the recognition, interpretation and reporting of normal and pathological changes revealed by radiography methods. The main areas of pathology include neoplastic, inflammatory, metabolic, arthritic, and traumatic changes in the tissues of the skeleton and articulations. Correlation with CT, MR and other specialized diagnostic-imaging methods is also introduced in this course.

RAD 6608 30 hours, 2 credits

Principles of Diagnostic Imaging

Prerequisite(s): None

Corequisite(s): RAD 6610

Prerequisite for: None

Corequisite for: None

This lecture course addresses the principles of X-ray production and their effects. The radiation protection principle of issuing ionizing radiation “as little as reasonably achievable” (ALARA) is emphasized. The course concentrates on the best available techniques for achieving desirable radiographs with minimal radiation to the patient.

RAD 6610 30 hours, 1 credit

Radiographic Examination

Prerequisite(s): None

Corequisite(s): RAD 6608

Prerequisite for: None

Corequisite for: None

A laboratory course in radiological positioning procedures. Emphasis will be placed upon preparing the student to obtain diagnostic quality conventional radiology of the spine and extremities. Proper operation of radiographic equipment, patient positioning, as well as operator and patient radiation protection will be emphasized.

RAD 6705 60 hours, 3 credits

Advanced Imaging

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

A didactic and laboratory course designed to introduce the student to advanced diagnostic procedures related to the practice of chiropractic. The course is divided into two sections: (1) Imaging Protocols and Advanced Imaging, focusing on spinal topics that include MRI, CT, Myelography, Nuclear medicine, SPECT, and PET; (2) Diagnostic Imaging of pathologic conditions of the abdomen and chest.

TCH 6101 30 hours, 1 credit

Chiropractic Technique I: Psychomotor Skills

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: TCH 6203

Corequisite for: None

An introductory laboratory course in which the student begins to develop those psychomotor skills necessary for proper stance, palpation, speed, and dexterity necessary for delivery of the chiropractic adjustment. Biomechanics and specific psychomotor techniques as they relate to both the doctor and the patient are introduced and assessed.

TCH 6102 **30 hours, 1 credit**
Chiropractic Technique II: Introduction to Palpation

Prerequisite(s): None
Corequisite(s): ANA 6105
Prerequisite for: TCH 6203
Corequisite for: None

Introduction to palpation is a laboratory course designed to introduce the student to the basics of palpation. The location and identification of the bony structures of the vertebral column, the pelvis, and the superficial musculature of the back and neck are emphasized. The concepts of layer palpation and postural evaluation are introduced. The student will also be introduced to topographical extremity palpation. The information received in this course will lay the foundation for all techniques the student of chiropractic will learn.

TCH 6203 **90 hours, 4 credits**
Chiropractic Technique III: Spinal Assessment and Introduction to Techniques

Prerequisite(s): TCH 6101, TCH 6102, ANA 6105
Corequisite(s): RAD 6203
Prerequisite for: TCH 6304, TCH 6305
Corequisite for: None

A lecture and laboratory course that integrates spinal biomechanics, assessment and basic chiropractic adjusting skills. Emphasis is placed on static and motion palpation, developing tissue sense, psychomotor skills, and basic spinal and pelvic adjustive techniques. Contraindications to spinal adjustments and screening tests are discussed, demonstrated, and practiced.

TCH 6304 **90 hours, 4 credits**
Chiropractic Technique IV

Prerequisite(s): TCH 6203
Corequisite(s): None
Prerequisite for: TCH 6407
Corequisite for: None

A lecture and laboratory course that focuses on chiropractic assessment and adjustment of the axial skeleton. Essential biomechanics and functional anatomy are reviewed and principles of adjustive techniques discussed. Patient assessment skills include history, range of motion, palpation, postural and gait analysis, and soft tissue considerations. Continued emphasis is placed on tissue sense, psychomotor skills, and basic spinal and pelvic adjustive techniques. Soft-tissue diagnosis and treatment is also introduced.

TCH 6305 **45 hours, 2 credits**
Extremities Technique I

Prerequisite(s): ANA 6204, TCH 6203
Corequisite(s): RAD 6304
Prerequisite for: TCH 6706, TCH 6406
Corequisite for: None

A lecture and laboratory course focusing on the clinical anatomy, biomechanics, assessment, and treatment of the lower extremities. Emphasis will be placed on mechanical diagnosis, which will include history, range of motion, palpation, postural and gait analysis, and soft-tissue considerations. Tissue sense will be developed and delivery skills and adjustive techniques practiced.

TCH 6406 **45 hours, 2 credits**
Extremities Technique II

Prerequisite(s): TCH 6305
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture and laboratory course focusing on biomechanics, assessment, and treatment of the upper extremities. Emphasis will be placed on mechanical diagnosis which will include history, range of motion, palpation, postural and gait analysis and soft tissue considerations. Tissue sense will be developed and delivery skills and adjustive techniques practiced.

TCH 6407 **90 hours, 4 credits**
Chiropractic Technique V

Prerequisite(s): TCH 6304, ANA 6204
Corequisite(s): None
Prerequisite for: TCH 6508
Corequisite for: None

A lecture and laboratory course that continues to emphasize chiropractic assessment and treatment skills. Focus is on the axial skeleton with an introduction of the appendicular skeleton and the closed kinematic chain. Essential biomechanics, functional anatomy, and adjustive technique principles are reviewed. Patient assessment skills include history, range of motion, palpation, postural and gait analysis, and soft tissue considerations. While emphasis continues on developing tissue sense, delivery skills, basic adjustive technique, and intermediate adjustive techniques are introduced and practiced. Mechanical diagnosis, management and treatment considerations for common neuromusculoskeletal conditions is introduced.

TCH 6501 **60 hours, 3 credits**

Soft Tissue Techniques

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: TCH 6502

A core lecture and laboratory course that expands upon soft-tissue assessment and treatment. A variety of soft-tissue procedures are studied and practiced.

TCH 6502 **30 hours, 1 credit**

ConnecTX Therapy

Prerequisite(s): None

Corequisite(s): TCH 6501

Prerequisite for: TCH 6725

Corequisite for: None

An introductory technique laboratory course that combines instrument-assisted connective tissue mobilization (IACTM) with a prescriptive exercise program to address connective tissue dysfunction. The technique utilizes the ConnecTX instrument, which is uniquely designed to adapt to the various tissue/shapes/curves of the body to examine and treat a variety of neuromusculoskeletal conditions. This course will cover the spine, thorax, abdomen, head, and neck. ConnecTX Therapy is a system of connective tissue assessment and treatment that allows the clinician to detect and treat soft tissue dysfunctions that produce pain, weakness, and functional limitations for the patient. The instrument is designed to provide an adjunct to a clinician's hands, and developing good palpation and manual skills is crucial to the success of this technique. Hands-on application with development of good anatomy palpation skills and manual skills using the instrument will be stressed as part of an overall rehabilitative program.

TCH 6508 **90 hours, 4 credits**

Chiropractic Technique VI

Prerequisite(s): TCH 6407

Corequisite(s): None

Prerequisite for: TCH 6604

Corequisite for: None

A lecture and laboratory course with continuing emphasis on chiropractic assessment and treatment skills. Focus is on the axial skeleton, particularly the cervical spine, with appendicular skeleton correlation.

Essential biomechanics, functional anatomy, and adjustive technique principles are reviewed. Emphasis continues on developing tissue sense, delivery skills, and basic and intermediate adjustive techniques; in addition advanced adjustive techniques are introduced and practiced. Diagnosis and practical management considerations for common neuromusculoskeletal conditions related to the cervical spine are discussed. The relative efficacy and safety of commonly used clinical treatments for various cervical spine disorders is discussed in detail. Students are introduced to clinical reasoning skills that will assist in identifying contraindications for conservative management of spine-related conditions.

TCH 6604 **60 hours, 3 credits**

Flexion Distraction Technique

Prerequisite(s): DIA 6403, TCH 6508

Corequisite(s): ATP 6603, ATP 6604

Prerequisite for: TCH 6708

Corequisite for: None

A technique lecture and lab course that covers the epidemiology, biomechanics, diagnosis, treatment, and management of conditions affecting the lumbar and cervical spine. Strong emphasis will be placed on assessment and treatment utilizing flexion distraction.

TCH 6605 **60 hours, 3 credits**

Evidenced Based Clinical Case Management

Prerequisite(s): None

Corequisite(s): ATP 6603, ATP 6604, DIA 6605

Prerequisite for: None

Corequisite for: None

This is an integrative course that covers the management of conditions common to chiropractic practice. The course will utilize "best practice" guidelines based on current literature. This course will cover assessment of patient conditions/diagnosis. It will cover treatment plans, which include frequency and duration of care, outcome assessment tools, reassessment, chiropractic technique(s), soft tissue manipulation, modalities, and special testing. Treatment plans will include appropriate imaging algorithms and referral algorithms. These treatment plans review current studies which evaluate treatment methods.

TCH 6706 **60 hours, 3 credits**

Diagnosis and Management of Extremities

Conditions

Prerequisite(s): TCH 6305, ATP 6604, DIA 6403

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

An integrative diagnosis and technique lecture and laboratory course that emphasizes the assessment, treatment and management of extraspinal disorders.

TCH 6708 **30 hours, 1 credit**

Contemporary Concepts in Chiropractic

Prerequisite(s): TCH 6604, TCH 6615

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This core laboratory course will focus on allowing students to continue to review, practice, and refine previously studied techniques, as well as on presenting an alternative model of the subluxation (or chiropractic manipulate lesion) in the application of some of those techniques.

ELECTIVE COURSE DESCRIPTIONS

The elective program is designed to be dynamic and responsive to changes within chiropractic education and healthcare. The scope and frequency of elective course offerings are dependent upon student interest and faculty expertise and availability.

ANA 6504 **15 hours, 1 credit**

Craniofacial Biology

Prerequisite(s): Completion of the core basic sciences through fourth trimester

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This lecture course will review the basics of craniofacial growth and lay the foundations to understand common craniofacial malformations such as cleft lip and palate, craniosynostoses, and pharyngeal arch syndromes. Furthermore, growth and dysfunction of the temporomandibular (TMJ) joint and the inner ear will be explored. Chiropractic faculty will present three lectures, and they will discuss diagnosis and treatment aspects of craniofacial problems and cranial adjusting techniques.

ANA 6505 **15 hours, 1 credit**

Forensic Osteology

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course will provide an overview of the skeletal features that can be used to help identify victims of accidents and crimes in forensic cases when identification is not possible by other means. These methods include estimating age at death, sex, ethnic background, stature, and even facial features. This information is critical for those interested in working with or as coroners and other law enforcement officials.

ANA 6514 **15 hours, 1 credit**

Advanced Arthrology and Bone Mechanics

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course is an advanced discussion of the joints of the human body and the mechanical properties of the tissues of the skeleton: bone, cartilage, tendons, and ligaments. The primary emphasis of the course will be the synovial joints of the axial and appendicular skeleton and the solid joints of the vertebral column (discs and ligaments). The course will be in a lecture format, with laboratory presentation of relevant projected materials.

ANA 6520 **15 hours, 1 credit**

Mechanics and Pathomechanics in Craniofacial Complex

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course will review the biomechanics of skeletal muscle and cartilage. The process of mastication, vocalization, and deglutition will be defined. Normal muscle function will be discussed (mechanics), followed by abnormal muscle function (pathomechanics) so that students can appreciate how pathomechanics interferes with the normal process of mastication, vocalization, and deglutition.

ANA 6522 **15 hours, 1 credit**
Mechanics and Pathomechanics of the Pelvis and Lower Extremity

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course present functional anatomy (a discussion based upon kinesiology and moment arms) of the pelvis and lower extremity. Normal mechanics will be described for the pelvis and lower extremity within the context of the pelvic floor dysfunction, hip, knee, ankle, and foot. After normal mechanics are discussed, pathomechanics are examined for each ROM at a joint. Specific reference will be made to what happens at that joint when a particular muscle is weak or tight. The course will end with a discussion of the gait cycle and how it is altered by the pathomechanics presented earlier in the course.

ANA 6606 **45 hours, 3 credits**
Clinical Anatomy

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course is a review of gross anatomy coupled with clinical exposition on applied anatomical topics. The gross anatomy review will be coupled with various clinical conditions students are likely to encounter in their practice. The lecture portion will concentrate on describing common musculoskeletal conditions. The laboratory aspect will identify anatomical structures.

AST 6520 **15 hours, 1 credit**
Doctors as Teachers

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course takes future chiropractic practitioners outside of the treatment room to bring educational opportunities to the broader community in which they wish to reside and/or practice. These educational experiences allow practitioners to reach out to their community to educate and motivate residents on general health and wellness or specific public health issues based on an analysis of community needs.

AST 6550 **30 hours, 2 credits**
Women's Healthcare Issues

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course is designed to allow students to gain an understanding of the aspects of human biology and healthcare that are uniquely female. The course material will include information on the role of healthcare in a woman's life. Topics such as research funding for women's health issues will be discussed. Basic information on female anatomy and physiology will be studied; however, the focus will be on issues of medicine and science relating to women. Major diseases that affect women – such as cardiovascular disease, osteoporosis, lung and breast cancer – will be studied. The role of scientific research and patient education will be explored. In addition, major diseases that are associated with each system of the body and most commonly occur in women will be studied. Issues surrounding the female sexual response, pregnancy and infertility will be explored. Mental health issues will also be studied.

AST 6556 **30 hours, 2 credits**
Preparation as a College Educator

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This interactive course will explore the elements of how to prepare and deliver courses at the college level. The content will include adult education theories, current educational research, and course design. Class discussion and projects will include practical and theoretical aspects of course design including: learning objectives and syllabus design; decisions in course content, preparation, and delivery; assessment design, analysis and grading; and issues of instructional inclusiveness.

AST 6569 **15 hours, 1 credit**
Peer Mentor Training

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

A 1 credit blended course designed to provide the necessary training for a student becoming an Academic Peer Mentor. To enroll in this course, the student must be a member of or be eligible for admission into the Phi

Chi Omega Honor Society. The training will provide the knowledge and skills needed to support the Academic Advisement process in a professional, ethical manner.

AST 6570 **15 hours, 1 credit**
Advanced Lower Extremity Movement Analysis & the Use of Orthoses

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

An active learning lecture course that discusses conditions and movement patterns, as well as the uses and benefits of orthosis used to support, align, and prevent deformities or to improve function. Emphasis will be on the articulations of the lower extremity and the effect on the pelvis and spine. Course formats will include lectures, active analysis of movement patterns, casting and scanning techniques for orthotics, comparisons between various types of orthopedic devices, and demonstrations of proper usage. Both long and short term conditions will be considered.

AST 6572 **15 hours, 1 credit**
Instrumented Biomechanics and Gait Analysis

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

An engaging student-centered, hands-on course that details methods used in the investigation of movement pathology using commercially available tools to capture and analyze kinematic and kinetic parameters of human motion. Emphasis will be placed on the capture and analysis of normal and pathological gait, instrumented postural analysis, and reaching tasks. Specific student achievement goals include understanding the underlying principles of several motion-capture and force-capture techniques and the appropriate application of each technique. Students will then go on to learn general principles and methods for quantification, analysis, interpretation, and classification of movement pathology.

AST 6605 **45 hours, 3 credits**
The Basics of Whole Food Nutrition

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: AST 6715
Corequisite for: None

This is a lecture course focusing on the fundamentals of whole food nutrition and supplementation for various health conditions and overall optimal well-being. Special attention will be paid to implementing whole food nutrition in the health and regulation of all organ systems in the human body, including a review of major biochemical and physiological mechanisms. In addition, the students will also gain an understanding of the symptom survey, nutritional examinations and basic implementation of whole food nutrition into a healthcare practice.

AST 6610 **15 hours, 1 credit**
Pregnancy & Pediatric Nutrition

Prerequisite(s): AST 6504
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

This online course will focus on specific nutrition for the pregnant patient, nursing patient, infant and children adolescents. Topics to be discussed include: fertility and nutritional considerations with the female reproductive system, healthy food and supplemental options for a pregnant patient, healthy food and supplemental options for children and adolescents and common infant, child, and adolescent nutritional considerations for disease states.

AST 6715 **30 hours, 2 credits**
Nutritional Trends and the Impact on Diet & Disease

Prerequisite(s): AST 6504, AST 6605. Students must be approved by the lead instructor and Program Dean to participate in the course.
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

This blended course will focus on current nutritional trends and how these trends impact diet and disease. Through discussion of controversial topics and application of current nutritional research, this course will allow students the opportunity to advance their knowledge and application of nutrition within the

clinical setting. Topics will include history of dietary guidelines, organic versus non-organic foods, farming trends, GMO regulations, quality of supplements, sugar and obesity, and food addictions. Students will attend a weekend nutritional seminar at Standard Process, Inc. in Palmyra, Wisconsin, to further learn and implement various nutritional concepts and practices.

CLS 6720 **45 hours, 2 credits**
Integrative Chiropractic Geriatrics

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

Course work is designed to train our future chiropractic workforce in the nuances associated with geriatric patient care, including aspects of providing care in an integrative healthcare system. This course exposes the student to the field of geriatrics through course work that will include

- a. lecture format,
- b. reading assignments in the form of textbook readings as well as journal articles, and
- c. writing assignments designed to enhance your research skills.

DIA 6537 **15 hours, 1 credit**
Clinical Pediatric Chiropractic Care

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

A lecture and discussion course – with some laboratory time – that presents concerns and problems affecting the pediatric population. The areas in which chiropractic can intervene will be thoroughly discussed, utilizing academic and clinical knowledge and examples. Topics covered will include, but are not limited to, anatomy and physiology of the neonate and young child, radiological considerations of the child, diagnostic laboratory tests and findings, and chiropractic techniques designed to deliver a safe chiropractic adjustment. Topics will be integrated in a case study format for half of the course. Students will gain a greater appreciation of pediatric diagnostic ability and corrective care.

DIA 6540 **15 hours, 1 credit**
Chiropractic Management of the Pregnant Patient

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This course is designed to provide the student with the knowledge required to assess the pregnant patient and to provide safe and appropriate chiropractic care for the pregnant and postpartum patient. Students will be taught to distinguish between red flags and common musculoskeletal complaints unique or common to the pregnant patient. Students will be taught appropriate modifications that should be made to the chiropractic manipulative therapies taught in the curriculum when treating the pregnant patient. The course will also seek to educate the student of the biomechanical changes that occur in the spine throughout pregnancy, how these changes can manifest as physical complaints, and the appropriate chiropractic care to address these complaints.

DIA 6564 **30 hours, 2 credits**
Survey of Complementary and Alternative Medicine Therapies

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

This is an online survey course designed to introduce students to complementary and alternative therapeutic approaches to healthcare. Major systems of healing will be addressed such as Traditional Chinese Medicine, Naturopathy, Homeopathy, Botanical medicine (East, West, Native American), and Tibetan medicine. Other systems of therapeutics such as somatic therapies, nutritional approaches to disease management, spiritual practices, hypnosis, and meditation will also be introduced.

DIA 6566 **15 hours, 1 credit**
Tunnel Syndromes Diagnosis and Management

Prerequisite(s): None

Corequisite(s): None

Prerequisite for: None

Corequisite for: None

A lecture course designed to provide a comprehensive overview regarding the identification and treatment options for canal and tunnel syndromes and other neural

and neurovascular entrapment syndromes. The course will provide examples of conditions from a clinical perspective, with emphasis on identifying causes and preventative strategies, chiropractic management and other approaches to management. Discussion of conditions will consist of topics ranging from anatomy, functional neurology, ergonomics and biomechanics, and some physiology. Examination strategies will include history taking, typical and special physical, neurological and orthopedic examination procedures, radiographic and special imaging studies, and some laboratory testing procedures. Management options include chiropractic adjusting and manipulative therapy, soft tissue treatments, ancillary treatments, physical therapy including strengthening and stretching, splints and supportive devices, and several medically oriented approaches. Additional discussion includes options for co-management of surgical and cases involving medical intervention.

DIA 6568 **30 hours, 2 credits**

Ergonomics

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture course in which the student will learn to evaluate an environment and how that environment (typically a work environment) will impact a given person. Students will develop the ability to analyze a specific environment, evaluate required tasks of a given job description, and examine an employee for the purpose of developing a safety and/or prevention program. Classes will include lectures and practical exercises, with emphasis on integrating previously accumulated knowledge and skills with those developed in the course.

DIA 6653 **15 hours, 1 credit**

Advanced Clinical Neurology

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture intended to improve the level of knowledge and diagnostic skills of the chiropractic student with respect to chiropractic applications of treatment, treatment protocols complementary to the spinal adjustment, nuances in examination procedures, and mechanisms of neurological activity. This will be accomplished by focusing on specific clinical topics and

patient presentations, reviewing appropriate anatomy and neural mechanisms, and discussion of treatment protocols.

DIA 6657 **15 hours, 1 credit**

Concussion and Head Trauma in the Athlete

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

Issues surrounding concussions are increasing as our knowledge base grows. Concussions can result from athletic injuries, motor vehicle accidents, or general injuries. This course presents the most current information and best practices relating to concussions and complications involved in head injuries with an emphasis on the athlete. The current neurological and neuropsychological assessments available to diagnose concussions are presented along with current treatment and management protocols. While concussion management is not specifically under the scope of chiropractic care, recognition, and diagnostic indicators of any significant health condition, including concussion, are a standard of care in chiropractic practice in every state in the United States. Doctors of chiropractic are expected to recognize the signs and symptoms of concussion and head trauma as they would be expected to recognize a potential fracture, dislocation, or any serious underlying pathologies presenting as neuromusculoskeletal complaints. This course will prepare the student to work in any health care setting, including sporting events, and be able to evaluate, tentatively diagnose, and refer appropriately any patient or athlete who has sustained a concussion or traumatic brain injury.

DIR 7000 **15-120 hours, 1-8 credits**

Directed Study

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

Topic and credit hours to be mutually arranged between a representative of the College and the student. The course provides additional opportunities for students outside the traditional lecture and lab settings. Educational and learning objectives will be jointly established between the student and the College. This course allows for participation in research, development of publishable works, independent studies, off-campus educational experiences, or other mutually agreed-upon

studies. Directed study can be taken during any trimester in which electives are offered. Directed study may be performed either on campus or during an off-campus experience, such as concurrent with an externship. This course may be taken more than once to accommodate long-term projects or varied interests.

RAD 6620 **15 hours, 1 credit**
Introduction to Neuroradiology

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture course exploring the imaging characteristics of common neurologic disorders of the central nervous system with an emphasis on the spinal cord. This course will present an overview of imaging indications, traumatic and vascular conditions neoplasms demyelinating conditions, congenital disorders and neurocutaneous syndromes of the spinal cord and brain. Students will gain a greater understanding of the use of magnetic resonance imaging and computerized tomographic imaging techniques as it relates to the evaluation of neurological disorders seen in a chiropractic practice.

RAD 6621 **15 hours, 1 credit**
Advanced Cases in Chiropractic Imaging

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture course exploring the imaging characteristics of complex and unusual cases affecting the chiropractic patient population. This course will focus on the identification of imaging patterns and management of uncommon musculoskeletal and visceral pathologies including traumatic, neoplastic, metabolic, arthritic, dysplastic, infectious, and vascular conditions diagnosed in chiropractic patients. Students will gain a greater understanding of abnormal imaging patterns and will develop the skills required to manage difficult and unusual diagnostic imaging cases.

RAD 6622 **15 hours, 1 credit**

Pediatric Radiology

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

A lecture course exploring the imaging characteristics of normal skeletal development and radiographic patterns of common musculoskeletal pathologies affecting the pediatric population. This course will focus on imaging indications, traumatic conditions, neoplasms, metabolic disorders, scoliosis, and heavy metal toxicity occurring in young patients. The course will also address the clinical and imaging indications for specialty referrals. Students will gain a greater understanding for the normal radiographic appearance of the immature skeleton and will develop the skills required to detect abnormal imaging manifestations.

TCH 6525 **30 hours, 2 credits**
Introduction to Sports Injury Management

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

The purpose of this course is to provide an introductory overview to sports medicine for the chiropractic student. Skill development will include on-field clinical decision making, first aid for sports injuries, taping and wrapping procedures, and rehabilitation/performance enhancement treatment planning. These skills will be integrated into the prevention, diagnosis, immediate management, and rehabilitation of commonly encountered injuries to include the spectrum of life-threatening to non-traumatic overuse conditions. The student will prepare to work as a member of the sports medicine team. Administrative and risk management aspects related to sports medicine/chiropractic will be reviewed.

TCH 6540 **60 hours, 2 credits**

Activator Methods

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

Activator Methods will expose students to Activator Methods Chiropractic Technique. Both the assessment methods and the use of the Activator instrument will be learned. The course will cover both the Basic Scan and

the advanced techniques used to address specific chief complaints associated with the spine and the extremities commonly treated in clinical chiropractic practice.

TCH 6551 **15 hours, 1 credit**
Introduction to Applied Kinesiology

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

This is a survey course designed to provide an overview of the principles of Applied Kinesiology. Applied Kinesiology is a diagnostic system that uses the neuromusculoskeletal system to augment normal examination procedures. An Applied Kinesiology examination depends upon knowledge of functional neurology, anatomy, physiology, biomechanics, and biochemistry and is combined with standard physical, neurological and orthopedic examination procedures, laboratory findings, X-rays, and history taking.

TCH 6559 **45 hours, 2 credits**
Nimmo® I

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: TCH 6655
Corequisite for: None

The course will provide a comprehensive understanding of this soft tissue technique. Students will become familiar with the neurophysiology on which it was based. Participants will become skilled practitioners of this precise pressure point technique. The technique will be demonstrated in small increments and students will practice on each other under close supervision as they acquire the complex psychomotor skills necessary to locate and eliminate myofascial trigger points in all areas of the body.

TCH 6560 **15 hours, 1 credit**
Sacro Occipital Technique I

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: TCH 6660
Corequisite for: None

The student enters this course on the basis that they wish to become extremely proficient in the use of Sacro Occipital Technique. Basic principles of the SOT procedure are covered in detail. This is a practical course. The student will be able to practice the application of this procedure proficiently.

TCH 6562 **15 hours, 1 credit**
Introduction to Gonstead Methods

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

The Gonstead elective course is designed to introduce the students to the chiropractic philosophy and methods developed and utilized by Dr. Clarence Gonstead. The elective will introduce the student to the following assessment skills utilized in the Gonstead Method: use of motion palpation, static palpation, radiographic structural analysis, and the instrumentation to better identify the spinal subluxation will be emphasized. The course will instruct the student to properly set up the adjustments using the specific adjustive techniques developed by Dr. Gonstead, using the pelvic bench, the knee chest table, and the cervical chair. It will also aid the student in understanding the Gonstead listing system by providing more depth and clarity. This additional learning experience is offered to enhance their treatment and decision making skills in order to provide better clinical treatment to their patients.

TCH 6625 **30 hours, 1 credit**
Clinical Palpation & Soft Tissue Assessments

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

This is a one (1) credit course designed to advance student palpation and assessment skills as they relate to soft tissue structures and function. Students will review palpation techniques used on previously introduced structures and expand into others as they relate to the course texts. They will be offered opportunities to critically evaluate muscle imbalances as they are offered in the course texts and other areas of consideration. Emphasis will be given to location, assessment, and arrangement of muscle groups and systems, also incorporating tensegrity models, based on Myer's muscle trains. Considerations for assessment will include synergist/antagonist relationships and will pool from commonly used techniques such as Functional Movement Screen (FMS), Selective Functional Movement Assessment (SFMA), and Neurokinetic Therapy (NKT).

TCH 6635 **30 hours, 1 credit**
Sports Injury Management II

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

This course is designed to further prepare students for working with athletes in and out of a traditional clinic setting. Topics will cover advanced taping and bracing, adaptive chiropractic techniques, current research topics in sports, and the importance of effective communication as part of a sports medicine team.

TCH 6655 **45 hours, 2 credits**
Nimmo® II

Prerequisite(s): TCH 6559
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

The course will provide an opportunity for students to refine and enhance the skills they acquired in Nimmo® I. The neurophysiological concepts presented in the introductory course will be explored in greater depth. The major muscles covered in the introductory course will be reviewed. Emphasis will shift to the location and elimination of myofascial trigger points as they occur in all muscles of the extremities and TMJ. The advanced course will unfold in a manner similar to that used in Nimmo® I. The technique will be demonstrated in small increments and students will practice on one another under close, expert supervision. Detailed case studies will be presented from the instructor's extensive patient base of professional athletes, dancers, and musicians. Case studies of patient complaints encountered by students will also be addressed in addition to developing a Nimmo® treatment plan.

TCH 6660 **15 hours, 1 credit**
Sacro Occipital Technique II

Prerequisite(s): TCH 6560
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

An overview of the Category system of diagnostic indicators as developed by Dr. M.B. DeJarnette is presented. The diagnosis and treatment of Category 1, with its related distortions of the dura, and Category 3, the disc related category, are presented in detail. This is a hands on course designed to increase the students

proficiency of osseous and soft tissue distortion correction.

TCH 6725 **30 hours, 1 credit**
ConnecTX Therapy–Upper and Lower Quadrants

Prerequisite(s): TCH 6502
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

ConnecTX Therapy utilizes a specialized instrument along with a prescriptive exercise program to assist the chiropractor in the detection and treatment of a variety of connective tissue (CT) disorders. This elective is designed to build on the knowledge and skills attained in TCH 6502 and apply them to the diagnosis. ConnecTX Therapy treatment and case management of conditions affecting the lower and upper quadrants, ConnecTX instrument grips, holds, slant positions, directional use, treatment maneuvers, and hygiene will be reviewed in the context of the lower and upper quadrants. Functional anatomy accuracy and precision will be stressed throughout the course. Indications, contraindications, diagnosis, pre- and post-treatment practices, rehabilitation, and case management will also be discussed and practiced.

TCH 6805 **15 hours, 1 credit**
Sports & Human Performance

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

This course is to assist students wishing to pursue a career in the field of sports chiropractic and acts as a bridge course to the CCSP. In this course the students will further develop the appropriate clinical knowledge and communication skills related to treating the athletic population and the correlation to practice.

CLS 6720 **45 hours, 2 credits**
Integrative Chiropractic Geriatrics

Prerequisite(s): None
Corequisite(s): None
Prerequisite for: None
Corequisite for: None

Course work is designed to train our future chiropractic workforce in the nuances associated with geriatric patient care, including aspects of providing care in an integrative healthcare system. This course exposes the

student to the field of geriatrics through course work that will include

- a. lecture format,
- b. reading assignments in the form of textbook readings as well as journal articles, and
- c. writing assignments designed to enhance your research skills.

REQUIREMENTS FOR GRADUATION

In order to be eligible for graduation from the DC program, candidates must meet the following criteria:

1. successful completion of a minimum of four academic years of resident study at an accredited institution granting a first professional degree, of which the last four trimesters must have been in residence at Northeast College of Health Sciences;
2. successful completion of all required course work with a cumulative Grade Point Average of 2.00 or higher;
3. completion of a seminar in the identification and reporting of child abuse in accordance with standards specified by the New York State Education Department;
4. successful completion of all clinical clerkship requirements at the College's outpatient health centers;
5. satisfactory completion of Outcome Assessment requirements;
6. timely application for the Doctor of Chiropractic degree;
7. fulfillment of all financial obligations to the College; and
8. completion of the above requirements within seven calendar years following the date of original matriculation.

It is solely the responsibility of the degree candidate to comply with all requirements for the degree. The institution's effort to monitor student progress toward

graduation does not relieve the individual of primary responsibility in this matter.

Visit our website at www.northeastcollege.edu for the most recent information regarding graduation rates.

EDUCATIONAL REQUIREMENTS FOR LICENSURE

Requirements for Licensure – United States

State laws require that all persons engaged in the practice of chiropractic must possess a Doctor of Chiropractic degree, pass an examination conducted by the state or a designated equivalent assessment process, and be licensed by the state licensing board. Northeast College of Health Sciences makes every reasonable effort to qualify its students to sit for all state licensing examinations, but makes no assurances that any graduate will be qualified to take the licensing examination in any particular state or pass such examination.

State licensing laws and boards of examiners' administrative rules and regulations experience periodic changes; therefore, each candidate desiring to pursue the professional program offered by the College is responsible to ascertain all information relative to his/her qualifications to practice in any jurisdiction that he/she selects. The board of trustees, officers, and faculty cannot be held responsible in this regard. Detailed information regarding the licensure requirements of these and all other states is available in the Registrar's office and Center for Career Development and Professional Success.

Preprofessional Requirements for Licensure

Several state chiropractic boards have preprofessional licensure requirements that are not included in Northeast's minimum entrance requirement, such as a bachelor's degree prior to chiropractic study. It is the applicant's responsibility to ascertain and comply with the licensure requirements for any state in which licensure is desired. This information must be sought directly from state boards of chiropractic to ensure accuracy.

Applicants who desire detailed information relative to licensure in a particular state should contact that state's board (individual state board addresses are available at the Center for Career Development and Professional

Success), or the Federation of Chiropractic Licensing Boards (5401 W. 10th Street, Suite 101, Greeley, CO 80634).

Requirements for Licensure – Foreign Jurisdictions

Many foreign countries now have chiropractic licensure laws. Applicants or students who have interest in this area are advised to contact the chiropractic authorities of the country in which they wish to practice.

The National Board of Chiropractic Examiners

The National Board of Chiropractic Examiners was incorporated on June 19, 1963, for the purpose of conducting a chiropractic examination program at the national level as a service to the state boards of examiners, to the chiropractic colleges and their students, and to the graduate chiropractor. Information regarding preparing for chiropractic licensure can be found in the Student Guide.

Master of Science in Applied Clinical Nutrition

The Master of Science in Applied Clinical Nutrition program is an online program.

PURPOSE STATEMENT

The Master of Science in Applied Clinical Nutrition degree program advances the Mission, Vision and Values of Northeast College of Health Sciences through its preparation of clinical nutrition professionals. The program places emphasis on the principles of quality patient-centered care through the analysis of evidence and utilization of the highest standards in nutritional assessment, intervention, promotion of health, and case management focusing on the use of whole foods and therapeutic plants in an integrative approach to optimal wellness.

PROGRAM GOALS

1. To provide a high quality educational experience centered on the important relationship that exists between nutrition and health.
2. To provide an education centered on an understanding of the biochemical aspects of metabolism and the interrelationship between macro and micro nutrients.
3. To prepare graduates to clinically assess individuals for nutritional imbalances and apply evidence-based therapeutic interventions.
4. To concentrate on a whole foods approach to nutritional therapeutics and its role in optimal health and wellness.
5. To prepare health care professionals to recommend nutritional and herbal supplementation, when appropriate, based on scientific and clinical evidence.
6. To develop critical appraisers of the healthcare literature and the nutrition industry.
7. To educate graduates to interact professionally and ethically within an integrative healthcare environment.

PROGRAM LEARNING OUTCOMES

Our graduates will be able to

1. summarize and interpret the theories, definitions, biochemical and physiological pathways, and interactions pertaining to clinical nutrition;
2. observe and analyze common eating patterns and relate the importance of early intervention in the prevention of disease and maintenance of health;
3. assess nutritional needs of individuals, establish nutritional priorities, and apply an individualized evidence-based therapeutic intervention;
4. integrate individualized lifestyle modifications in nutritional protocols and overall health;
5. describe and defend the fundamental elements of research design and evaluate empirical literature for quality and applicability;
6. utilize effective written and verbal skills to communicate the principles of nutrition and their role in health and wellness;
7. evaluate the role of demographics, ethical decisions, and community influences in nutritional needs, choices, attitudes and behaviors; and
8. demonstrate ethical reasoning and professional behavior applicable to nutrition practice within an integrative healthcare environment.

ADMISSION TO THE MSACN DEGREE PROGRAM

The field of Applied Clinical Nutrition draws students of all ages and from all walks of life who share an interest in a holistic approach to healthcare. In assessing applicants, Northeast looks for individuals who demonstrate the potential to succeed in Northeast's rigorous master's degree program in Applied Clinical

Nutrition, as well as a commitment to helping people through a healing profession. Successful candidates exhibit strong communication skills, integrity, and professionalism.

Academic Requirements for Admission

Applicants are required to show proof of successfully completing 90 semester hours (136 quarter hours) of college credit, including nine credits of bioscience course work prior to matriculation, from an accredited, degree-granting institution. Students must have achieved a grade of “C” or better in the prerequisite bioscience course(s). A cumulative Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale is desired for pre-professional college study.

Transfer Applicants

To be considered for transfer credit,

- course work to be transferred must have been completed within five years of the transfer date;
- a course must be equivalent in content and credit hours to the Northeast course for which credit is sought;
- the student must have earned a grade of C or higher, and not have used the course to meet entrance requirements;
- courses must have been taken at the professional or graduate level; and
- applicants must obtain and complete an application for transfer credit and wait for an evaluation.

An offer of transfer credit, if accepted by the candidate, is not subject to further negotiation after transfer to Northeast.

In consultation with appropriate department heads and faculty, the appropriate academic Dean or Director may grant transfer credit under exceptional or unusual circumstances that vary from the parameters defined above. Under no circumstances will credit be given for life experience.

Under no circumstances can more than 50% of credits be accepted for transfer.

International Applicants

Northeast welcomes applications from international candidates. Applicants who are not U.S. citizens must meet the same entrance requirements as U.S. citizens. International candidates must complete the same application procedures as all others, and must additionally provide the following:

1. evidence of the ability to read, write, and speak English at a level of mastery sufficient to successfully complete the course of study for the graduate program in Applied Clinical Nutrition;
2. a comprehensive evaluation of educational credentials by an appropriate agency such as World Education Services (WES), International Education Resource Foundation (IERF), SpanTrans, Academic Evaluation Services (AES), and Educational Credential Evaluators (ECE), etc.;
3. certified English translation of educational credentials; and
4. an Ability to Pay statement.

SAMPLE CURRICULUM SCHEDULE

MASTER OF SCIENCE IN APPLIED CLINICAL NUTRITION 24-MONTH PROGRAM

The curriculum leading to the MSACN degree requires six trimesters (each of 15 weeks' duration) of part-time online study. This is the equivalent of 24 calendar months. Students are expected to follow the curriculum sequence unless permission to register for a course out of sequence is granted by the program Director.

<u>Course No./Title</u>	<u>Credits</u>
<u>First Trimester</u>	
NTR 5104 Biochemistry I: The Macronutrients	3
NTR 5106 Theories and Principles of Applied Clinical Nutrition & Whole Food Science	<u>3</u>
Total	6
<u>Second Trimester</u>	
NTR 5206 Biochemistry II: The Micronutrients	3
NTR 5207 Nutrition Across the Lifespan	<u>3</u>
Total	6
<u>Third Trimester</u>	
NTR 5305 Design, Analysis, and Critical Evaluation of Research	3
NTR 5306 Genomics and Personalized Nutrition	1
NTR 5307 Clinical Nutrition for Pain and Inflammation	<u>2</u>
Total	6
<u>Fourth Trimester</u>	
NTR 5406 Clinical Herbalism	3
NTR 5503 Nutritional Assessment	<u>3</u>
Total	6
<u>Fifth Trimester</u>	
NTR 5402 Drug Induced Nutrient Depletion & Herb/Drug Interaction	3
NTR 5504 The Microbiome and Gastrointestinal Health	1
Elective (see Elective Course Options below)	<u>2</u>
Total	6
<u>Sixth Trimester</u>	
NTR 5605 Medical Nutrition Therapy	2
Elective (see Elective Course Options below)	2
NTR 5610 Clinical Capstone Project	<u>2</u>
Total	6
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Total Required Credits - MSACN	36

Elective Course Options (4 credits required):

NTR 5405 Behavioral Nutrition	2
NTR 5604 Clinical Sports Nutrition	2
NTR 5607 Introduction to Clinical Practice	2

SAMPLE CURRICULUM SCHEDULE

MASTER OF SCIENCE IN APPLIED CLINICAL NUTRITION 16-MONTH PROGRAM

The curriculum leading to the MSACN degree requires four trimesters (each of 15 weeks' duration) of part-time online study. This is the equivalent of 16 calendar months. Students are expected to follow the curriculum sequence unless permission to register for a course out of sequence is granted by the program Director.

<u>Course No./Title</u>	<u>Credits</u>
<u>First Trimester</u>	
NTR 5104 Biochemistry I: The Macronutrients	3
NTR 5106 Theories and Principles of Applied Clinical Nutrition & Whole Food Science	3
NTR 5206 Biochemistry II: The Micronutrients	<u>3</u>
Total	9
<u>Second Trimester</u>	
NTR 5207 Nutrition Across the Lifespan	3
NTR 5306 Genomics and Personalized Nutrition	1
NTR 5307 Clinical Nutrition for Pain and Inflammation	2
NTR 5503 Nutrition Assessment	<u>3</u>
Total	9
<u>Third Trimester</u>	
NTR 5305 Design, Analysis, and Critical Evaluation of Research	3
NTR 5406 Clinical Herbalism	3
NTR 5504 The Microbiome and Gastrointestinal Health	1
Elective (see Elective Course Options below)	<u>2</u>
Total	9
<u>Fourth Trimester</u>	
NTR 5402 Drug Induced Nutrient Depletion & Herb/Drug Interaction	3
NTR 5605 Medical Nutrition Therapy	2
Elective (see Elective Course Options below)	2
NTR 5610 Clinical Nutrition Capstone Project	<u>2</u>
Total	9
<hr/>	
Total Required Credits - MSACN	36
<u>Elective Course Options (4 credits required):</u>	
NTR 5405 Behavioral Nutrition	2
NTR 5604 Clinical Sports Nutrition	2
NTR 5607 Introduction to Clinical Practice	2

COURSE DESCRIPTIONS

Students will take six credits per trimester.

NTR 5104 **3 credits** **Biochemistry I: The Macronutrients**

This is an online interactive course designed to prepare students to understand how carbohydrates, fats, and proteins function in the body; how each macronutrient, alone and when combined, undergoes integrated metabolism within tissues; and how the macronutrients integrate to affect overall metabolism, disease risk and recovery. Suggestions for client counseling on these issues will be presented.

NTR 5106 **3 credits** **Theories and Principles of Applied Clinical Nutrition & Whole Food Science**

This is an online interactive course designed to provide an overview of whole food science, which allows students to understand the functions of nutrients in the production, quality and consumption of foods and how they are to be prepared consistent with food safety precautions. This course will introduce the factors that influence the end quality of foods, which include the production, selection, storage, preparation, and ingredient modifications. This course will provide students with the core knowledge of the current nutritional landscape in regards to the regulatory environment, nutritional topics and strategies as well as an introduction to the issues associated with developing a nutritional business. Addressed are common current nutritional intervention plans currently used by the nutritional professional. Clinical applications will be reviewed and discussed.

NTR 5206 **3 credits** **Biochemistry II: The Micronutrients**

This course explores the metabolic pathways to which micronutrients (vitamins and minerals) play a significant regulatory role as well as the interaction between nutrients within these pathways. In this course students will also explore the variability in micronutrient requirements between individuals, outline the signs and symptoms associated with both nutrient deficiency and excess, and evaluate possible dosages associated with different forms of micronutrient supplements. Food sources for micronutrients and the various uses with respect to disease prevention and therapy in industrialized countries will be reviewed.

NTR 5207 **3 credits** **Nutrition Across the Lifespan**

This is an online interactive course focusing on the fundamentals of normal nutrition from preconception to old age. Special attention will be paid to the clinical and nutritional interventions that apply to each part of the life cycle. In addition to the essential nutrition concepts, physiological principles and nutritional recommendations, we will apply case studies to real life at each stage in development, with consideration of cultural competence and effective client counseling.

NTR 5305 **3 credits** **Design, Analysis, and Critical Evaluation of Research**

An online interactive course designed to introduce the graduate student to typical methods in analyzing and interpreting biomedical data and research design. This course will help guide the graduate student in developing research studies, conducting statistical analyses and reading/evaluating the literature.

NTR 5306 **1 credit** **Genomics and Personalized Nutrition**

In this course students will learn about the role of genetics in healthcare and the impact that nutrition and modifiable risk factors can have on genetic expression. This course is designed to provide students with the knowledge needed to: interpret the results of genomic testing, correlate genomic data with client presentation, and recommend personalized diet and lifestyle modifications that could impact genetic expression or mitigate the impact of presenting polymorphisms. A case study based approach will be utilized for assisting in teaching about the role of genetics in a personalized nutritional plan.

NTR 5307 **2 credits** **Clinical Nutrition for Pain and Inflammation**

This is a course designed to facilitate the use of diet and basic nutritional supplements in clinical practice. The focus is nutritional applications to reduce inflammation and pain. The inflammatory process will be studied in significant detail and related to the process of nociception and pain. Also examined will be the relationship between chronic inflammation and various degenerative diseases. Practical nutritional applications will be directed at reducing inflammation with diet and supplements.

NTR 5402 **3 credits**
**Drug Induced Nutrient Depletion & Herb/
Drug Interaction**

This is an interactive course describing the numerous drugs can cause depletions through a variety of biochemical mechanisms. Depletion of nutrients can lead to alterations in physiology, leading to side effects, adverse clinical symptoms and disease. This course will review the most significant drug induced nutrient depletions and their impact on the body. This course will also review the most significant herb/drug interactions and provide a review of databases and information relating to this topic. Scientific studies that report, verify, and explain these two prominent issues in integrative care will be reviewed and discussed.

NTR 5406 **3 credits**
Clinical Herbalism

This is an online course focusing on the use of natural materials as therapeutic agents. Plants have yielded many important medicines; in this course students will learn to understand the pharmacological and biological effects of medicinal herbs, as well as how to properly select and prepare them for clinical use. The biochemical constituents of plant extracts and the isolation of their active components, as well as relevant clinical studies will be explored.

NTR 5503 **3 credits**
Nutrition Assessment

Clinical nutrition not only assesses deficiency states, but can be used to improve health via proper food selection and nutrition supplementation. A clinical and laboratory assessment enables a healthcare provider to develop an individualized therapeutic program to address deficiencies and disease states. This interactive online course will educate the student on the assessment of a client's state of health, diet and lifestyle history, anthropometric measurements, as well as laboratory testing including analysis of blood, stool, saliva, and urine. The course will integrate use of these measurements in the design of an appropriate nutritional protocol for the client. The student will also learn effective client management and follow-up.

NTR 5504 **1 credit**
The Microbiome and Gastrointestinal Health

In this course, the student will take an in-depth dive into the functions of the Gastrointestinal system with a particular focus on the microbiome and the impact of

dysfunction. Immunity, digestion, assimilation, absorption, and elimination will be reviewed in the context of function along with the health of the epithelial membrane and microbiome. This course will stress the importance of the microbiome in influencing other systems and for the development of a patient-centered approach for assessing, diagnosing and treating gastrointestinal imbalances. Case studies will be used to assist the student in developing their clinical skills for the assessment and treatment to gastrointestinal system related conditions.

NTR 5605 **2 credits**
Medical Nutrition Therapy

This course will focus on the use of medical nutrition therapy for the management and support of health and disease. Specific nutrition intervention including diet, vitamins, minerals, essential fatty acids, and amino acids will be explored for a wide variety of diseases commonly encountered in clinical practice. The biochemistry of each intervention will be discussed for a full understanding of how to integrate nutrition therapy into patient care.

NTR 5610 **2 credits**
Clinical Nutrition Capstone Project

The final project is a culmination of what the student has learned throughout the Master of Science in Applied Clinical Nutrition program. Working with a faculty member, the student will develop a final project, which will be a detailed case study. The successful completion of the capstone project should demonstrate a thorough understanding of the application of Clinical Nutrition allowing the student to demonstrate both the didactic and clinical skills of a Nutritionist.

ELECTIVE COURSE DESCRIPTIONS

NTR 5405 **2 credits**
Behavioral Nutrition

Food and nutrition-related behaviors are often key determinants of many health issues such as heart disease and type 2 diabetes. This course is designed to introduce students to the field of behavioral nutrition beginning with an overview of theories of health behavior and concluding with nutrition education techniques to promote effective behavior change from the individual to the population level. Critical analysis of existing behavior change programs creates a meaningful

understanding of the key concepts of behavioral nutrition including: health psychology, behavioral epidemiology, mediating variables, theoretical framework, and cultural competency.

NTR 5604

2 credits

Clinical Sports Nutrition

This online interactive course will use exercise physiology as a basis for exploring the acute and chronic adaptations of the body to the strenuous demands of exercise and sports. Topics covered include the physiology of the skeletal, muscular, cardiorespiratory and endocrine systems. Nutritional concepts relating to how the body uses the macronutrients and micronutrients to fuel energy systems will be explored. Popular performance enhancing and weight-loss supplements will be examined. Nutritional and exercise prescription for athletes, adolescents, aging, and diseased-state will be investigated.

NTR 5607

2 credits

Introduction to Clinical Practice

This course is designed to provide students with a practical experience overseeing clinical nutrition care for special populations. Students are mentored by a faculty member who is a credentialed nutritionist as they participate in the care of recorded real-life patients via interactive virtual case scenarios. Clinical experiences will cover each of the following categories: professionalism and ethics, nutritional assessment, intervention, education, counseling or management, and monitoring or evaluation. The supervised experience totals 90 hours applicable towards the clinical requirements of the Board of Clinical Nutrition Specialists. This course will provide students with clinical experience combined with a focus on professionalism and ethical decision making.

EDUCATIONAL REQUIREMENTS FOR CERTIFICATION

Nutrition Certification in the U.S.

Northeast College of Health Sciences makes every reasonable effort to qualify its students to sit for all national certifying examinations but makes no assurances that any graduate will be qualified to take the certifying examination in any particular state or pass such examination.

State licensing and certification laws and Boards of Examiners' administrative rules and regulations experience periodic changes; therefore, each candidate desiring to pursue the professional program offered by the College is responsible to ascertain all information relative to his/her qualifications to practice in any jurisdiction that he/she selects. Applicants who desire detailed information relative to national and/or state certification should contact the relevant national certifying board or state department.

It is the applicant's responsibility to ascertain and comply with certification requirements for any state in which certification is required.

The Master of Science in Applied Clinical Nutrition is not designed to lead to the Registered Dietician (RD) credential. Graduates of the program may not, without holding the appropriate certification, use the term Certified Dietician or Certified Nutritionist in New York state.

To obtain more information regarding certification, contact:

BCNS
Board for Certification of Nutrition Specialists
211 W. Chicago Avenue, Suite 217
Hinsdale, IL 60521
Website: <https://theana.org>
Phone: 202.903.0267

CNCB
Clinical Nutrition Certification Board
400 Chisholm Place, Suite 303
Plano, TX 75075
Website: www.cncb.org
Phone: 972.250.2829

To obtain more information regarding the diplomate exam in Nutrition, contact:

ACBN
American Clinical Board of Nutrition
1665 East 31st Street
Brooklyn, NY 11234
Website: www.acbn.org
Phone: 540.635.8844

CBCN
Chiropractic Board of Clinical Nutrition
4360 Northlake Blvd., #209
Palm Beach Gardens, FL 33410
Website: www.cbcn.us
Phone: 561.320.2852

Northeast College of Health Sciences has received approval for our Master of Science Degree in Applied Clinical Nutrition to satisfy most of the educational requirements for the BCNS and ACBN exams. Those interested need to contact those agencies regarding additional qualifications.

Master of Science in Human Anatomy and Physiology Instruction

The Master of Science in Human Anatomy and Physiology Instruction program is an online program.

PURPOSE STATEMENT

The Master of Science in Human Anatomy and Physiology Instruction degree program builds on the prior graduate or professional school education in anatomy and physiology of terminal healthcare and graduate academic degree holders, thoroughly preparing them as undergraduate educators. This is accomplished through training in the theory and best practices of undergraduate education and specific orientation of the candidate's established and newly acquired skills to the student demographic he or she will encounter teaching anatomy and physiology to undergraduate students.

PROGRAM GOALS

1. Prepare healthcare professionals, professional educators, and graduate academic degree holders in a related field to become instructional specialists in the subjects of anatomy and physiology for the undergraduate lecture hall and laboratory.
2. Provide a high-quality educational experience focused on mentorship and the development of instructional skills and tools that are necessary for success in the college and university setting.
3. Expand the career opportunities of healthcare and education professionals.

PROGRAM LEARNING OBJECTIVES

Graduates of the Master of Science in Human Anatomy and Physiology Instruction Program will

1. Demonstrate a mastery of the disciplines of anatomy and physiology, across the spectrum of all the systems of the human body, at a level superior to the rigor of a typical undergraduate anatomy and physiology curriculum.

2. Create effective teaching tools and techniques for presenting anatomy and physiology course content at the appropriate rigor for the undergraduate environment. These instruments include course syllabi, lesson plans, lecture outlines, multimedia presentations, laboratory exercises, test banks, and other assessment tools.
3. Apply effective practice principles to instructional designs for anatomy and physiology curricula.
4. Be prepared for employment in the college and university setting.

ADMISSION TO THE MSHAPI DEGREE PROGRAM

Academic Requirements for Admission

Applicants must meet at least one of the following criteria:

1. have earned a professional degree (MSN, MD, DO, DC, DVM, or other similar advanced clinical degree) awarded by an accredited institution; or
2. have earned a master's degree in a related field from an accredited institution; or
3. demonstrate significant anatomy and physiology teaching experience in the undergraduate college/university setting; or
4. demonstrate successful completion of the anatomy and physiology course sequence of an advanced clinical degree; or
5. demonstrate successful completion of a graduate certificate program in anatomy and physiology (minimum 12 credits).

An earned cumulative grade point average of 2.5 or higher on a 4.0 scale is desired.

Transfer Applicants

To be considered for transfer credit,

- course work to be transferred must have been completed within five years of the transfer date;
- a course must be equivalent in content and credit hours to the Northeast course for which credit is sought;
- the student must have earned a grade of C or higher, and not have used the course to meet entrance requirements;
- courses must have been taken at the professional or graduate level; and
- applicants must obtain and complete an application for transfer credit and wait for an evaluation.

An offer of transfer credit, if accepted by the candidate, is not subject to further negotiation after transfer to Northeast.

In consultation with appropriate department heads and faculty, the appropriate academic Dean or Director may grant transfer credit under exceptional or unusual circumstances that vary from the parameters defined above. Under no circumstances will credit be given for life experience.

Under no circumstances can more than 50% of credits be accepted for transfer.

International Applicants

Northeast welcomes applications from international candidates. Applicants who are not U.S. citizens must meet the same entrance requirements as U.S. citizens, or be qualified via a recognized non-U.S. equivalency program. International candidates must complete the same application procedures as all others, and must additionally provide the following:

1. evidence of the ability to read, write, and speak English at a level of mastery sufficient to successfully complete the course of study for the graduate program in Human Anatomy and Physiology Instruction;
2. a comprehensive evaluation of educational credentials by an appropriate agency such as World Education Services (WES), International Education Resource Foundation (IERF), etc.;
3. certified English translation of educational credentials; and
4. an Ability to Pay statement.

CURRICULUM SUMMARY

The curriculum leading to the MSHAPI degree requires a minimum of six trimesters (each of 15 weeks' duration) of online part-time study. This is the equivalent of 24 calendar months.

CURRICULUM

<u>Course No./Title</u>	<u>Credits</u>
ITP 5110 Instructional Theory & Practices: Foundations of the Classroom	3
ITP 5120 Instructional Theory & Practices: Elements of Course Development	3
ITP 5135 Instructional Theory & Practices: Designing and Developing For Lab and Blended Learning Environments	3
ITP 5140 Instructional Theory & Practices: Employment in the College/University Setting; Capstone Portfolio Project	3
ITP 5160 Designing Online Courses (elective)	3
HAP 5110* Introduction to Anatomy & Physiology; Chemistry; Cells; Histology	3
HAP 5120 Integumentary, Skeletal, and Muscular Systems	3
HAP 5130 Nervous System	3
HAP 5140 Endocrine System; Cardiovascular System	3
HAP 5150 Lymphatic System/Immunity, Respiratory System, Digestive System, Metabolism	3
HAP 5160 Urinary System, Acid-Base Balance, Reproductive System, Development/Inheritance	3
HAP 5190 Essentials of Pathophysiology for A&P Instructors	3
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Total Required Credits - MSHAPI	36

* Students are expected to successfully complete this course before enrolling in other HAP-prefix courses, unless permission is granted by the Program Director.

COURSE DESCRIPTIONS

All courses are three credits. Students will take two three-credit courses per trimester.

HAP 5110 **3 credits** **Introduction to Anatomy and Physiology;** **Chemistry; Cells; Histology**

HAP 5110 is an online course designed to prepare and submit the Human and Anatomy & Physiology Instruction candidate to effectively deliver A&P course content at the undergraduate level. The course focuses on introductory topics, chemistry, cell biology, and histology content. This course will guide the candidate in understanding the appropriate level of instructional rigor for the undergraduate nursing and allied health student while enhancing the graduate level expertise of the MSHAPI candidate. Students are expected to successfully complete this course before enrolling in other HAP prefix courses, unless permission is granted by the Program Director.

HAP 5120 **3 credits** **Integumentary, Skeletal, and Muscular Systems**

HAP 5120 is an online course designed to prepare and submit the Human and Anatomy & Physiology Instruction candidate to effectively deliver A&P course content at the undergraduate level. The course focuses on integumentary, skeletal, and muscular system content. This course will guide the candidate in understanding the appropriate level of instructional rigor for the undergraduate nursing and allied health student while enhancing the graduate level expertise of the MSHAPI candidate.

HAP 5130 **3 credits** **Nervous System**

HAP 5130 is an online course designed to prepare and submit the Human and Anatomy & Physiology Instruction candidate to effectively deliver A&P course content at the undergraduate level. The course focuses on nervous system content, including nerve tissue, spinal cord, brain, ANS, sensory-motor integration, and special senses. This course will guide the candidate in understanding the appropriate level of instructional rigor for the undergraduate nursing and allied health student while enhancing the graduate level expertise of the MSHAPI candidate.

HAP 5140 **3 credits** **Endocrine System; Cardiovascular System**

HAP 5140 is an online course designed to prepare and submit the Human and Anatomy & Physiology Instruction candidate to effectively deliver A&P course content at the undergraduate level. The course focuses on endocrine and cardiovascular systems content. This course will guide the candidate in understanding the appropriate level of instructional rigor for the undergraduate nursing and allied health student while enhancing the graduate level expertise of the MSHAPI candidate.

HAP 5150 **3 credits** **Lymphatic System/Immunity, Respiratory** **System, Digestive System, Metabolism**

HAP 5150 is an online course designed to prepare and submit the Human and Anatomy & Physiology Instruction candidate to effectively deliver A&P course content at the undergraduate level. The course focuses on the lymphatic system and immunity, the respiratory and digestive systems, and metabolism. This course will guide the candidate in understanding the appropriate level of instructional rigor for the undergraduate nursing and allied health student while enhancing the graduate level expertise of the MSHAPI candidate.

HAP 5160 **3 credits** **Urinary System, Acid-Base Balance, Reproductive** **System, Development/Inheritance**

HAP 5160 is an online course designed to prepare and submit the Human and Anatomy & Physiology Instruction candidate to effectively deliver A&P course content at the undergraduate level. The course focuses on the urinary and reproductive systems, acid/base balance, development and inheritance. This course will guide the candidate in understanding the appropriate level of instructional rigor for the undergraduate nursing and allied health student while enhancing the graduate level expertise of the MSHAPI candidate.

HAP 5190 **3 credits** **Essentials of Pathophysiology for A&P Instructors**

HAP 5190 is an online course which focuses on the basic concepts of pathophysiology and addresses the physiological progression of disease and injury relating to each body system. It is designed to augment the required core courses of the MSHAPI program, enhancing the candidate's effective delivery of A&P course content at the undergraduate level by learning

how to integrate current topics in pathophysiology and mechanisms and manifestations of disease into the lecture.

ITP 5110 **3 credits**
Instructional Theory & Practices:
Foundations of the Classroom

In this course, students will gain knowledge, skills and experiences with a variety of information regarding instructional theory and principles. The content of this course will guide the student in preparing to teach in an undergraduate or allied health program.

ITP 5120 **3 credits**
Instructional Theory & Practices:
Elements of Course Development

This course is based on the foundations of the classroom course in that it will enhance the learners' knowledge of pedagogy by building upon the content which was previously learned. The content of this course includes specifics of course design and development and at the conclusion students will be able to create and plan the necessary educational tools to teach a course.

ITP 5135 **3 credits**
Instructional Theory & Practices:
Designing and Developing For Lab and Blended Learning Environments

ITP 5135 is based on the educational theories and principles taught in the previous ITP courses. This course will expand the students' current knowledge of basic pedagogy by focusing on course work in a lab and blended setting, as well as preparing the student for the capstone ITP course.

ITP 5140 **3 credits**
Instructional Theory & Practices:
Employment in the College/University Setting;
Capstone Portfolio Project

ITP 5140 is an online course designed to equip the MSHAPI candidate with a detailed appreciation of the practical issues relating to employment as an anatomy & physiology instructor in the undergraduate setting. The compilation of the instructional tools developed by the student throughout the MSHAPI program into a comprehensive teaching portfolio will serve as the capstone project of the program.

ELECTIVE COURSE DESCRIPTIONS

ITP 5160 **3 credits**
Designing Online Courses

This course will reintroduce and expand upon the theories, principles, practice, and design of teaching in the online setting. Students will explore pedagogical options for designing and implementing online and blended lessons and fully online courses. This course culminates in the creation of an online module within the learning management system.

REQUIREMENTS FOR GRADUATION

In order to be eligible for graduation from the MSHAPI program, candidates must meet the following criteria:

1. Successful completion of all required course work, with a cumulative grade point average of 2.00 or higher;
2. Successful completion of a one-week, on-campus teaching practicum during the last year of the program as deemed necessary by the program director;
3. Fulfillment of all financial obligations to the College.

It is solely the responsibility of the degree candidate to comply with all requirements for the degree. The institution's effort to monitor student progress toward graduation does not relieve the individual of primary responsibility in this matter.

Bachelor of Professional Studies

PURPOSE STATEMENT

The Bachelor of Professional Studies degree program provides a life-science degree for Northeast College of Health Sciences students who need/or desire to complete their undergraduate studies.

PROGRAM GOALS

1. To provide a high quality educational program to students of Northeast interested in obtaining a baccalaureate degree of professional studies in life sciences.
2. To provide a program of study that enhances the eligibility of graduates for licensure in those jurisdictions where a baccalaureate degree is required prior to graduation from a professional program.
3. To allow Northeast students to be eligible for enrollment in graduate programs that require an undergraduate degree in a life-science-oriented field.
4. To prepare graduates to work and communicate collaboratively in an interdisciplinary healthcare setting.

PROGRAM LEARNING OUTCOMES

1. Integrate previously acquired concepts and principles of the basic sciences and natural healthcare philosophies to strengthen the correlation of patient centered care associated with complementary and alternative medicine therapies.
2. Analyze and synthesize the roles of complementary and alternative medicine and allopathic practices in integrative healthcare settings.
3. Describe the accepted definitions of various healthcare therapies, their scientific theories, and the potential benefits obtained by the therapies.
4. Research and evaluate information related to complementary and alternative medicine therapies that have impact on patient centered care.

5. Utilize effective written and verbal skills to communicate concepts related to complementary and alternative medicine and allopathic practices.
6. Demonstrate professional behavior in an educational integrative healthcare learning environment.

PROGRAM DESCRIPTION

Northeast College of Health Sciences (Northeast) offers a 123- semester-credit-hour baccalaureate degree program: the Bachelor of Professional Studies (BPS) with a major in Life Sciences. Only students enrolled in the DC program at Northeast are eligible to participate in the BPS program.

BPS PROGRAM REQUIREMENTS FOR DC STUDENTS

1. Completion of 90 undergraduate credits, including 33 credits in liberal arts and science courses;
2. Completion of 30 approved credits* taken at Northeast within the DC curriculum; and
3. Completion of the three-credit capstone course, Integrative Healthcare (BPS 4000).

*A grade of C or better must be earned in each Northeast course to be counted for credit toward the BPS degree. Full-time DC students become eligible after successful completion of all third-trimester course work in the DC program and the required 30 credits of Northeast basic science course work with a C or better.

For additional information, contact the Director of the BPS program at 315.568.3197.

**COURSE DESCRIPTION –
BPS CAPSTONE COURSE**

BPS 4000

45 hours, 3 credits

Integrative Healthcare

This is the capstone course for students registered in the Bachelor of Professional Studies program. This is a blended experiential course that presents and discusses the roles of complementary and alternative medicine (CAM) and allopathic practices in integrative healthcare settings. The course provides information and discussion regarding the accepted definition of various healthcare therapies, primary conditions addressed, and potential benefits obtained by the therapy. An emphasis of this course is to explore, where possible, the current scientific theory behind the therapies discussed, and prepare students to obtain and evaluate information to direct future patient education.

Master of Science in Diagnostic Imaging

PURPOSE STATEMENT

The Master of Science in Diagnostic Imaging degree program is a postgraduate residency that advances the Mission, Vision, and Values of Northeast by training chiropractic diagnostic imaging specialists through a comprehensive academic, clinical, interprofessional, patient-centered and evidence-informed curriculum.

PROGRAM DESCRIPTION

The residency is a three-year, full-time program devoted to the discipline of chiropractic radiology and includes academic, clinical, and scholarly components. The program leads to a Master of Science degree in Diagnostic Imaging and qualifies successful candidates to sit for the examinations leading to the professional certification “Diplomate of the American Chiropractic Board of Radiology” (DACBR).

The program is rigorous and residents are selected on a competitive basis for limited openings. Applicants are chosen based upon a written examination, oral practical examinations, and an interview with the residency selection committee. Resident duties include teaching in laboratories and lectures of various radiology courses, didactic and film interpretation tutorial sessions, clinical rotations in outpatient clinics, and rotations through outside imaging centers. Additionally, residents are responsible for the design and completion of a master’s thesis.

POSITION REQUIREMENTS

1. Candidates must apply by submitting an application to the office of Human Resources.
2. Applicants must have a radiology course CGPA of at least 3.0 with no grade lower than a “C” in any radiology course.
3. It is recommended that the candidate have at least a 3.0 overall chiropractic college GPA.
4. Applicants must hold a bachelor’s degree or its equivalent from an accredited institution of higher learning.
5. Applicants must hold a Doctor of Chiropractic degree and have successfully completed all four parts of the U.S. National Board of Chiropractic Examiners examinations.
6. Applicants must be eligible for New York State chiropractic licensure.

Residents are paid a competitive salary, are eligible to participate in Northeast’s benefits package, and also may qualify for postdoctoral grants with certain funding agencies.

Interested individuals should contact the Director of the MSDI program for an application:

Chad D. Warshel, DC, MS, DACBR
Northeast College of Health Sciences
2360 State Route 89
Seneca Falls, NY 13148

Email: cwarshel@nycc.edu
Phone: 315.568.3297

**Academic Program Total:
810 Contact Hours, 54 Credits**

COURSE DESCRIPTIONS

AST 6556 **30 hours, 2 credits**
Preparation as a College Educator

This interactive course will explore the elements of how to prepare and deliver courses at the college level. The content will include adult education theories, current educational research and course design. Class discussion and projects will include practical and theoretical aspects of course design including: learning objectives and syllabus design; decisions in course content, preparation and delivery; assessment design, analysis and grading; and issues of instructional inclusiveness.

RAD 5101 **22.5 hours, 1.5 credits**
Hematopoietic, Metabolic, Endocrine, and Nutritional Disturbances of Bone

A tutorial group (session) and laboratory course focusing upon hematopoietic, metabolic, endocrine, and nutritional disturbances of bone. This course represents an intermediate level study of the pathologic and diagnostic imaging manifestations of these disorders. Additional areas to be covered include epidemiology, general diagnostic criteria, advanced imaging, management, prognosis, and associated diseases. Evaluation of plain film radiographic abnormalities will be emphasized.

RAD 5110 **7.5 hours, .5 credit**
Infectious Disorders of Bone

A tutorial group (session) and laboratory course focusing upon infectious lesions of bone. This course represents an intermediate level study of the pathologic and diagnostic imaging manifestations of osteomyelitis and infectious related disorders. Additional areas to be covered include epidemiology, general diagnostic criteria, advanced imaging, management, prognosis, and associated diseases. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5112 **30 hours, 2 credits**
Chest Imaging

A tutorial group (session) and laboratory (film and anatomy) course focuses upon normal and pathologic conditions of the thorax. This course represents an intermediate level study of the epidemiological, plain film radiographic and advanced imaging manifestations

of pathologic disorders of the chest. Additional areas to be covered include terminology, associated imaging, management, prognosis, and allied topics. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5202 **15 hours, 1 credit**
Arthritides

A tutorial group (session) and laboratory course focusing upon articular abnormalities. This course represents an intermediate level study of the pathologic and diagnostic imaging manifestations of arthritis and arthritic related disorders. Additional areas to be covered include epidemiology, general diagnostic criteria, advanced imaging, management, prognosis, and associated diseases. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5204 **15 hours, 1 credit**
Neoplastic and Neoplastic-Like Lesions of Bone

A tutorial group (session) and laboratory course focuses upon neoplastic and neoplastic-like lesions of the musculoskeletal system. This course represents an intermediate level study of the epidemiological and diagnostic imaging manifestations of neoplastic and neoplastic-like lesions of the musculoskeletal system and related disorders. Additional areas to be covered include terminology, advanced imaging, management, prognosis, and associated topics. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5206 **30 hours, 2 credits**
Gastrointestinal/Genitourinary Tract Imaging

A tutorial group (session) and laboratory (film and anatomy) course focuses upon disorders of the Gastrointestinal/Genitourinary Tract. This course represents an intermediate level study of the anatomic, etiologic, conventional imaging, and advanced imaging of the Gastrointestinal/Genitourinary Tract and related disorders.

RAD 5302 **15 hours, 1 credit**
Physical Injury of the Skeletal System

A tutorial group (session) and laboratory course focuses upon physical injury (trauma) of the skeletal system. This course represents an intermediate level study of the etiologic and diagnostic imaging manifestations of physical injury of the skeletal system and related disorders. Additional areas to be covered include terminology, advanced imaging, management, prognosis,

and associated topics. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5304 **15 hours, 1 credit**
Internal Derangement of Joints

A tutorial group (session) and laboratory (film and anatomy) course focuses upon internal derangement of joints. This course represents an intermediate level study of the etiologic and advanced imaging (MRI) of internal derangement of joints and related disorders. Additional areas to be covered include principles of magnetic imaging, terminology associated with internal derangement of joints, diagnostic imaging manifestations, management, prognosis, and associated topics. Identification of advanced imaging (MRI) abnormalities will be emphasized.

RAD 5306 **30 hours, 2 credits**
Neuroimaging

An intermediate level course using tutorial group (session) and laboratory (film and anatomy) focusing upon the anatomic, etiologic, conventional imaging, and advanced imaging of the brain and spinal cord.

RAD 5402 **22.5 hours, 1.5 credits**
Advanced Hematopoietic, Metabolic, Endocrine and Nutritional Disturbances of Bone

A tutorial group (session) and laboratory course focusing upon hematopoietic, metabolic, endocrine and nutritional disturbances of bone. This course represents an advanced level study of the pathologic and diagnostic imaging manifestations of these disorders. Additional areas to be covered include epidemiology, general diagnostic criteria, advanced imaging, management, prognosis, and associated diseases. Evaluation of plain film radiographic abnormalities will be emphasized.

RAD 5404 **7.5 hours, .5 credit**
Advanced Infectious Disorders of Bone

A tutorial group (session) and laboratory course focusing upon infectious lesions of bone. This course represents an advanced level study of the pathologic and diagnostic imaging manifestations of osteomyelitis and infectious related disorders. Additional areas to be covered include epidemiology, general diagnostic criteria, advanced imaging, management, prognosis, and associated diseases. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5406 **30 hours, 2 credits**
Advanced Chest Imaging

A tutorial group (session) and laboratory (film and anatomy) course focuses upon normal and pathologic conditions of the thorax. This course represents an advanced level study of the epidemiological, plain film radiographic, and advanced imaging manifestations of pathologic disorders of the chest. Additional areas to be covered include terminology, associated imaging, management, prognosis, and allied topics. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5502 **15 hours, 1 credit**
Advanced Arthritides

A tutorial group (session) and laboratory course focusing upon articular abnormalities. This course represents an advanced level study of the pathologic and diagnostic imaging manifestations of arthritis and arthritic related disorders. Additional areas to be covered include epidemiology, general diagnostic criteria, advanced imaging, management, prognosis, and associated diseases. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5504 **15 hours, 1 credit**
Advanced Neoplastic and Neoplastic-Like Lesions of Bone

A tutorial group (session) and laboratory course focuses upon neoplastic and neoplastic-like lesions of the musculoskeletal system. This course represents an advanced level study of the epidemiological and diagnostic imaging manifestations of neoplastic and neoplastic-like lesions of the musculoskeletal system and related disorders. Additional areas to be covered include terminology, advanced imaging, management, prognosis, and associated topics. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5506 **30 hours, 2 credits**
Advanced Gastrointestinal/Genitourinary Tract Imaging

A tutorial group (session) and laboratory (film and anatomy) course focuses upon disorders of the Gastrointestinal/Genitourinary Tract. This course represents an advanced level study of the anatomic, etiologic, conventional imaging, and advanced imaging of the Gastrointestinal/Genitourinary Tract and related disorders.

RAD 5508 **30 hours, 2 credits**
Special Topics in Clinical Radiology I

This course is an in-depth examination of a specific topic in radiology. The graduate student will assess the state of the current literature on a specific subject with purpose of communicating the information in the form of a case study suitable for publication. Content will be based on the subject selected and will discuss the epidemiology and pathogenesis, clinical presentation, diagnostic features with an emphasis on diagnostic radiology, treatments, prognosis, and outcomes.

RAD 5602 **15 hours, 1 credit**
Advanced Physical Injury of the Skeletal System

A tutorial group (session) and laboratory course focuses upon physical injury (trauma) of the skeletal system. This course represents an advanced level study of the etiologic and diagnostic imaging manifestations of physical injury of the skeletal system and related disorders. Additional areas to be covered include terminology, advanced imaging, management, prognosis, and associated topics. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5604 **15 hours, 1 credit**
Advanced Internal Derangement of Joints

A tutorial group (session) and laboratory (film and anatomy) course focuses upon internal derangement of joints. This course represents an advanced level study of the etiologic and advanced imaging (MRI) of internal derangement of joints and related disorders. Additional areas to be covered include principles of magnetic imaging, terminology associated with internal derangement of joints, diagnostic imaging manifestations, management, prognosis, and associated topics. Identification of advanced imaging (MRI) abnormalities will be emphasized.

RAD 5606 **30 hours, 2 credits**
Advanced Neuroimaging

An advanced level course using tutorial group (session) and laboratory (film and anatomy) focusing upon the anatomic, etiologic, conventional imaging, and advanced imaging of the brain and spinal cord.

RAD 5608 **30 hours, 2 credits**
Business of Radiology

A business course designed for the Master of Science in Diagnostic Imaging in which the basic fundamentals of

business will be discussed. This course will assist residents in accounting, marketing, strategic planning, organizational framework of a chiropractic radiology practice. Students will be able to identify potential markets, streamline practice growth, and have a basic understanding of the business culture related to health care. They will be able to apply these basic principles to their radiology practice. This course will assist students in identifying the marketing trends that are pertinent in the health care industry. As the health care market evolves it is necessary for the health care profession to understand the principles and applications of business in the health care environment. This will be a graduate level business course with a health care concentration.

RAD 5702 **30 hours, 2 credits**
Congenital Anomalies and Skeletal Dysplasias

A tutorial group (session) and laboratory course focusing upon congenital anomalies and skeletal dysplasias. This course represents an advanced level study of the pathologic/genetic and diagnostic imaging manifestations of congenital anomalies and skeletal dysplastic related disorders. Additional areas to be covered include epidemiology, general diagnostic criteria, advanced imaging, management, prognosis, and associated diseases. Identification of plain film radiographic abnormalities will be emphasized.

RAD 5704 **30 hours, 2 credits**
Principles of Diagnostic Imaging

A tutorial group (session) and laboratory course focusing upon principles of diagnostic imaging. This course represents an advanced study of the physical principles involved in obtaining plain film radiographs, radiation protection, radiobiology, and advanced imaging.

RAD 5706 **30 hours, 2 credits**
Teaching Practicum I

This course is the first in a series of three teaching practicum where the graduate student will be directing the instruction of professional level courses at Northeast. The student will take the responsibility of course director for one radiology course in the DC program. The teaching experience will vary, depending upon course offerings at the time, but will typically include one of the following: physics of diagnostic imaging, normal spinal radiological anatomy, normal extraspinal radiological anatomy, soft tissue and advanced imaging, radiographic positioning or an

elective class. The MSDI student will act under the guidance of the MSDI director.

RAD 5802 **30 hours, 2 credits**
Special Topics in Clinical Radiology II

This course is a second look at an in-depth examination of a specific topic in radiology. The graduate student will assess the state of the current literature on a specific subject with purpose of communicating the information in the form of a case study suitable for publication. Content will be based on the subject selected and will discuss the epidemiology, pathogenesis, clinical presentation, diagnostic features with an emphasis on diagnostic radiology, treatments, prognosis, and outcomes.

RAD 5806 **30 hours, 2 credits**
Teaching Practicum II

This course is the second in a series of three teaching practicum where the graduate student will be directing the instruction of professional level courses at Northeast. The student will take the responsibility of course director for one radiology course in the DC program. The teaching experience will vary, depending upon course offerings at the time, but will typically include one of the following: physics of diagnostic imaging, normal spinal radiological anatomy, normal extraspinal radiological anatomy, soft tissue and advanced imaging, radiographic positioning or an elective class. The MSDI student will act under the guidance of the MSDI director.

RAD 5902 **30 hours, 2 credits**
Special Topics in Clinical Radiology III

This course is an in-depth examination of four specific topics in radiology. The graduate student will assess the state of the current literature of four specific subjects with the purpose of communicating the information in the form of a presentation to students enrolled in the Doctor of Chiropractic program and their supervising clinicians. The selected topics should be based upon clinical cases encountered by the graduate student during his/her residency and must include the following: three musculoskeletal case studies all of which must have plain films, at least one must be of the spine, and at least one must have advanced imaging; and one other case study, in either chest, abdomen, or neuroradiology areas. Content will be based on the subject selected and will discuss the epidemiology, pathogenesis, clinical presentation, diagnostic features with an emphasis on

diagnostic radiology, treatments, prognosis, and outcomes.

RAD 5906 **30 hours, 2 credits**
Teaching Practicum III

This course is the third in a series of three teaching practicum where the graduate student will be directing the instruction of professional level courses at Northeast. The student will take the responsibility of course director for one radiology course in the DC program. The teaching experience will vary, depending upon course offerings at the time, but will typically include one of the following: physics of diagnostic imaging, normal spinal radiological anatomy, normal extraspinal radiological anatomy, soft tissue and advanced imaging, radiographic positioning or an elective class. The MSDI student will act under the guidance of the MSDI director.

RES 5210 **30 hours, 2 credits**
Experimental Analysis

A didactic course designed to introduce the graduate student to typical methods in analyzing biomedical data using descriptive and inferential statistics. This course will help guide the graduate student in developing research studies, conducting statistical analyses and reading/evaluating the literature.

RES 5310 **30 hours, 2 credits**
Experimental Design and Research Methodologies

A discussion meeting/on-line course designed to introduce the graduate student to typical biomedical research methods. This advanced course will require the student to critically review a number of current journal articles in their field of expertise.

RES 5410 **30 hours, 2 credits**
Thesis I

This course is an intermediate step in the creation of the graduate student's thesis project. The graduate student will determine a hypothesis or question to answer in the field of diagnostic imaging, perform a literature review and develop a research methodology to answer that question. Content will be based on the subject selected and will discuss the feasibility of the project, introduction method, discussion, conclusion of the literature review, and sample, measures, design, procedures of the methodology.

RES 5810
Thesis II

30 hours, 2 credits

This course is the second intermediate step in the creation of the graduate student's thesis project. After having previously formulated a research hypothesis, performed a literature review and developed a research method, the student will examine the research data and present the results analysis. Content will be based on the subject selected and will discuss the data preparation, descriptive statistics and conclusion validity.

RES 5910
Thesis III

30 hours, 2 credits

This course is the final step in the creation of the graduate student's thesis project. After having previously formulated a research hypothesis, performed a literature review, developed a research method, analyzed the research results, the student will finalize the project by developing an introduction, discussing the results, giving recommendations, and concluding on the project. Content will be based on the subject selected and will include the creation of a title page, structured abstract, introduction, methods, results, discussion, recommendations, conclusion, and references. Emphasis will be placed on the introduction and discussion portions of the thesis, as the methods and results have been previously assessed.

Master of Science in Clinical Anatomy

PURPOSE STATEMENT

The Master of Science in Clinical Anatomy graduate degree program provides a comprehensive professional education that focuses on developing professional teachers of human applied clinical anatomy. Through Northeast College of Health Sciences and cooperating institutions, students are trained in pedagogical technique and practical teaching experience to students of chiropractic, medicine, nursing, and other healthcare professions.

PROGRAM DESCRIPTION

The residency program is a two-year, full-time program devoted to the discipline of teaching anatomical sciences in clinical settings. It includes academic, pedagogical, and scholarly components. The program leads to a Master of Science degree in Clinical Anatomy. The graduate of the program will have expertise and experience to teach human gross anatomy, neuroanatomy, embryology, and histology in a variety of educational and healthcare settings.

The program is rigorous, and students are selected on a competitive basis for limited openings. Applicants are chosen based upon academic credentials and an interview with the selection committee. MSCA student responsibilities include teaching in laboratories and lectures of various anatomical sciences courses, both at Northeast and at our partner institutions. Additionally, students are responsible for the design and completion of a master's thesis.

ADMISSION TO THE MSCA PROGRAM

Candidates must apply by submitting an application to the Human Resources Department.

It is recommended that the candidate have at least a 3.0 overall chiropractic college GPA with no grade lower than a C in any anatomical science course. Applicants must hold a Doctor of Chiropractic degree and have successfully completed all National Board examinations.

Applicants must hold a bachelor's degree or its equivalent from an accredited institution of higher learning.

Applicants must be eligible for New York State chiropractic licensure.

Residents are paid a competitive salary, are eligible to participate in Northeast's benefits package, and also may qualify for postdoctoral grants with certain funding agencies.

Interested individuals should contact the Director of the Master of Science in Clinical Anatomy program for an application:

Director, Master of Science in Clinical Anatomy
Program
Northeast College of Health Sciences
2360 State Route 89
Seneca Falls, NY 13148

Phone: 315.568.3040

Academic Program Total: 37 credits

COURSE DESCRIPTIONS

AST 6556 **2 credits**

Preparation as a College Educator

Prerequisites: Entrance requirements

Prerequisite for: CAN 5504, CAN 5203

This interactive course will explore the elements of how to prepare and deliver courses at the college level. The content will include adult education theories, current educational research and course design. Class discussion and projects will include practical and theoretical aspects of course design including: parameters of learning objectives and syllabus design, decisions in course content, preparation and delivery, assessment design, analysis, and grading and issues of instructional inclusiveness.

CAN 5103 **2 credits**

Clinical Anatomy

This course is an in-depth examination of regional gross anatomy examined in greater detail than presented in the Northeast Doctor of Chiropractic Program human gross anatomy sequence. Content will be presented regionally with emphasis on common clinical complaints associated with each region.

CAN 5104 **3 credits**

Advanced Embryology

This course is an in-depth examination of developmental anatomy, examined in greater detail than undergraduate courses. Content will be organized around development of major organ systems, with particular emphasis on developmental dysmorphologies that arise with abnormal growth and differentiation.

CAN 5201 **2 credits**

Special Topics – Neuroanatomy

Prerequisites: Entrance requirements

This course is an in-depth examination of specific topics in neuroanatomy and neurophysiology, examined in greater detail than in the required prerequisite neurosciences sequence. Content will address clinical applications, with particular emphasis on developmental and acquired diseases and defects, and implications for health and well-being.

CAN 5203 **2 credits**

Teaching Methodology

Prerequisite: AST 6556

Continuation of topics covered in Preparation as a College Educator. This interactive course will explore

the elements of teaching and assessment in medical education. The content will build upon previous theories and teaching methods with an emphasis on effective teaching, skilled educational planning, and informed assessment and evaluation.

CAN 5301 **2 credits**

Special Topics – Histology

Prerequisites: Entrance requirements

This course is an in-depth examination of specific topics in histology, examined in greater detail than in the prerequisite cell and tissue biology prerequisite. Content will be organized around tissues and organ systems, with particular emphasis on organogenesis, genetic control of development, developmental defects, and implications for postnatal health and well-being. When resources permit, hands-on preparation and examination of histological specimens will be included in the course.

CAN 5303 **2 credits**

Cross Sectional Anatomy

This course reinforces the student's core content knowledge of gross anatomy by teaching them how to clinically problem solve using cadaveric cross sections, plastic models, MRI, and CT imaging. The student will also be instructed in how to prepare anatomical cross sections from cadaveric specimens.

CAN 5402 **2 credits**

Special Topics – Embryology

This course is an in-depth examination of a specific topic or topics in embryology, examined in greater detail than in the previous developmental anatomy course. Content will be determined after the first meeting of the class.

CAN 5403 **2 credits**

Advanced Special Dissection

A practical skill based course in which the students, under the direction of the course coordinator, will complete specific dissections upon a cadaver. The dissections will be prepared for the purpose of serving as demonstration specimens for the anatomy components of the DC program.

CAN 5504 **4 credits**

Teaching Practicum

Prerequisite: AST 6556

In the second year of the program, the student will participate in the teaching of professional level courses at Northeast College of Health Sciences and other participating institutions. This course is inclusive of all

the teaching the MSCA student has performed. The teaching experience will vary, depending upon course offerings at the participating institutions and Northeast, but will typically include gross anatomy, neuroanatomy, embryology, and histology. The MSCA student will act as an assist/co-lead instructor under the guidance of the particular course coordinator. The student will also be required to perform several guest lectures.

CAN 5602 **4 credits**
Independent Study

Topic to be mutually arranged between the student and the Director of the MSCA program. The course provides additional opportunities for the participation in research, development of publishable works, independent studies, off-campus educational experiences or other mutually agreed upon educational training opportunities. Directed study may be performed both on campus or during an off-campus experience such as concurrent with an externship.

RES 5210 **2 credits**
Experimental Analysis

Prerequisite for: RES 5410, RES 5810, RES 5910

A didactic course designed to introduce the graduate student to typical methods in analyzing biomedical data using descriptive and inferential statistics. This course will help guide the graduate student in developing research studies, conducting statistical analyses and reading/evaluating the literature.

RES 5310 **2 credits**
Experimental Design and Research Methodologies

Prerequisite for: RES 5410, RES 5810, RES 5910

A discussion meeting/online course designed to introduce the graduate student to typical biomedical research methods. This advanced course will require the student to critically review a number of current journal articles in their field of expertise.

RES 5410 **2 credits**
Thesis I

Prerequisites: RES 5210, RES 5310

Prerequisite for: RES 5810, RES 5910

This course is an intermediate step in the creation of the graduate student's thesis project. The graduate student will determine a hypothesis, perform a literature review and develop a research methodology to answer that question. Content will be based on the subject selected and will discuss the feasibility of the project, introduction, method, discussion, conclusion of the literature review, and sample, measures, design, procedures of the methodology.

RES 5810 **2 credits**
Thesis II

Prerequisites: RES 5210, RES 5310, RES 5410

Prerequisite for: RES 5910

This course is the second intermediate step in the creation of the graduate student's thesis project. After having previously formulated a research hypothesis, performed a literature review and developed a research method, the student will examine the research data and present the results analysis. Content will be based on the subject selected and will discuss the data preparation, descriptive statistics and conclusion validity.

RES 5910 **2 credits**
Thesis III

Prerequisites: RES 5210, RES 5310, RES 5410, RES 5810

This course is the final step in the creation of the graduate student's thesis project. After having previously formulated a research hypothesis, performed a literature review, developed a research method, analyzed the research results, the student will finalize the project by developing an introduction, discussing the results, giving recommendations and concluding on the project. Content will be based on the subject selected and will include the creation of a title page, structured abstract, introduction, methods, results, discussion, recommendations, conclusion, and references. Emphasis will be placed on the introduction and discussion portions of the thesis, as the methods and results have been previously assessed. Guidance will be given how to prepare for an oral defense of the project.

Postgraduate & Continuing Education

The Northeast College of Health Sciences Postgraduate and Continuing Education department offers a wide variety of educational opportunities designed for doctors of chiropractic. Presented by experts in their respective fields, these live and online course offerings provide the field practitioner with important clinical perspectives on an array of topics. Topics include, but are not limited to, various techniques, evidence-informed models, principles of practice, sports, rehabilitation, research, recordkeeping, risk management, and patient communication. Some courses offer eligibility for credentialing or certificate programs, such as becoming a medical examiner for the Department of Transportation (DOT) National Registry of Certified Medical Examiners (NRCME) or a New Jersey Licensed Chiropractic Assistant (LCA) courses. Courses are available throughout the country leading to fulfillment of individual state license renewal requirements. Approved program credits can also be utilized to fulfill the annual continuing education requirements of managed-care and health maintenance organizations.

Continuing education courses of various length are offered through live classroom and webinar courses, and online recorded webinars throughout the US and Canada. Classroom courses offer live interaction with an instructor. Some of our classroom continuing education courses utilize our interactive system, allowing multiple Northeast campus sites to connect and interact live with the instructor, and therefore, are not restricted under distance learning regulations in most states. A live webinar is a real-time, interactive, internet based program. It is recognized by New York and other selected states as a live presentation, and therefore, not restricted under distance learning regulations. All online recorded webinars are accessible 24 hours per day – seven days per week. Continuing education credits for these online distance learning courses are offered in selected states.

Northeast's Postgraduate and Continuing Education department is dedicated to helping professionals help their patients through life-long learning.

For more information and a complete listing of all postgraduate programs, please visit our website at www.nyccpostgrad.com. If you have additional questions, please call 800.434.3955.

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Dean of the School of Health Sciences and Education

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Director, Master of Science in Clinical Anatomy Program

Vacant at time of publication

Director, Bachelor of Professional Studies Program

Vacant at the time of publication

Health Center Administrator, Depew Health Center

Ana L. Stearns, MD

Health Center Administrator, Levittown Health Center

Vacant at the time of publication

Educational Administrator, Seneca Falls and Campus Health Centers

Vacant at the time of publication

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Library Director

Bethyn A. Boni, BA, MLS

Director, Anatomy Center

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Vice President of Marketing and Communications

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Vice President of Administrative Services

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Director of Facilities

William Wayne, AAS

Faculty

Name/Rank/Education	Status				Program(s) Taught					
	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Allgeier, Michael A. Adjunct Instructor. DC, New York Chiropractic College, 2006; BA, Allegheny College, 2002	P				✓					
Amato, Jennifer Adjunct Instructor. DC, Life Chiropractic College West, 2005; BA, Hofstra University, 2001	P				✓					
Arar, Ilija Principles of Health Care Practice Department Chair/ Associate Professor. DC, New York Chiropractic College, 2000; MEd, Syracuse University, 2006; BS, McMaster University, 1994	F				✓	✓				
Bailey, Daniel T. Adjunct Instructor. DC, New York Chiropractic College, 2008; MS, New York Chiropractic College, 2008; BS, St. Lawrence University, 2001	P				✓					
Balliett, Mary E. Professor. DC, New York Chiropractic College, 1988; MS, New York Chiropractic College, 2008; BS, Cornell University, 1976	F				✓					
Balseca, Jose R. Adjunct Instructor. DC, New York Chiropractic College, 2014; BS, Fredonia State University, 2010	P				✓					
Bandelli, Lorraine N. Adjunct Instructor. PhD, Teachers College, Columbia University, 2013; MS, Teachers College, Columbia University, 2013; MEd, Teachers College, Columbia University, 2013; MS, Columbia University, 2008; BA, New York University, 2007	P					✓				
Barbato, Michael P. Adjunct Instructor. DC, New York Chiropractic College, 2014; BS, Indiana University of Pennsylvania, 2013	P				✓					

Name/Rank/Education	Status				Program(s) Taught					
	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Barr, Deborah A. Professor Emeritus. ScD, Boston University, 1988; MS, Texas A & M University, 1982; BS, Colorado State University, 1979										
Barton, Tyler E. Adjunct Instructor. DC, Palmer College of Chiropractic West, 2018; BS, Pennsylvania State University, 2014	P				✓					
Barwinczak, Lisa M. Associate Professor. DC, New York Chiropractic College, 2002; AAS, Cayuga Community College, 1998	F				✓					
Bauer, Rebecca L. Instructor. DC, New York Chiropractic College, 2017; MS, New York Chiropractic College, 2020; BS, Brock University, 2014	F				✓					
Beck, Kayla Resident. DC, New York Chiropractic College, 2019; MS, New York Chiropractic College, 2019, BS, Edinboro University of Pennsylvania, 2015	F				✓		✓			
Bell, Frank B. Adjunct Assistant Professor. DC, Cleveland Chiropractic College, 1988; MS, New York Chiropractic College, 2015	P						✓			
Bidwell, Amy J. Adjunct Instructor. PhD, Syracuse University, 2012; MS, Syracuse University, 2007; BS, SUNY Brockport, 1999	P					✓				
Blanton, Allison Adjunct Instructor. DC, New York Chiropractic College, 2004; MS, New York Chiropractic College, 2008; BS, Binghamton University 1997	P				✓					
Block, Jeffrey M. Adjunct Instructor. DC, National College of Chiropractic, 1991; BS, National College of Chiropractic, 1989; BS, SUNY Stony Brook, 1987	P				✓					
Block, Richard Adjunct Instructor. DC, National College of Chiropractic, 1996; BS, National College of Chiropractic 1994; BS, SUNY Oswego, 1993	P				✓					
Bloom, Lisa K. Professor Emeritus. PhD, Concordia University Chicago, 2017; DC, New York Chiropractic College, 1990, BMus, Ithaca College, 1983										

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	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Bone, Kerry H. Adjunct Professor. BSc, Melbourne University, 1976	P					✓				
Boni, Bethyn A. Library Director/Associate Librarian. MLS, SUNY Buffalo, 1996; BA, SUNY Potsdam, 1977	F	✓		✓						
Borgerding, Christopher T. Assistant Professor. DC, Northwestern Health Sciences University, 2012; MS, New York Chiropractic College, 2016; BS, Northwestern Health Sciences University, 2012	F				✓			✓		
Brande, Justin Adjunct Instructor. DC, Parker College of Chiropractic, 2001; BS, Worcester Polytechnic Institute, 1997	P				✓					
Bull, Karen Z. Adjunct Assistant Professor. PhD, Syracuse University, 2015; MEd, University of Maine, 2005; BS, Allegheny College, 2003	P						✓			
Burke, Jeanmarie R. Dean of Faculty and Research/Associate Professor. PhD, Indiana University, 1991; MS, Indiana University, 1987; BS, Iona College, 1983	F	✓	✓		✓			✓		
Carnevale, Brett J. Integrated Chiropractic Therapies Department Chair/Assistant Professor. DC, New York Chiropractic College, 2009; MS, New York Chiropractic College, 2016; BS, SUNY Oswego, 2005	F				✓					
Cashman, Glenn Adjunct Instructor. DC, Western States Chiropractic College, 1996; MS, University of British Columbia, 2013	P				✓					
Chang, Anthony Adjunct Instructor. DC, New York Chiropractic College, 2015; BA, Colgate University, 2012	P				✓					
Clare, Bevin A. Adjunct Associate Professor. MSc, University of London, 2007; BS, Harvard and Lesley Universities, 2005	P					✓				
Cohen, Joshua A. Adjunct Instructor. DC, New York Chiropractic College, 2000; MS, University of Bridgeport, 2003; BA, University of Pittsburgh, 1995	P				✓					

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	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Cole, Joshua J. Adjunct Instructor. DC, New York Chiropractic College, 2010; BS, Liberty University, 2007	P				✓					
Coon, Scott D. Assistant Professor. DC, New York Chiropractic College, 1994; BA, SUNY Oswego, 1991	F				✓					
Coté, Matthew C. Senior Clinician/Professor. DC, New York Chiropractic College, 1980; MS, New York Chiropractic College, 2008	F				✓					
Cunningham, Brian M. Adjunct Professor Emeritus. DC, New York Chiropractic College, 1986; MS, Syracuse University, 2000; BA, Hofstra University, 1976; AAS, SUNY Farmingdale, 1974	P				✓					
Cunningham, Christine M. Associate Professor. MS, SUNY Stony Brook, 1988; BS, SUNY Stony Brook, 1981; AS, SUNY Morrisville, 1979	F				✓					
D'Amico, John A. Adjunct Instructor. DC, New York Chiropractic College, 1992	P				✓					
Danner, Jonathan J. Adjunct Instructor. DC, New York Chiropractic College, 2009; BS, SUNY Buffalo, 2002	P				✓					
Davis, Brian Adjunct Instructor. DC, National University of Health Sciences, 2019; BS, University of Southern Florida, 2014; AA, Daytona State College, 2010	P				✓					
DeCicco, John L. Associate Professor Emeritus. DC, New York Chiropractic College, 1982; BA, SUNY Stony Brook, 1972										
Diana, Ryan M. Adjunct Assistant Professor. DC, New York Chiropractic College, 2012; BPS, New York Chiropractic College, 2010	P				✓					
Dougherty, Paul E. Adjunct Professor. DC, Logan College of Chiropractic, 1990; BA, Northwestern College, 1987	P				✓					
Dunn, Andrew S. Adjunct Associate Professor. DC, New York Chiropractic College, 1999; MS, D'Youville College, 2005; MEd, Springfield College, 1996; BS, Springfield College, 1994	P				✓					

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	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Faivre, Carol L. Executive Director of Student Engagement/Instructional Staff. MS, Southern New Hampshire University, 2020; BS, Southern New Hampshire University, 2019	F	✓			✓					
Farrell, Christopher J. Adjunct Assistant Professor. DC, New York Chiropractic College, 2008; MS, New York Chiropractic College, 2009; BS, St. Lawrence University, 2000	P				✓					
Fernandez, Francisco Adjunct Assistant Professor. DC, New York Chiropractic College, 1997; BA, University of Puerto Rico, 1994	P				✓					
Finn, Margaret M. Professor Emeritus. DC, New York Chiropractic College, 1992; MA, Marlboro College, The Graduate Center, 2001; BS, Pace University, 1977; AAS, Rockland Community College, 1974										
Fiore, Alexandra K. Assistant Professor. DC, New York Chiropractic College, 2015; BPS, New York Chiropractic College, 2013	F				✓					
Free, Jonathan Adjunct Instructor. DC, Logan University, 2018; BS, University of Pittsburgh, 2015	P				✓					
Fuller, Warren Adjunct Instructor. DC, Canadian Memorial Chiropractic College, 2019	P				✓					
Germano, William J. Adjunct Assistant Professor. DC, New York Chiropractic College, 1991; MS, New York Chiropractic College, 2012; BA, SUNY Stony Brook, 1988	P					✓				
Gibson, Jason Adjunct Instructor. DC, National University of Health Sciences, 2010; BGS, Indiana University, 2005	P				✓					
Golden, Kathryn Adjunct Instructor. DC, New York Chiropractic College, 2014; BA, Siena College, 2011	P				✓					
Golley, Derek J. Adjunct Instructor. DC, D'Youville College, 2012; MS, D'Youville College, 2015; BS, D'Youville College, 2009	P				✓					

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	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Griggs, Cheryl A. Adjunct Instructor. DC, New York Chiropractic College, 1998; BS, LeMoyne College, 1994; AA, Onondaga Community College, 1992	P				✓					
Gulitz, Marc Adjunct Instructor. DC, New York Chiropractic College, 2008; BS, Lehigh University, 2004	P				✓					
Heck, Heather A. Adjunct Assistant Professor. DC, New York Chiropractic College, 2008; MS, New York Chiropractic College, 2008; MPH, A.T. Still University, 2006; BS, Youngstown State University, 2003	P					✓				
Hemsey, Charles A. Senior Clinician/Assistant Professor. DC, Life Chiropractic College, 1981	F				✓					
Herbert, Paul W. Assistant Professor. DC, New York Chiropractic College, 2014; MS, New York Chiropractic College, 2016; BS, Texas A & M University, 2010	F				✓					
Homack, Dennis M. Professor. DC, New York Chiropractic College, 1997; MS, Cornell University, 2005; BA, Stockton State College, 1993; AS, Ocean County College, 1990	F				✓					
Hopkins, Bradley J. Assistant Professor. DC, New York Chiropractic College, 2009; MS, New York Chiropractic College, 2010; BPS, New York Chiropractic College, 2007	F				✓					
Jarrett-Thelwell, Fiona D. Clinical Sciences Department Chair/Professor. DC, New York Chiropractic College, 1994; MS, New York Chiropractic College, 2012; BS, Concordia University, 1990	F				✓		✓			
Kearney, Terence K. Adjunct Assistant Professor. DC, Palmer College of Chiropractic-West, 1989; BA, San Jose State University, 1985	P				✓					
Killen, Anne E. Executive Vice President of Academic Affairs/Assistant Professor. DM, University of Maryland University College, 2014; MS Ed, Elmira College, 2005; BS, Keuka College, 1994	F	✓								

Name/Rank/Education	Status				Program(s) Taught					
	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Kupferman, Lloyd H. Adjunct Instructor. DC, New York Chiropractic College, 1981; BA, C.W. Post Center of Long Island University, 1978	P				✓					
LaFalce, John D. Instructor. DC, New York Chiropractic College, 2006; MEd, Springfield College, 2000; BS, Springfield College, 1996	F				✓					
Latona, Kristen Adjunct Instructor. DC, New York Chiropractic College, 2010; BS, SUNY Buffalo, 2003	P				✓					
Lauretti, William J. Professor. DC, Western States Chiropractic College, 1989; BA, SUNY Albany, 1982	F				✓					
Lee-Pow, Cheryl Adjunct Instructor. DC, New York Chiropractic College, 2006; BS, Butler University, 2002	P				✓					
Loia, Vincent F. Adjunct Associate Professor. DC, New York Chiropractic College, 1981; BA, SUNY Buffalo, 1978	P				✓					
MacAdam, Katherine Adjunct Instructor. DC, Canadian Memorial Chiropractic College, 2005; MS, Dalhousie University, 2009	P				✓					
Maneri, Wendy L. Dean of Clinical Education / Associate Professor. EdD, Nova Southeastern University, 2018; DC, New York Chiropractic College, 1999; MS, Roberts Wesleyan College, 2006; BS, Empire State College, 1998	F	✓			✓					
Mangels, Ralph A. Adjunct Instructor. DC, New York Chiropractic College, 1990; BS, SUNY Albany, 1990	P				✓					
Marchese, Christopher A. Associate Professor. DC, New York Chiropractic College, 1993; BS, New Jersey Institute of Technology, 1982	F				✓					
Marone, Cory N. Adjunct Instructor. DC, New York Chiropractic College, 2017; MS, New York Chiropractic College, 2017; MPH, A.T. Still University, 2020	P				✓					

Name/Rank/Education	Status				Program(s) Taught					
	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Martin, Janelle G. Assistant Professor. DC, New York Chiropractic College, 2006; BPS, New York Chiropractic College, 2004	F				✓					
Martin, Larissa L. Instructor. DC, New York Chiropractic College, 2014; BS, St. John Fisher College, 2011	F				✓					
Mathers, Sean K. Adjunct Assistant Professor. DPT, University of Pittsburgh, 2011; DC, Palmer College of Chiropractic, 2000; BS, University of Pittsburgh, 1997	P				✓					
McBain, Andrew A. Adjunct Instructor. DC, Palmer College of Chiropractic, 1982	P				✓					
McDonald, Megan Adjunct Instructor. DC, Canadian Memorial Chiropractic College, 2013; BS, St. Francis Xavier University, 2009	P				✓					
McGinnis, Cameron Adjunct Instructor. DC, Canadian Memorial Chiropractic College, 2019; BPE, University of Manitoba, 1976	P				✓					
Mestan, Michael A. President/Associate Professor. EdD, University of Rochester, 2013; DC, National College of Chiropractic, 1994; BS, National College of Chiropractic, 1991; MS, University of Rochester, 2011	F	✓								
Miller, Joseph A. Adjunct Associate Professor. DC, National College of Chiropractic, 1991; MS, New York Chiropractic College, 2012; MA, University of Maryland, 1985; BS, National College of Chiropractic, 1989; BS, SUNY Cortland, 1979; AA, SUNY Alfred, 1977	P				✓					
Mittak, Veronica L. Associate Professor. DHEd, ATSU School of Health Management, 2009; MPH, ATSU School of Health Management, 2006; BA, University of Wisconsin, 1985; MS, Walden University, 2014	F				✓					
Mollin, Hunter A. Associate Professor. DC, New York Chiropractic College, 1980; BS, SUNY Stony Brook, 1977	F				✓					

Name/Rank/Education	Status				Program(s) Taught					
	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Moriarty, Holly D. Adjunct Assistant Professor. DC, University of Bridgeport, 2002; BS, University of Rhode Island, 1994	P				✓					
Murphy, Donald R. Adjunct Associate Professor. DC, New York Chiropractic College, 1988; BS, Excelsior College, 1990; AA, Nassau Community College, 1983	P				✓					
Myers, Keith P. Adjunct Associate Professor. MD, Uniformed Services University of Health Sciences, 2002; DC, Cleveland College of Chiropractic, 1991; BS, New Mexico State University, 1987; BA, New Mexico State University, 1987	P				✓					
Napuli, Jason G. Adjunct Associate Professor. DC, New York Chiropractic College, 2003; MBA, University of Binghamton, 2006; BA, Brooklyn College, 1999	P				✓					
Nerli, Serge Adjunct Associate Professor. DC, New York Chiropractic College, 1983; MS, University of Bridgeport, 1999; BS, Excelsior College, 2015	P					✓				
Nicchi, Frank J. President Emeritus/Professor. DC, New York Chiropractic College, 1978; MS, Roberts Wesleyan College, 2003; BA, St. John's University, 1973										
Nickless, Peter G. Dean of Online Education/Assistant Professor. DC, New York Chiropractic College, 2000; MBA, University of Southern New Hampshire, 2012; MS, University of Bridgeport, 2009; MS, University of Southern New Hampshire, 2014; PhD, Rutgers University, 2020	F	✓				✓				
Novelli, Stephen A. Adjunct Instructor. DC, New York Chiropractic College, 2007; BA, SUNY Geneseo, 2004	P				✓					
Papuga, Mark, O. Director of Postgraduate and Continuing Education/Instructional Staff. PhD, University of Rochester, 2011; MS, Case Western Reserve University, 2004; BS, Syracuse University, 2000	F	✓			✓					
Passamonte, Laura E. Fellow. DC, New York Chiropractic College, 2018; BS, SUNY Geneseo, 2015	F				✓					

Name/Rank/Education	Status				Program(s) Taught					
	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Patton, Kevin T. Adjunct Professor. PhD, Union Institute and University, 1987; MS, Southern Illinois University at Edwardsville, 1984; BA, Saint Louis University, 1980	P						✓			
Petrocco-Napuli, Kristina L. Adjunct Associate Professor. DC, New York Chiropractic College, 2003; MS, Syracuse University, 2006; BS, University of Arizona, 1998	P						✓			
Petters, David F. Associate Professor. DC, New York Chiropractic College, 1986; BS, SUNY Stony Brook, 1978	F				✓					
Plezbart, Julie A. Professor. DC, National College of Chiropractic, 1986; BS, National College of Chiropractic, 1984; BS, George Williams College, 1980; AS, College of Dupage, 1977	F				✓					
Poirier, Jean-Nicolas Assistant Vice President of Academic Affairs/Associate Professor. DC, Université du Québec à Trois Rivières, 2001; EdD, St. John Fisher College, 2014	F	✓								
Pritty, Samantha Adjunct Instructor. DC, New York Chiropractic College, 2020; MS, New York Chiropractic, 2020; BS, SUNY Oswego, 2015	P				✓					
Prosak, Sarah E. Adjunct Instructor. DC, New York Chiropractic College, 2011; BA, Miami University of Ohio, 2006	P				✓					
Rae, Lindsay R. Adjunct Assistant Professor. DC, New York Chiropractic College, 2008; BA, SUNY Geneseo, 2000	P				✓					
Ramsden, Gregory D. Adjunct Instructor. DC, New York Chiropractic College, 2017; BA, St. John Fisher College, 2014	P				✓					
Reed, Gregory M. Adjunct Instructor. DC, New York Chiropractic College, 2015; BS, SUNY Buffalo, 2012	P				✓					
Regalla, Sylvia H. Adjunct Assistant Professor. MD, SUNY Buffalo, 1975; MS, New York Chiropractic College, 2008; BA, University of Buffalo, 1970	P					✓				

Name/Rank/Education	Status				Program(s) Taught					
	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Robinson, Travis Resident. DC, Palmer College of Chiropractic, 2020; BS, University of Utah, 2016; AS, Utah Valley University, 2013	F				✓			✓		
Ruddy, Robert M. Assistant Professor. DC, New York Chiropractic College, 1996; BA, New England College, 1980	F				✓					
Santore, Carrie A. Adjunct Instructor. DC, Logan College of Chiropractic, 2018; MS, University of Rochester, 2007; BS, SUNY Brockport, 2005	P				✓					
Schuler, Corey B. Adjunct Assistant Professor. DC, Northwestern Health Sciences University, 2007; BS, Valparaiso University, 2002; MS, University of Bridgeport, 2011; BSN, Graceland University, 2019; MSN, Graceland University, 2021	P					✓				
Sherman, Christopher R. Adjunct Assistant Professor. DC, University of Western States, 2007; BS, University of Western States, 2006	P				✓					
Sherwood, William H. Judicial Officer/Associate Professor. DC, National College of Chiropractic, 1990; BS, National College of Chiropractic, 1989; BS, University of Northern Colorado, 1978	F				✓					
Siddiqi, Nazish Adjunct Assistant Professor. MBBS, University of Karachi, 1991; MPH, University of Karachi, 1997; MS, New York Chiropractic College, 2019	P						✓			
Simolo, Amy M. Adjunct Assistant Professor. EdD, University of Rochester, 2016; MS, University at Albany, 2010; BS, Cazenovia College, 2001; AAS, Cazenovia College, 1999	P						✓			
Sokolowski, Mark D. Adjunct Instructor. DC, Palmer College of Chiropractic, 1985	P				✓					
Stearns, Ana, L. Health Center Administrator/Instructional Staff. MD, Central University of Venezuela, 1999	F	✓			✓					

Name/Rank/Education	Status				Program(s) Taught					
	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Steinhoff, Beverly Adjunct Instructor. DC, Canadian Memorial Chiropractic College, 1999; BA, University of Alberta, 1989	P				✓					
Stevens, Gerald L. Associate Professor. DC, New York Chiropractic College, 2001; MPH, SUNY Buffalo, 2007; MS, Louisiana State University Medical Center, 1995; BS, University of California Riverside, 1991	F				✓					
Stokes, Allison G. Adjunct Professor. PhD, Yale University Divinity School, 1981; ThM, Harvard Divinity School, 1997; MDiv, Yale University Divinity School, 1981; MPhil, Yale University Divinity School, 1976	P	✓								
Tellin, William G. Adjunct Assistant Professor. DC, Logan College of Chiropractic, 1975	P				✓					
Thomadaki, Maria Associate Professor. DC, New York Chiropractic College, 1994; BS, Regents College, 1994	F				✓					
Troutner, Alyssa Adjunct Instructor. DC, Logan College of Chiropractic, 2018; MS, Logan College of Chiropractic, 2018	P				✓					
Vasakiris, Christos Adjunct Instructor. DC, New York Chiropractic College, 1989	P				✓					
Voorhies, Jeana L. Assistant Professor. DC, New York Chiropractic College, 2001	F				✓					
Voorhies, Scott T. Instructor. DC, New York Chiropractic College, 2001; BA, Ohio State University, 1996	F				✓					
Wakefield-Murphy, Robyn K. Assistant Professor. PhD, University of Pittsburgh, 2017; MS, University of Sheffield, 2010; BA, University of Pittsburgh, 2008	F				✓					
Walker, Jessica Instructor. PhD, University of Pittsburgh, 2020; BA, East Carolina University, 2007	F				✓					

Name/Rank/Education	Status				Program(s) Taught					
	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Walker, Robert A. Professor Emeritus. PhD, Kent State University, 1989; MA, Kent State University, 1982; BA, University of Arkansas, 1980										
Wang, Long Adjunct Professor. PhD, Purdue University, 2007; MM, Hebei Medical University, 2000; BM, Hebei Medical University, 1997	P					✓				
Warshel, Chad D. Director, Master of Science in Diagnostic Imaging Program/Professor. DC, Western States Chiropractic College, 1997; MS, University of Rochester, 2019; BA, California State University, 1994	F				✓			✓		
Whiting, Timothy M. Instructor. DC, New York Chiropractic College, 2014; BS, LeMoyne College, 2011	F				✓					
Wicks, Veronica A. Associate Professor. DC, New York Chiropractic College, 1988; BS, C.W. Post Center of Long Island University, 1983	F				✓					
Williamson, Peggie L Adjunct Assistant Professor. DPT, University of Mary Hardin-Baylor, 2018; MS, New York Chiropractic College, 2014; BS, University of Virginia 1988; MS, Old Dominion University, 1996	P						✓			
Winchester, Dana Adjunct Instructor. DC, Palmer College of Chiropractic, 2004; BA, Miami University, 2001	P				✓					
Wise, Erica Adjunct Instructor. DC, New York Chiropractic College, 2011; BS, Keuka College, 2009	P				✓					
Zdilla, Matthew J. Adjunct Assistant Professor. DC, New York Chiropractic College, 2006; BS, University of Pittsburgh, 2003	P					✓				
Zumpano, Michael P. Director, Anatomy Center/Foundation Sciences Department Chair/Professor. DC, New York Chiropractic College, 2006; PhD, SUNY Buffalo, 1997; MA, SUNY Buffalo, 1994; BA, SUNY Buffalo, 1992	F				✓					

Name/Rank/Education	Status			Program(s) Taught						
	F/P (Full or Part Time)	Administrative	Research	Library	Doctor of Chiropractic	MS in Applied Clinical Nutrition	MS in Human Anatomy and Physiology Instruction	MS in Diagnostic Imaging	MS in Clinical Anatomy	Bachelor of Professional Studies
Zurich, Kimberly J. Adjunct Assistant Professor. ND, National University of Natural Medicine, 2009; MAc, New England School of Acupuncture, 2015; BA, Cornell University, 1999	P					✓				

FALL TRIMESTER, 2021
September 8 – December 17, 2021

Beginning of 10 th Trimester (DC students)	Monday, August 16
Labor Day	Monday, September 6
Classes Begin	Wednesday, September 8
Drop/Add Course Deadline	Friday, September 17
*Last Day to Officially Withdraw from Classes.....	Friday, November 12
End of 10 th Trimester (DC students).....	Monday, November 22
Thanksgiving Recess (no classes)	**Wednesday, November 25 – Sunday, November 28
End of Trimester	Friday, December 17

WINTER TRIMESTER, 2022
January 5 – April 15, 2022

Beginning of 10 th Trimester (DC students).....	Monday, December 20, 2021
Classes Begin	Wednesday, January 5
Drop/Add Course Deadline	Friday, January 14
Martin Luther King, Jr.’s Birthday (no classes).....	Monday, January 17
President’s Day (no classes)	Monday, February 21
*Last Day to Officially Withdraw from Classes.....	Friday, March 11
End of 10 th Trimester (DC students).....	Monday, March 28
End of Trimester	Friday, April 15

SPRING TRIMESTER, 2022
May 4 – August 12, 2022

Beginning of 10 th Trimester (DC students).....	Monday, April 18
Classes Begin	Wednesday, May 4
Drop/Add Course Deadline	Friday, May 13
Memorial Day (no classes).....	Monday, May 30
Juneteenth (no classes).....	Monday, June 20
Independence Day (no classes).....	Monday, July 4
*Last Day to Officially Withdraw from Classes.....	Friday, July 8
End of 10 th Trimester (DC students).....	Monday, July 25
End of Trimester	Friday, August 12

The Academic Calendar applies to all programs offered at Northeast College of Health Sciences.

* This date is only for courses which meet for the full 15 weeks of the trimester. For all other courses, the last day to withdraw with a grade of “W” is prior to completion of two-thirds of the course.

** College services will remain open on Wednesday of Thanksgiving recess. However, there are no classes or academic activity scheduled for any Northeast program (including online programs).

Student Guide



Northeast College of Health Sciences
2360 State Route 89
Seneca Falls, NY 13148

Phone: 800.234.6922

Websites:

www.northeastcollege.edu
www.nycchealthcenters.com

Essential Information

The information on this page is detailed elsewhere, but also presented here for quick reference. Please refer to relevant sections of the Guide for more complete information.

Emergency Telephone Numbers

Call Security at 3022 from any residence hall, office or College house phone. From elsewhere, call 315.568.3022 (Security) or 911 (Seneca County 911 Center).

ID Card

Students must obtain an identification card, carry it with them at all times on campus, and present it for positive identification upon request by a member of the Northeast faculty, staff, or administration.

Official Communications

The College utilizes several mediums to communicate with students. Students are required to regularly monitor each of the communication mediums available to them. Official communication mediums include: student's Northeast email account (*FirstInitialLastName###@s.nycc.edu*), Student Portal, TextCaster (emergency alerts), campus mailbox, and campus monitors.

Parking Permit

Students who have a motor vehicle must obtain a parking permit and display it properly on their vehicle. Those roadways and parking lots specified for student use may be used in accordance with the College's parking regulations, which are distributed with the student orientation package.

Abbreviated Campus Directory

<u>Department</u>	<u>Extension*</u>	<u>Building</u>	<u>Room</u>
Academic Affairs	315.568.3226	Administration	201A
Admissions	315.568.3040	Administration	104
Campus Health Center	315.568.3164	Academic I	102
Chiropractic Program	315.568.3328	Academic I	206A
Clinical Education	315.568.3262	Academic I	206C
Educational Technology & Telecommunications	315.568.3127	Academic I	L 16
Emergency			
Security	315.568.3022	Administration	L 01
Ambulance	911		
Sheriff's Dept.	911		
Fire	911		
Faculty and Research	315.568.3868	Academic II	4
Financial Aid	315.568.3063	Administration	102
Health & Fitness Center	315.568.3255, 3259	Health & Fitness Center	
Library (main desk)	315.568.3244	Library	
Lost and Found	315.568.3022	Administration	L 01
Mailroom	315.568.3032	Administration	L 20
Marketing & Communications	315.568.3282	Administration	101
Media Library	315.568.3112	Library	
Registrar	315.568.3058	Administration	102
Security	315.568.3022	Administration	L 01
Student Accounts	315.568.3073	Administration	103
Student Engagement	315.568.3064	Academic I	114
Academy for Academic Excellence and Student Success			
Center for Career Development and Professional Success			
Counseling			
Housing			
Professional Development			
Title IX Issues			
Student Technology Help Desk	315.568.3223	Administration	L 04

*From a campus phone, the four-digit extension can be used.

Health Centers:

Depew	716.685.9631	4974 Transit Road, Depew, NY 14043
Levittown	516.796.4800	70 Division Avenue, Levittown, NY 11756
Seneca Falls	315.568.3166	2360 State Route 89, Seneca Falls, NY 13148
Campus	315.568.3164	2360 State Route 89, Seneca Falls, NY 13148

I. Academic Affairs

A. ATTENDANCE REQUIREMENTS

Attendance is expected in all classes at Northeast College of Health Sciences. Additionally, students should note that certain Basic Sciences and Clinical Studies courses have specific laboratory attendance policies that must be followed to qualify for a passing grade in the course. These policies are articulated in the course syllabi provided to each student at the beginning of the trimester. The Chiropractic Health Center Manual provides details regarding specific attendance policies during the clinical phase of the program.

Noncompliance with attendance policies will result in a grade of XF, in which case both lecture and lab components of the course must be repeated in their entirety.

The licensing requirements of various states differ widely. Certain states may require a standard of attendance which exceeds that of the College. It is the students' responsibility to determine the requirements of the state(s) in which they may be planning to practice. The Center for Career Development and Professional Success and Registrar's office will provide students with information regarding these matters.

Lateness to class, within time limits set by instructors, may be recorded as a partial absence (such as 1/2), and arrival beyond the limit counts as a total absence for that class period. To protect their own attendance record, students should always verify that the correction is made if they have arrived after attendance is taken, or if they missed the first hour of a two-hour class.

In the case of extended absence, students are to notify their program administrator's office, and the appropriate faculty will be notified.

Northeast College of Health Sciences policy is that there are no "excused absences" for students missing classes (and class-related assignments such as clinic and rotations). However, there may be institutionally approved activities that will not negatively impact a student's attendance record if approval is obtained in advance. Students should contact their program or Health Center administrator to obtain the appropriate paperwork.

B. HEALTH CLEARANCE POLICY FOR DOCTOR OF CHIROPRACTIC PROGRAM

Northeast College of Health Sciences considers it in the best interest of Doctor of Chiropractic students to obtain appropriate and periodic health screenings. Northeast provides such health clearance examinations to all students through the Campus Health Center at no charge. The purpose of this evaluation is to ensure the health and safety as well as the overall ability of our students to participate fully as patients and students in Northeast courses, including the clinical environment.

All first-trimester students, and any readmit or transfer students, upon matriculation at Northeast, are required to receive a complete physical examination, including additional diagnostic testing when clinically warranted. Based upon this information a clinician will clear the student for full, limited, or no participation in Northeast courses. Prior to the student receiving clearance, at the clinician's discretion they may refer the student for further testing or evaluation.

During the fourth trimester, the student must make an appointment and have a reevaluation and an update of his/her case history.

Students are required to report to the Campus Health Center for the purpose of updating their records if any change in health status occurs between examinations or when a referral is made by classroom or clinical faculty. If a student is located at one of the outpatient health centers, this process can occur at the respective health center. A student who experiences a change in health status may also be required by the Assistant Vice President of Academic Affairs or a College official to meet with the Health Center Administrator or his/her designee, including Counseling Services, to perform a safety assessment to ensure that the student is able to participate in the Northeast coursework.

If any condition is revealed during the health clearance process or course of regular clinical care that may affect a student's ability to participate fully in any Northeast course, the condition will be classified as requiring either a short term limitation or a long term limitation.

If a student seeks a health exemption (saying that the student cannot/should not participate or may be limited to partial participation in any or all Northeast courses), this student must be examined by the clinician whom the Health Center Administrator appoints. Following the

evaluation, a decision will be made regarding the extent of the limitation, either short term, or long term.

- If an evaluation determines that a short term limitation (six weeks or less) is required, the clinician will work with the Health Center Administrator and the Dean of Clinical Education, or the Assistant Vice President of Academic Affairs to develop an accommodation plan for this student. (An example of this would be the student has a broken ankle.)
- If an evaluation determines that a long term limitation (greater than six weeks) is required, the Assistant Vice President of Academic Affairs will be notified and will determine if an accommodation can be made or if the Technical Standards process will need to be initiated. (The Technical Standards process can be found in the Academy for Academic Excellence and Student Success Handbook of Services and Procedures.) If an accommodation can be made, the Dean of Clinical Education will work with the Assistant Vice President of Academic Affairs to develop the accommodation plan.
- In some circumstances, students may be eligible to receive accessibility services related to short or long term limitations. (The Accessibility Services Policy can be found in the Student Guide under Academy for Academic Excellence and Student Success.)

If the student wants to appeal a health clearance determination, it may be appealed to an ad hoc committee made up of the Dean of Clinical Education, a Chiropractic Clinical Sciences faculty, and a Health Center Clinician appointed by the Assistant Vice President of Academic Affairs. The committee will review the case and the decision of the committee will be final. The committee reserves the right to initiate a technical standards review if warranted.

The health center will notify any students who have not completed the health clearance policy and its significance by the beginning of week 8. By the end of week 10, the health center will provide the names of all students not cleared for participation or who have not completed the clearance process. The Registrar will place a “hold” on the student preventing the student from registering for classes. The health center will notify the Registrar once the student has met the health clearance requirements so that the “hold” can be removed.

If the student is not cleared for participation as per the technical standards of the College, the student must withdraw from the course and/or the program.

C. ANATOMY CENTER POLICY

Improper or unprofessional handling of cadaveric material is punishable by the laws of New York State. Furthermore, the College views such action or behavior as warranting appropriate disciplinary action. Photography of cadaveric materials in the Anatomy Center is not permitted. This includes video photography and still photography, including cell phone cameras.

The Northeast Anatomy Center meets all state and federal safety requirements. Northeast cares about the health of its students, faculty, and staff.

Concentrations of chemicals in the laboratory are monitored, and chemical levels are maintained well below the requirements of OSHA standards. Remember that your instructors are concerned about this as well, as they are exposed to these chemicals for up to 12 hours or more per week, 45 weeks a year, year in and year out. Chemicals used in the embalming fluid may include phenol, formaldehyde, methyl alcohol, glycerin, and water. Material Safety Data Sheets are maintained by the Anatomy Manager and are available for viewing by any interested parties. Anyone desiring additional protection may purchase a chemical protective mask.

D. CHIROPRACTIC ADJUSTING POLICY

Since its inception, the chiropractic profession has, as its primary method of treatment, utilized the adjustment for the correction of biomechanical and neurophysiological dysfunction. Northeast College of Health Sciences prohibits the unauthorized and unsupervised use of any chiropractic technique on students or patients.

The application of any chiropractic adjusting procedure must be done under the supervision of the licensed DC faculty of Northeast College of Health Sciences. Administering unauthorized or unsupervised chiropractic techniques may constitute the unlicensed practice of chiropractic and could affect future licensure.

Therefore, any student who administers, receives, or observes an unsupervised and/or unauthorized

chiropractic adjustment or manipulation is obligated to report such activity to the Assistant Vice President of Academic Affairs or respective Health Center Administrator, who will then determine if there is cause for appropriate disciplinary action. Such action may include a judicial hearing and possible sanctions, dependent upon the outcome of the hearing.

Chiropractic Adjustment Definition

The chiropractic adjustment is defined as any chiropractic therapeutic procedure that uses controlled force, leverage, direction, amplitude, and velocity directed at specific joints or anatomic regions. Chiropractors commonly use such procedures to influence joint and neurophysiological function. Manipulation is defined as a manual procedure that involves a directed thrust to move a joint past the physiological range of motion without exceeding the anatomic limit. These definitions are to be considered together as one with regard to College policy prohibiting unsupervised chiropractic adjusting by any student.

Therefore, any thrust or impulse that appears to move a joint past its physiological range of motion and into its parapsychological space will be regarded as a chiropractic adjustment for the purposes of enforcing Northeast policy. In addition, any other chiropractic procedure that does not use a specific thrust but does use a controlled force applied in a specific direction in an attempt to influence joint mechanics and/or neurophysiological function likewise will be regarded in the same manner. Furthermore, any procedure or technique that is performed with a therapeutic intent but that does not fit exactly into the aforementioned definitions may also be considered in the same manner as an unauthorized chiropractic adjustment.

The Doctor of Chiropractic Program at Northeast provides regular opportunities for DC students to practice chiropractic adjusting skills in supervised settings. These opportunities include open technique labs as well as technique clubs. All students who participate in open technique labs or technique clubs, as either a student doctor or as a student patient, must be matriculated DC students who have been cleared for participation through the Doctor of Chiropractic Health Clearance Policy in the Campus Health Center and have successfully completed all first and second trimester Doctor of Chiropractic

technique courses. After meeting these criteria, students are authorized to practice only those chiropractic adjusting procedures that are taught as part of the Northeast chiropractic technique curriculum.

Northeast prohibits the unauthorized or unsupervised use of any chiropractic adjusting technique on students or patients. Further, students participating in these opportunities do so only for the educational advantages that they offer. Any technique or procedure that is performed with a therapeutic intent is strictly prohibited. Any student failing to follow this policy will be subject to judicial review and possible disciplinary action under the Code of Student Conduct and Ethics.

E. RELIGIOUS OBSERVANCES

Northeast College of Health Sciences is a private, nonprofit institution chartered by the Board of Regents of the State of New York. The College publishes an academic calendar that informs all students and employees regarding holidays the College is closed. If any members of the student body or staff, by virtue of their religious beliefs and/or affiliation, choose to take additional time off from the College, they do so at their will. Attendance policies in each course make allowances for religious observances and emergencies upon completion of the necessary paperwork. Students should plan any absences for religious observances so as to comply with the attendance requirements of each course. If a student is unable to participate in an academic activity by virtue of their religious beliefs and/or affiliation, it is the student's responsibility to request a religious accommodation through the Academy for Academic Excellence and Student Success at the start of the trimester, or as soon as reasonably possible, as per the Religious Accommodation section of the Student Guide.

F. LANGUAGE SKILLS

All Northeast students must have the ability to read, write, and speak English at a level sufficient to successfully complete the course of study for their respective program. Therefore,

1. Students taking examinations in class will not be permitted to use any dictionary.

2. Testing accommodations and tutoring through the Academy for Academic Excellence and Student Success will not be provided on the basis of English language competency alone.
3. In the absence of a documented disability, extra time will not be allowed for any tests, including outcomes assessment examinations.
4. At the discretion of each instructor, requests for explanations may be granted as needed.

G. EXAMINATION PROCEDURES AND FINAL EXAMS

Under ordinary circumstances, laboratory final examinations are scheduled during the 14th week of the trimester. Lecture final examinations are scheduled during the 15th week of the trimester. A Doctor of Chiropractic final examination schedule is published by Dean of Faculty and Research's office prior to the administration of the examinations. Students are advised that examinations are scheduled Monday through Friday, three times per day, and should plan accordingly. The College reserves the right to alter the usual scheduling of examinations, to include evening examinations.

Makeup Examinations

A student who is assigned a grade of I (incomplete) in a course will receive a letter of advisement at the time the grade report is issued. Makeup exams for lecture courses are scheduled during the first week of the new trimester. The student must contact the laboratory instructor to make arrangements for lab final makeup exams. In all cases, the outstanding course requirements must be satisfied within the first two weeks of the following trimester. A grade of F will be issued for those courses whose requirements are not met within the first two weeks. In exceptional circumstances related to the ability to take an examination, an I grade may be extended beyond the end of the second week of the new trimester. The student must petition for an extended approval from the faculty member and the appropriate program administrator. Petition forms may be obtained electronically in the student portal or in the appropriate program administrator's office.

H. GRADING POLICIES

A description of Northeast's grading system is presented in detail in the Catalog section of this document. The following information provides students with specifics in how to deal with grading issues that may arise.

1. Grading Errors

The most common errors in grades occur either in (1) transcription or (2) calculation of grades. A student whose grade on a grade report or transcript does not match the posted grade should contact the Registrar. A student who believes the posted grade to be incorrect should first contact the instructor, who will verify (1) whether or not the posted grade was the calculated grade; or (2) whether or not that grade was calculated correctly.

2. Grade Changes

A grade change from I to an earned grade is made by the end of the second week of the new trimester, and a student must complete all course requirements within this time frame. Other grade changes, to include those that would result from a successful grade appeal, must be made immediately following the term in which the grade was earned. If a student suspects an erroneous grade, it should be checked immediately according to the policy mentioned above on grading errors. All grade changes must be approved by the program administrator.

3. Grade Appeals

A student wishing to appeal a grade in any aspect other than an apparent grading error must adhere to the following procedure:

A student must first address the matter with the lead instructor of the course or the respective full-time clinician in matters pertaining to the assignment of clinical education grades. If after doing so the student believes the grade to have been assigned in an arbitrary and capricious manner, the following steps must be observed no later than one week following the assignment of the grade. Where assignment of the grade occurs within one week of a trimester break, the steps must occur by the end of the first week of that trimester that immediately follows the assignment of the grade.

Students will address the matter in writing to the faculty member's program administrator. This written appeal must include

1. a copy of the course syllabus including the grading criteria; and
2. the basis for the appeal, which must include evidence that the grade was

not fairly assigned consistent with the established grading criteria, and/or

assigned in an arbitrary or capricious manner.

The program administrator will discuss the matter expeditiously with both the involved faculty member(s) and the student with the intent of resolution. If the program administrator is the course director of the grade in question, the student shall contact the Executive Vice President of Academic Affairs (EVPAA) for a designee to be appointed for this stage.

The program administrator or designee will render a decision to either

change the grade, or

uphold the grade.

The student may thereafter appeal the decision to the EVPAA (or his/her designee) within three class days following its receipt by student. Failure to do so constitutes a withdrawal of the appeal. The EVPAA at his/her sole discretion, will render a decision to either

personally review appeal and render a final decision, or

form a committee.

If the decision is to form a committee, the EVPAA will appoint an ad hoc committee, comprised of two faculty members from within the discipline in which the appealed grade was obtained and one faculty member from another discipline. Written statements will be

submitted to the committee, consisting of the Grade Appeal already submitted by the student. The committee, at its discretion may interview the student and any other person it deems relevant. The ad hoc committee will report its finding and recommendation to the EVPAA, who will notify both parties of his/her final decision.

I. STANDARDS OF ACADEMIC PROGRESS

A student must meet the following academic measures in order to remain in good academic standing with the College. These measures apply to students matriculating in all Northeast degree programs. Failure to maintain good academic standing could result in the loss of financial-aid eligibility and/or dismissal from the program of study.

The policies and procedures described in this document should encourage students to take all appropriate action necessary to ensure academic success. Students whose academic performance falls below the required standards are so notified and, depending on performance level, may be subject to an Academic Plan to enable them to retain satisfactory academic performance. Students also are expected to utilize the academic services provided by the Academy for Academic Excellence and Student Success.

1. Notice of Academic Concern

A student will receive a Notice of Academic Concern whenever an academic event occurs, which may lead a student to fall below the minimum standard of academic progress if not corrected. A student receiving a Notice of Academic Concern is in good academic standing and retains all rights, privileges, and financial aid eligibility as a regular student. Some academic events which will automatically prompt a Notice of Academic Concern are:

- a. A grade of F, XF, or WF is earned;
- b. A term GPA below 2.0 during any trimester of enrollment.

Students whose academic performance reflects any of the above activity should be aware that their future

course scheduling and date of graduation may be impacted.

2. Standards of Academic Progress

A student must meet the following academic measures in order to remain in good academic standing with the college, and to continue to meet the U.S. Department of Education's eligibility requirements for Federal Student Aid. These measures apply to students matriculating in all Northeast degree programs:

- a. A student must achieve a cumulative GPA of 1.5 or better in their first trimester.
- b. At the end of a student's second trimester of enrollment, and thereafter, a cumulative GPA of 2.0 or higher must be earned.
- c. Pace of program completion: To ensure a reasonable pace, a student must have successfully completed a minimum percentage of their cumulative attempted credit hours at the end of each term. An earned course grade of I, F, XF, WF, or W is not considered to be successful completion of a course. Any credit hours, from accepted transfer courses, are included in the pace calculation as credit hours earned and attempted.
- d. *How the program pace (completion rate) is determined:*

$$\frac{\text{Cumulative number of credit hours successfully completed}}{\text{Cumulative number of attempted credit hours}}$$

Required minimum program pace percentages:

35%	during first trimester of enrollment
35%	during second trimester of enrollment
50%	during third trimester of enrollment
67%	during fourth, and all subsequent, trimesters of enrollment

The maximum length of time to complete an academic program is 150% of the program's total credit hours.

3. Academic Warning

A student in academic warning status has failed to meet the minimum requirements of the College's standards of academic progress, and must meet the minimum standards by the end of the next trimester of enrollment. U.S. Department of Education regulations state that a

student in academic warning status may only receive federal student aid for one additional term before being required to meet the standards of academic progress to maintain their eligibility for funds. The student should meet with the Assistant Director of Student Engagement during the trimester to assess academic progress and receive assistance in developing effective learning strategies.

4. Academic Dismissal

A student is academically dismissed from their program of study if he/she has not met the standards of academic progress within one trimester immediately following a term of academic warning status, or is unsuccessful in their probation appeal attempt.

5. Probation

A student who has been academically dismissed may appeal to be placed in a probation status. Approval of the probation status allows the student to continue in their program, and reinstates federal financial aid eligibility for one trimester. Appeals will be considered by the college within guidelines set by the U.S. Department of Education (DOE). DOE guidelines stipulate that the student must explain the special circumstance that caused them to fail to meet the minimum standards of academic progress, and the student must also explain what has changed that would now allow the student to regain good academic standing.

6. Academic Plan

In some circumstances, a student may be placed on an academic plan where stated objectives must be met for the student to get back in good academic standing by a set point in time. Students who have been placed on an academic plan must meet the modified standards of academic progress outlined in the plan, or they will be academically dismissed without an opportunity for further appeal.

J. CLINICAL SERVICE COURSES

Detailed information on specific policies related to the clinical service courses may be found in the Chiropractic Health Center Manual for students in the DC program. This manual is available both in print and online for students. Students are responsible for knowing and observing the policies set forth in the health center manual.

Health Center Assignment (Applies to DC Students)

Materials pertaining to the Clinical Services phase of the DC curriculum and the College's Health Center locations are accessible to all enrolled students at the Health Center Information and Resources page of the Student Portal. Included at this site are information and forms related to the Health Center application and assignment process. Throughout the program, students are directed to these resources and are encouraged to become familiar with the Health Center opportunities in order to make informed decisions about their preferences.

Process and Timeline for Health Center Application, Assignment, and Request to Change

Initial Health Center Application and Assignment

Week 12 of 5th trimester – Students submit Health Center Application, indicating site preferences and including all supporting documentation.

Week 13 of 5th trimester – Students are notified of their Health Center assignments.

Request for Change of Health Center Assignment

Students must adhere to the following procedure to request a change in Health Center assignment:

Week 14 of 5th trimester through Week 2 of 6th trimester – Students have the opportunity to exchange assignments among their classmates. The Health Center Assignment Exchange Form (available online at the Health Center Information and Resources page at the Student Portal) must be completed, signed by all parties and submitted to the Director of Clinical Operations by the end of Week 2 of 6th trimester.

Monday of Week 3 of 6th trimester – Any student not able to exchange Health Center assignments with a fellow student and wishing to request re-assignment, must submit a letter detailing the need for re-assignment along with all supporting documentation to the Director of Clinical Operations for review and decision by a committee comprised of Health Center Administrators, Dean of Clinical Education, Director of Clinical Operations, and representatives of Enrollment and Planning and Financial Aid.

Week 4 of 6th trimester – Students are notified whether their requests have been approved or denied.

Week 5 through Week 9 of 6th trimester – Students may appeal the decision of the committee to the Assistant Vice President of Academic Affairs, who will be responsible for making the final decision and notifying the student and the committee.

For emergency circumstances that arise after the deadline noted above (Monday of week 3 of 6th trimester), the committee may convene on an ad hoc basis to consider students' requests for re-assignment. Students must submit emergency requests along with all supportive documentation to the Director of Clinical Operations as soon as possible after identification of circumstances warranting the request. The above noted process of review and appeal will take place as expeditiously as possible.

K. PREPARING FOR LICENSURE

1. Preparing for Chiropractic Licensure

Northeast College of Health Sciences offers each student in the DC program the education and training necessary to become a highly competent doctor of chiropractic. In granting the DC degree, the College certifies that its graduates have acquired the knowledge, skills, and attitudes needed to be successful chiropractic practitioners. However, the College does not engage in the licensure process. All authority regarding licensure resides with the chiropractic licensing boards of the fifty states and the District of Columbia, as well as those of various other countries.

The role of Northeast, beyond providing education and training, is to provide official transcripts of each student's academic performance to these various boards, and to certify to them and to the National Board of Chiropractic Examiners (NBCE) any specific information about a particular student's preparation that may be required. Eligibility for initial licensure in all states is established by examination, both written and practical. Nearly all state boards now accept the NBCE examinations as the written tests. Some states still require a practical (clinical) examination to be passed as well; it must be taken in the state where licensure is being sought. Following initial licensure, your license must be renewed in accordance with the schedule and standards of a particular state. The renewal process in

some states requires additional (postgraduate) education periodically to assure that your professional knowledge is current. Northeast's Postgraduate and Continuing Education Department can provide for continued professional development.

Licensure standards in the United States are not uniform with respect either to preprofessional or chiropractic educational requirements. In addition to varying widely, these standards frequently are revised, often making any fixed body of information about them lack currency. For the same reason, it is difficult for any chiropractic institution to comply at all times with both the pre-professional and professional educational standards of all states. The College's Center for Career Development and Professional Success provides a means for students to seek employment, but does not keep statistics on placement rates and success; the New York State Education Department does not provide information as to the program graduates in obtaining jurisdictional licensure. It is thus the individual student's responsibility to ascertain the licensure standards of those states in which (s)he contemplates practicing.

As an institution located in New York State, Northeast maintains the pre-professional requirements and a DC curriculum which conforms to this state's standards. Northeast provides full information and application materials for NBCE and for New York State licensure, and serves as a test site for all NBCE examinations. Current information regarding specific instances in which the DC program at Northeast does or may not meet eligibility requirements for licensure in a particular state is available in the Center for Career Development and Professional Success.

National Board Examinations

Parts I, II, and III of the examinations of the National Board of Chiropractic Examiners are required by the great majority of state boards of chiropractic, including that of New York, as the written portion of the licensure examination. Additionally, many states (including New York) now accept NBCE Part IV as the practical component of their licensure examination. Applications and related materials are supplied by the Registrar's office, to which completed applications must be returned for processing and mailing.

Eligibility criteria for the individual parts of the NBCE examinations are:

Part I: Students must have completed fourth trimester prior to the date of the test.

Part II: Students must have completed sixth trimester prior to the date of the test.

Physiotherapy: Students must have completed 120 hours of Physiotherapy prior to the test date.

Part III: Students must be within nine (9) months of their expected graduation date and must have successfully completed all of Part I.

Part IV: Students must have successfully completed all sections of Part I by the time of the application deadline, and be within six (6) months of graduation. Students must meet any additional eligibility criteria set by the New York (or other) State Board for Chiropractic.

Note: Students on special class schedules are evaluated individually, based on course work completed/scheduled to be completed prior to the test date.

Note: NBCE application procedures and deadlines are strictly enforced. Completed applications (except for Registrar processing) must be submitted to the Registrar on time to be processed and mailed before the application deadline. Questions regarding the application process and deadline dates should be directed to the Registrar's office.

State Board Examinations

Eligibility criteria, application procedures, and deadlines vary from state to state. Required documentation may include notarization, certification by college registrar, photos, official transcripts (chiropractic and/or pre-professional), etc. The Registrar's office should be consulted for additional information.

L. IPAD POLICY

This policy applies to all incoming first-trimester students of the Doctor of Chiropractic program, as well as any students taking classes with this cohort (transfer, modified, or non-degree/matriculated students).

Aligning with our commitment to academic excellence, Northeast has implemented the use of advanced educational and assessment software (ExamSoft) across the entire curricula of the chiropractic program. As such,

all incoming students are required to purchase an iPad that meets or exceeds the minimum iPad specifications listed below. These requirements are subject to change without notice based on future upgrades to software applications.

Students may be required to use their iPads for laboratory exams. This scenario is used by many medical and chiropractic schools. Protective bags will be distributed to the students upon entry into the lab and then discarded after the lab exam.

Students who deviate from the iPad requirement and therefore cannot participate in a specific course, complete a course assignment, or participate in the classroom where iPad use is expected, without additional effort on the part of the faculty or the College, will be assessed any academic penalty, including an absence for the day, as deemed appropriate by the course instructor.

iPad Requirements

- Hardware = iPad 5+, iPad Air+ and iPad Pro.
- Operating System = iOS 11, iOS 12, and iOS 13. Only genuine versions of iOS are supported.
- 500 MB of free space required to commence an exam.
- iPad must not be Jailbroken.
- Internet connection for Exemplify download, account registration, exam download and upload.

M. CLASS RECORDINGS

The faculty of Northeast strive to provide an educational environment that maximizes the student learning experience while protecting the rights and privacy of the people engaged in the educational process. Faculty have the right and the authority to allow recording of classes and to rescind permission at all times. As such, students may not record (audio, video, or photograph) any portion of a lecture, lab, or course presentation unless written permission is expressly granted to the student(s) by the course lead faculty. Video and photographic content may not include other students without their written permission. Recordings are for personal

educational use only and may not be replicated, shared or utilized by any other individual.

Learners with a documented disability may be provided permission to record classes as an accommodation by the Academy for Academic Excellence and Student Success (AAESS). Students requesting such accommodations must follow the policies outlined in the Accessibility Services section of the Student Guide and the Northeast Protocol on Recording of Lecture Material of the AAESS Handbook of Services and Procedures. If permission to record has been granted as an accommodation, this will be expressly stated in writing from AAESS to the student.

Students who record in violation of this policy are subject to disciplinary action under the Code of Student Conduct and Ethics.

N. STUDENT IDENTITY VERIFICATION IN STUDENT LEARNING

Northeast College of Health Sciences complies with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, and the requirements of our regional and professional accreditors, which require the verification of student identity in distance or correspondence education. Accordingly, all credit-bearing courses and programs offered at Northeast through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. Any online student work, assessment, or activity that is graded or contribute to a student's grade must be performed or submitted via system that verifies the student identity. Faculty have the option of using several methods of identity verification such as:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

Verification of Identity

The identity of each student enrolled in a program where coursework is offered through distance education is initially verified during the admission process using approved photo ID. All students are provided a unique login and password to the student portal during the enrollment process, and to other systems as needed thereafter (including the learning management system). Students have the option to reset their passwords for each system at any time.

Student Privacy

All methods of verification of student identity in distance education must protect the privacy of a student's information as described in the Family Educational Rights and Privacy Act (FERPA) Policy. This policy protects the privacy of students' information by requiring, with limited exceptions, that the student's consent be obtained before disclosing any personal identifiable information from the student's education records.

Charges Associated with the Verification of Student Identity

Northeast College of Health Sciences does not currently charge students to verify their identity.

II. Research

Northeast faculty engage in various research and scholarly activities that promote evidence-based clinical practice. The scholarship of our faculty incorporates multidisciplinary research methodologies towards a better understanding of the musculoskeletal system, neurophysiology, systems physiology and associated pathologies, chiropractic techniques, clinical diagnosis, and natural healthcare interventions. Our research endeavors contribute to the evidence-based practice of natural healthcare interventions by integrating basic science concepts with clinical science theories. Northeast faculty members also contribute to scholarship of teaching by using clinical and educational technologies as well as teaching best practices. These educational research activities facilitate the learning of skills and knowledge required by our students to practice in an evidence-based manner.

Laboratory facilities within the Research Center provide us with the opportunity to objectively measure clinical changes that may occur in response to natural healthcare interventions.

Students participate in the research programs at Northeast in several ways:

1. They participate as subjects in applied and clinical research projects.
2. They serve as research assistants on scholarly projects conducted by Northeast faculty.
3. They conduct independent research projects under the mentorship of Northeast faculty.
4. They are encouraged to write and submit scholarly research reports.

Faculty support student research through directed study courses. Directed study courses provide students with practical research experience by teaching them the following skills: (1) project development and proposal writing; (2) data collection and data analyses; and (3) manuscript writing. The directed study courses diverge across disciplines represented by Northeast faculty. Research opportunities also exist in our master's programs.

III. Library

Northeast College of Health Sciences Library Purpose Statement

The Library advances the Mission, Vision, and Values of Northeast College of Health Sciences by providing access to resources and services that support the educational goals of the College and foster the development of information literacy skills to promote research and life-long learning by:

- developing and maintaining a relevant and authoritative collection of materials in print, electronic and other formats that supports the academic programs, the cultural heritage, and the research initiatives of the institution,

- providing an environment conducive to learning and the exchange of ideas,
- conveying our knowledge and skills in the advancement of information discovery.

A. HOURS OF OPERATION

The Library is open the following hours (subject to change) when classes are in session:

Monday-Thursday:	8 a.m. - 8 p.m.
Friday:	8 a.m. - 5 p.m.
Saturday and Sunday:	noon - 5 p.m.

The Library is closed on all designated College holidays. Any changes will be posted at the Library and noted on the overhead monitors. During trimester breaks Library hours are Monday through Friday, 8:30 a.m. to 4:30 p.m., closed weekends.

The Library will close in the event the campus closes due to inclement weather conditions that would jeopardize the safety of students and employees per the Snow Closing Policy.

B. COLLECTION

Northeast's holdings consist of online journals and books on chiropractic, nutrition, anatomy, and other relevant medical subjects. Our print and hard copy materials include required and recommended textbooks, DVDs, radiographs, skeletal materials, microscopes, lab slides, CDs, and interactive multimedia.

C. SERVICES

1. Multipurpose Environment

The Library offers a dynamic environment for learning with group study rooms, quiet study areas, and the Library Commons, a student-centric area with comfortable seating, flexible workspace groupings to promote interaction and collaboration, computers, two large-screen TVs, and coffee and snack vending machines. The group study rooms and quiet study areas are located around the perimeter of the Library and upstairs in the Media Library; the Commons is in the center of the Library.

2. Electronic Resources

Links to the Northeast Library's databases, journal subscriptions, and online catalog may be found using LibGuides at <https://nycc.libguides.com/welcome> or on the Library Webpage at <https://nycc.edu/student-resources/library>.

Eligibility for access to online electronic resources is based upon the terms of publishers' licensing agreements, which limit off-campus access to current Northeast students, faculty, and staff. Those connecting to online electronic resources from off-campus must authenticate themselves by entering their D2L or Portal ID and password when prompted before access is allowed. It is strongly recommended that for off-campus access to these resources, use the Library link in D2L, the Portal, or at <https://nycc.libguides.com/welcome>. The Library staff is available to assist with searches.

A small number of iPads with SofTest-M ExamSoft pre-installed are available on a first-come, first-served basis for students to borrow, at no charge, for a limited number of hours from the Library. *No reservations will be accepted and the availability of an iPad is not guaranteed.* Overdue fines will be charged if the iPad and all accessories are not returned on time. Fees will be charged for repair or replacement if the iPad and/or accessories are returned damaged or are missing.

The Library also has desktop computers to search the online catalog, subscription databases and electronic journals; read eBooks, access the Internet, create documents with Microsoft Office products such as Word, Excel, and PowerPoint; and check email. The Library also has wireless service for those who wish to use their own portable devices.

3. Reference

The Library provides reference and research assistance to students, faculty, and staff of Northeast. Librarians are available to assist you in the Library, through email, and by phone.

4. Interlibrary Loan

Materials in all disciplines that are not owned by Northeast may be available, with some exceptions, through interlibrary loan. The Library staff will be pleased to assist students in obtaining interlibrary loan materials. Be advised that items may take up to two or

more weeks to arrive. To place your request, use the forms found at the front desk in the Library, or use the online interlibrary loan form found at LibGuides <https://nycc.libguides.com/welcome>.

5. Circulation

Much of the Library material is in-house use, with a select group of books, DVDs and CDs available to circulate outside the Library. A valid Northeast ID card is required at all times to use reserve materials in-house or to charge out books and media materials. Required textbooks, selected heavily used journal titles, and Media items such as bones and radiographs are reserve materials to be used only in the Library for two-hour time periods. Print reserve materials are located at the Main circulation desk; reserve Media materials are available upstairs at the Media circulation desk. Reference materials are located in the hallway outside the Librarian's office.

There is a limit of ten books per borrower with two renewals allowed. The overdue fine for late return of books is 15 cents per day. There is a limit of two Media titles per borrower with no renewals. The overdue fine for late return of Media materials is \$1 per day per item.

6. Printing

Computer printers and scanners are available on the main floor of the Library. From these you can email your scanned documents and you will use your GoPrint account to print. There is one photocopier by the Main circulation desk; the cost is 10 cents per page.

Please refer to the Library Handbook on the Library page at LibGuides <https://nycc.libguides.com/welcome> or on the Library Webpage at <https://nycc.edu/student-resources/library> for further details on the above policies and services.

IV. Information Technology

A. COMPUTER USE POLICY

The Information Technology (IT) Department has established several computer labs for Seneca Falls campus students and additional workstations for students at off-campus health centers. On-campus

computer laboratories are equipped with the latest available software to enhance a student's academic pursuits. Word processing, desktop publishing, database, Internet access, and curriculum courseware are available. Wireless Internet access is available to all currently registered students in most areas throughout the campus, residence halls, and off-campus health centers.

Northeast College of Health Sciences' administrative systems are intended to be used by authorized personnel. This includes faculty, staff, part-time employees, and supervised work-study students. Students are prohibited from placing any type of file on any administrative computing system.

Classroom computers may be utilized by students when they are delivering a presentation to a class under an instructor's auspices; otherwise, students should use the computers in the computer labs and the Library.

1. Policy

Student-accessible computers and network are the property of the College and are for the specific purpose of academic pursuits, tasks, and communications at Northeast. It is imperative that students refrain from making any changes to settings or downloading software to the computers. They are not to be used for copyright infringement, hacking, gaining unauthorized access, plagiarism, gambling, or viewing, printing or downloading pornographic images, nor should electronic mail transmit information that would be reasonably considered offensive, disruptive, or defamatory. Messages containing inappropriate sexual comments or images, racial slurs, or offensive gender-specific and/or age-specific slights are not permitted. Inefficient and illegal Internet uses such as downloading music, file sharing, sending chain letters, flooding the system with mass mailings, and downloading viruses are also prohibited. Such uses are in direct violation of the Northeast Code of Student Conduct and Ethics. Violators will be referred for disciplinary action.

2. Student Computer Locations

PC labs for student use are located on campus in the Academic I building and in the Library. Lab assistants are available to answer general computer and application support questions. Hours of operation are posted in the lab. Labs are also located in each of the off-campus health centers.

3. Student Email

All students are provided with a Northeast email account. Access to student email is removed upon withdrawal from Northeast. The accounts of graduates will be removed after three months. All email correspondence from the Administration and Portals will be sent to the Northeast student email account. Use of the email account must stay within the boundaries of the Northeast Code of Student Conduct and Ethics. Violators will be referred for disciplinary action.

4. Student Portal

All students are provided with secure access to personal admission and academic information through the Student Portal. Course information is also available through the Portal at the discretion of the instructors. Access to the Student Portal is disabled upon withdrawal or graduation from Northeast.

5. TextCaster

TextCaster is a contracted service that enables rapid communication in the event of an emergency via text message to a mobile phone and/or email. Enrollment is free. This service is used by the College only to communicate an emergency situation or weather-related closing or delay. It is not to be used to send any general or non-emergency messages.

In order to be activated, a student's mobile device must be able to receive text messages and the usual cost to receive text messages will apply. Email-only service can be accommodated, if a student does not have access to a mobile texting device. Students are strongly encouraged to activate this service by contacting the Student Technology help desk.

6. Student Technology Help Desk

Support services are available for Student Portal, Internet, wireless network, email, ExamSoft, and Desire2Learn learning management system (LMS) by contacting the Student Technology help desk by one of the following methods:

Phone (voice mail only): 315.568.3223
Email: helpdesk@nycc.edu

B. WIRELESS NETWORK USAGE POLICY

The major objective of Northeast's IT Department is to assure the best possible service to the campus community. To secure quality service, students are required to follow the policy guidelines outlined below regarding computer hardware, software, and configuration. Failure to abide by the policy guidelines will result in disconnection from the wireless network until the IT Department verifies compliance.

Questions regarding compliance to any of the following guidelines should be directed to the IT Department by calling the Student Technology help desk at 315.568.3223, or emailing helpdesk@nycc.edu. To assist Northeast students in obtaining compliance, IT personnel are available to inspect computers and assist with necessary changes.

1. Privacy Issues

Students should assume that all network resources, including but not limited to another student's computer and college computers, are private. Any attempt to circumvent network or file security is strictly prohibited.

Students are strongly discouraged from sharing files across the network. If files are shared and security settings are configured improperly, other individuals may be able to gain access to your data. Northeast is not responsible for any loss of data caused by allowing others to access computers or computer files.

2. Usage of Peer to Peer (P2P) File Sharing Programs

Peer-to-peer file-sharing programs such as Kazaa, Morpheus, Imesh, etc., open individual computers and the Northeast network to many security risks. Running one of these programs makes an individual's computer vulnerable to viruses and spyware that can be distributed by others using P2P programs.

Usage of any P2P programs to share files or download files from others is strictly prohibited. Computers on the network seen running these programs are subject to immediate disconnection from the wireless network. A student who has installed any P2P programs must remove or disable them in order to remain in compliance with the Wireless Network Usage Policy.

Usage of P2P file-sharing programs put individual computers as well as the Northeast network at risk. It is also against the law to download or distribute music files, movie files, or software programs according to federal copyright laws. Doing so may put an individual at risk of legal action. For more information regarding the legality of sharing music files, visit the Recording Industry Association of America at www.riaa.com.

3. Anti-Virus Software

An anti-virus software package that is able to be automatically updated via the Internet must be installed on all Windows Operating System computers that use the Northeast wireless network(s). It is the student's responsibility to obtain, install, and maintain this package. Northeast reserves the right to disconnect computers from the wireless network that are infected with a virus or found without an anti-virus software package installed.

4. Port Scanning

Scanning for computers on the network using port scanners or network-probing software including, but not limited to, packet-sniffers is prohibited. Viewing, copying, altering, or destroying any data or connecting to another computer without permission of the owner is a violation of College policy. Attempts to breach network security will result in immediate disconnection from the wireless network.

5. Servers

Running a server of any kind is strictly forbidden. Some examples of servers are: FTP servers, gaming servers, Web servers, email servers, Kazaa, or other P2P file-sharing programs.

6. Hardware

There are several wireless access points in various locations. All of the access points are covered with a protective plastic shield to help guard against accidental contact. Tampering with these devices is prohibited. If an access point is not functioning properly, please alert the IT Department. Installation of personal wireless access points, network hubs or switches, or other types of networking equipment is prohibited.

7. Outside Service Providers

Only the College has authority to contract for housing services involving Internet (both high-speed and dial-up), wire telephone, cable television, satellite television, and related, fee-based electronic transmissions. Consequently, individual student accounts regarding these services are not permitted.

8. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

The Northeast Wireless Network Usage Policy is subject to change without notice.

C. TELECOMMUNICATION SERVICES

1. House Phones

There are several house phones strategically placed on campus (Library, Administration Building, Research Building, the lobby of Academic III Building) for the

purpose of calling Security (3022) in the event of an emergency.

2. Emergency Phones

Each residence hall has an emergency phone on the outside of the building that will dial into the campus Security office (3022).

D. EDUCATIONAL TECHNOLOGY

Services are available to assist the College community in their effort to photograph, videotape or record authorized projects. Student requests for such support require prior authorization from appropriate College administrators. Generally, these services do not undertake the production of materials, including any computer output (e.g., Word documents, Excel spreadsheets or PowerPoint presentations) related to individual student tasks or projects.

1. Requests for Equipment

Requests from individual students or student groups (clubs, classes, etc.) for the use of services or equipment in the classroom are to be made either to the office of Student Engagement or to the lead instructor. Please note that requests of this nature require three days' prior notice and will be processed and served on a first-come, first-served basis.

2. Requests for Services

Student groups should submit their requests for the recording of events (videotape, audiotape, photographs, etc.) through the office of Student Engagement at least 14 days prior to the event. These services will be provided based on the availability of equipment and/or resources. Unfortunately, the Educational Technology Department cannot guarantee that services requested will be provided. Groups requesting services that require the assistance of outside contractors also should contact the office of Student Engagement to make arrangements with such contractors for their services.

The Educational Technology Department's resources are limited and, therefore, the department cannot rent equipment or provide services to individual students. Equipment provided to classrooms for student work becomes the responsibility of the individual student making the request.

V. Academy for Academic Excellence and Student Success (AAESS)

A. PURPOSE STATEMENT

To develop, foster, and grow student support services, leadership, and activities that are inclusive, empowering and engage academic life, balance, and success.

B. TUTORING SERVICES

Small Group Tutoring is available in specific subject areas on a limited basis. All first-trimester students qualify for tutoring. Upper-trimester students must have a cumulative GPA of 2.50 or lower or faculty approval to be eligible for tutoring. Small Group Tutoring typically meets once per week through the 13th week of the trimester for DC students. Tutors are assigned based on availability and academic need. Students must be enrolled in the course for which they are being tutored. Tutoring cannot be guaranteed for all classes, and no student can receive more than 10 hours of tutoring per week. Tutoring hours for a given course cannot exceed the number of contact hours per week in that course. Ninety-percent attendance for class, lab and tutoring sessions is required for the student to continue with tutoring services. As determined by faculty feedback, students may be "bumped" when tutee slots are limited. Tutors may refer students to the office of Student Engagement for assistance with additional challenges or concerns. There will be no new tutor assignments after the 10th week of the trimester.

In order to secure a small group tutor, students must complete a tutor request form. Forms are available in the office of Student Engagement as well as on the student portal. All tutees are responsible to come prepared for their tutoring session by asking in-depth questions, answering tutor questions, and identifying and/or discussing concepts they do not yet understand. Tutees are also expected, within reason, to adhere to the tutor guidelines and expectations, including notifying their tutors of a cancellation six (6) hours in advance of the session.

Open Study Group Tutoring is available to all students. Groups meet weekly in specific subject areas and are designed to support classroom lectures and assignments.

Initial sign-up through office of Student Engagement is required.

Individual Tutoring is based on demonstrated student need. All requests for tutor changes must be approved by the Assistant Director of Student Engagement.

C. LEARNING STRATEGIES

Students have the opportunity to meet individually with the Assistant Director of Student Engagement. Learning strategy meetings include topics such as study strategies, exam preparation, test taking, motivation and self-regulation, stress management, and test anxiety.

D. ACCESSIBILITY SERVICES

Policy Overview

Pursuant to several federal and state laws, including the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, all qualified students with disabilities 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.

Northeast College of Health Sciences (Northeast or College) is fully committed to complying with the laws regarding equal opportunity for all qualified students with disabilities; promoting the full participation in all aspects of campus life; and making reasonable accommodations is necessary to ensure that programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability.

It has been our experience that nearly all accommodations requested at Northeast are directly related to academic activities. For that reason, some of the language of this policy refers specifically to academic accommodations. This is particularly true with regards to implementation (see Section 5) and the Appeals Process. Nevertheless, the policy applies to all programs and activities of Northeast College of Health Sciences. Please contact the Assistant Director of Student Engagement for further information and questions regarding non-academic accommodations.

Northeast, therefore, prohibits discrimination against any individual on the basis of physical or mental disability. It is also the policy of Northeast to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question.

Students with disabilities at Northeast are required to meet the same academic standards as nondisabled students at the College. Moreover, it is only through a student's voluntary disclosure of his or her disability and request for accommodation(s) that Northeast can support the student's needs.

This Policy extends to all rights, privileges, programs and activities, including admission, financial assistance, food service, housing, educational programming, and others. Northeast encourages all students with disabilities to self-identify.

Definitions

An individual with a disability is a person with a physical or mental impairment that substantially limits one or more "major life activities." Physical or mental impairments include, for example, specific learning disabilities, emotional or mental illness, blindness and visual impairments, deafness and hearing impairments, mobility impairments, and some chronic illnesses. A person is considered to be an individual with a disability and legally protected if he/she has the disability, has a record of having the disability, or, for certain purposes, is regarded as having the disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. To the extent an applicable state or local law imposes a broader definition of "disability," Northeast will apply the broader applicable definition.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Substantially limits means a material restriction of the duration, manner, or condition under which an individual can perform a major life activity exists when compared to the average person's ability to perform that same major life activity. Temporary impairments that take significantly longer than normal to heal, long-term impairments, or potentially long-term impairments of indefinite duration may be disabilities if they are severe. The College will evaluate whether the impairment substantially limits any of the major life activities of a specific student, not whether the impairment is substantially limiting in general.

Northeast also will determine whether an impairment substantially limits a major life activity without regard to effects of mitigating measures such as medication, medical supplies, hearing aids, etc. For example, a student with hearing loss will still qualify as an individual with a disability, even though the individual may substantially improve his or her hearing impairment while using hearing aids. The one exception to this rule is eyeglasses or contact lenses. Because so many individuals wear corrective lenses, the effects of corrective lenses on one's vision shall be considered in determining substantially limits. Thus, a student with good vision with corrective lens will not be considered disabled for the purposes of this policy.

A qualified student with a disability means an individual who, with reasonable accommodations to rules, policies or practices, the removal of barriers or the provision of auxiliary aids and services, meets the eligibility requirements for the receipt of services and the participation in programs or activities.

Reasonable Accommodation refers to an adjustment or modification in the academic environment that enables an individual to have equal access to the College's programs, services, or activities. An example of an accommodation would be one that allows a student to complete the same assignment or test as other students, but with a change in the timing, formatting, setting, scheduling, response, and/or presentation. The accommodation may not alter in any significant way what the test or assignment measures and may not pose an undue burden on the College. Personal aids and services, including help in bathing, dressing, or other personal care, are not required to be provided by postsecondary institutions.

Auxiliary aids and services refer to a wide range of devices and services that provide effective

communication for students with disabilities. Examples of auxiliary aids and services are taped texts, note takers, interpreters, readers, videotext displays, television enlargers, talking calculators, electronic readers, Braille calculators, printers or typewriters, spelling dictionaries, and telephone handset amplifiers.

Fundamental Alteration. While the College makes every effort to provide reasonable accommodations, it is not required to provide any aid or service or make any modification that would result in a fundamental alteration in the nature of its academic programs. In evaluating whether the requested program modifications would require substantial program alteration or would fundamentally alter academic standards or programs, the program administrator will consider the underlying academic reasons for the program components, the academic standards institutionalized in the program, whether the challenged components are consistent with the program standards, and how the requested accommodations would be inconsistent with the academic goals and standards of the program.

For example, where a course requirement is essential to the program of instruction taken by the student, Northeast is not required to waive the requirement. In addition, all students must meet any Technical Standards applicable to the program(s) in which they are enrolled. Technical Standards and associated procedures are beyond the scope of this policy and are detailed elsewhere.

Northeast will determine whether or not the requested modification would result in the alteration or elimination of an essential program or course requirement. This decision may be based on pedagogical precepts and/or documented in the class syllabus. Sometimes the question hinges not on the course of study but the manner in which a specific course is conducted.

Northeast need not accommodate a student who poses a direct threat to health or safety to himself/herself or others, which means a significant risk to health or safety that cannot be eliminated by modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In determining whether a student poses a direct threat to health or safety, the College must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or the best available objective evidence, to ascertain: (a) the nature, duration, and severity of the risk; (b) the probability that the potential injury will actually occur;

and (c) whether reasonable modification of policies, practices, or procedures will mitigate the risk.

Undue Burden. Northeast need not make modifications or provide auxiliary aids or services if it constitutes an undue burden. In determining whether or not an undue burden exists, the factors to be considered are the nature and cost of the action needed in the context of the overall financial resources of the College.

Procedures to Obtain Accommodations

Students with disabilities who wish to make a request for accommodations, modifications, auxiliary aids and/or disability-related services must do so through the office of Student Engagement, which serves students with all types of disabilities, including visual, mobility and hearing impairments, and learning and psychiatric disabilities. The office of Student Engagement works with students on an individual basis to determine which, if any, accommodations, modifications, auxiliary aids and/or services would be most effective to help them achieve academic success. For the purposes of these Accommodation Procedures, Northeast will refer to accommodations, modifications, auxiliary aids and/or services collectively as “accommodations.”

1. Registering for Services

To receive accommodations, students must register with the office of Student Engagement. Students are encouraged to register with the office of Student Engagement as early as possible. The process of obtaining and reviewing the necessary documentation as well as determining appropriate accommodations can be lengthy. Accommodations may not be provided until this process is complete. No student is entitled to accommodations unless he or she self-identifies and registers with the Assistant Director of Student Engagement.

To begin the process, each student must submit documentation of his or her disability to the Assistant Director of Student Engagement. Once the documentation is received, the student will be invited to schedule an intake appointment to determine the student’s eligibility for accommodations and discuss the details of what may be provided.

During the intake meeting, the Assistant Director of Student Engagement will review the student’s documentation, to include student narrative, and discuss

which types of accommodations, modifications, aids, and/or services may be reasonably necessary. The Assistant Director of Student Engagement may request additional documentation if it is incomplete, or if there are questions or inconsistencies with the student’s current impairment status and a requested accommodation(s).

If the Assistant Director of Student Engagement determines that the student is eligible, an accommodation plan will be developed. All accommodations are determined on a case-by-case basis.

2. Documentation Requirements

Appropriate documentation of disability must be provided so that Student Engagement may: determine the student’s eligibility for accommodation; and if the student is eligible, determine appropriate academic accommodations, modification, aids, and/or services.

Disability documentation must include a written evaluation from a physician, psychologist, or other qualified specialist that establishes the nature and extent of the disability and includes the basis for the diagnosis and the dates of testing. The documentation must establish the current need for accommodation. At a minimum, the documentation must include

- **The credentials of the evaluator(s):** Documentation should be provided by a licensed or otherwise properly credentialed professional who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the individual being evaluated. A good match between the credentials of the individual making the diagnosis and the condition being reported is expected (e.g., an orthopedic limitation might be documented by a physician, but not a licensed psychologist).
- **A diagnostic statement identifying the disability:** Documentation should include a clear diagnostic statement that describes how the condition was diagnosed, provides information on the functional impact, and details the typical progression or prognosis of the condition. While diagnostic codes from the Diagnostic Statistical Manual of the American Psychiatric Association (DSM) or the International Classification of Functioning, Disability and Health (ICF) of the World Health Organization are helpful in providing

information, a full clinical description will also convey the necessary information.

- **A description of the diagnostic methodology used:** Documentation should include a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. Where appropriate to the nature of the disability, having both summary data and specific test scores (with the norming population identified) within the report is recommended. Diagnostic methods that are congruent with the particular disability and current professional practices in the field are recommended. Methods may include formal instruments, medical examinations, structured interview protocols, performance observations, and unstructured interviews. If results from informal, non-standardized or less common methods of evaluation are reported, an explanation of their role and significance in the diagnostic process will strengthen their value in providing useful information.
- **A description of the current functional limitations:** Information on how the disabling condition(s) currently impacts the individual provides useful information for both establishing a disability and identifying possible accommodations. A combination of the results of formal evaluation procedures, clinical narrative, and the individual's self-report is the most comprehensive approach to fully documenting impact. The best quality documentation is thorough enough to demonstrate whether and how a major life activity is substantially limited by providing a clear sense of the severity, frequency and pervasiveness of the condition(s). While relatively recent documentation is recommended in most circumstances, common sense and discretion in accepting older documentation of conditions that are permanent or non-varying is recommended. Likewise, changing conditions and/or changes in how the condition impacts the individual brought on by growth and development may warrant more frequent updates in order to provide an accurate picture. It is important to remember that documentation is not time-bound; the need for recent documentation depends on the facts and circumstances of the individual's condition.
- **A description of the expected progression or stability of the disability:** It is helpful when documentation provides information on expected changes in the functional impact of the disability over time and context. Information on the cyclical or episodic nature of the disability and known or suspected environmental triggers to episodes provides opportunities to anticipate and plan for varying functional impacts. If the condition is not stable, information on interventions (including the individual's own strategies) for exacerbations, and recommended timelines for re-evaluation, are most helpful.
- **A description of current and past accommodations, services, and/or medications:** Documentation should include a description of both current and past medications, auxiliary aids, assistive devices, support services, and accommodations, including their effectiveness in ameliorating functional impacts of the disability. A discussion of any significant side effects from current medications or services that may impact physical, perceptual, behavioral, or cognitive performance is helpful when included in the report. While accommodations provided in another setting are not binding on the current institution, they may provide insight for making current decisions.
- **Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services:** Recommendations from professionals with a history of working with the individual provide valuable information for the review and planning process. It is helpful when recommended accommodations and strategies are logically related to functional limitations; if connections are not obvious, a clear explanation of their relationship can be useful in decision-making. While the post-secondary institution has no obligation to provide or adopt recommendations made by outside entities, those that are congruent with the programs, services, and benefits offered by the college or program may be appropriate. When recommendations go beyond equitable and inclusive services and benefits, they may still be useful in suggesting alternative accommodations and/or services.

Students who submit documentation that does not meet the above guidelines will be notified of the lacking information and be required to submit additional documentation before being considered for accommodations. Northeast reserves the right to request additional documentation as necessary in order to fully evaluate any request for accommodation.

3. Determining Eligibility

The Assistant Director of Student Engagement determines that the student has a disability and is a qualified student with a disability, and will determine a student's reasonable accommodations on a case-by-case basis, taking into account the needs of the student, the course standards and essential requirements, and the educational environment. Eligibility for accommodations is determined through an examination of the student's description of need and the thoroughness of his or her disability documentation. More particularly, accommodations are determined by the Assistant Director of Student Engagement in consultation with the student as well as input from relevant faculty and staff, when needed.

In general terms, the Assistant Director of Student Engagement makes determinations regarding reasonable accommodations by examining the following:

- the barriers resulting from the interaction between the documented disability and the campus environment;
- the possible accommodations that might remove the barriers;
- whether or not the student has access to the course, program, service, activity, or facility without an accommodation; and
- whether or not essential elements of the course, program, service, activity, or facility are compromised by the accommodations.

In reviewing the specific accommodation requests by the student or recommended by the physician/evaluator, it may be found that while a recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program. In addition, Student Engagement may propose clinically supported accommodations that would be appropriate and useful

for the student, but which neither the student nor the evaluator have requested.

The Assistant Director of Student Engagement reserves the right to determine eligibility for accommodations based on the quality of the submitted documentation.

4. Accommodation Requests

Accommodations may include, but are not limited to: tape recorders; signing interpreters; note-takers; extended time testing; distraction-reduced testing setting; oral exams; use of computer/word processor for testing; electronic stethoscopes, alternatively formatted texts, etc.

Once a student receives an accommodation, it will remain in place until otherwise specified. Requests for accommodation should be made as early as possible to allow the Assistant Director of Student Engagement sufficient time to review requests and documentation, and to make proper arrangements.

Accommodations may be compromised if a request is not made in a timely manner. A disclosure of disability or request for an accommodation made to a faculty member, administrator or staff member, other than the Assistant Director of Student Engagement, will not be treated as a request for an accommodation.

5. Implementation

Because accommodations and the disabilities they mitigate are highly individualized the process of implementation must be considered on a case-by-case basis as well. When notified that an accommodation has been granted, the student will be provided with a letter describing the approved accommodation(s). The faculty will be notified if a student in their class receives an accommodation via the faculty portal. If necessary, faculty may contact the Assistant Director of Student Engagement with questions or concerns or for assistance in providing the necessary accommodation. Student Engagement is responsible for supporting all necessary arrangements such as proctoring specially administered examinations, providing for note-taking services, acquiring special equipment, etc.

6. Denial of Accommodations

Northeast reserves the right to deny services or accommodations in the event that documentation does not comply with its guidelines for service eligibility or

documentation, is out-of-date, incomplete, or otherwise insufficient.

If the documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be notified. The student will be given the opportunity to supplement the initial documentation with further information from a physician, psychologist, or other specialist.

Northeast is not required to provide an accommodation that compromises the essential requirements of a course or program, imposes an undue burden, or poses a direct threat to the health or safety of the student or others.

APPEALS POLICY AND PROCESS

Dispute Concerning Implementation of Approved Accommodation

The office of Student Engagement works with students to determine appropriate accommodations. Once an accommodation is approved, the expectation is that the accommodation will be implemented. Occasionally, a student believes that an approved accommodation is not being implemented properly, or a faculty member believes that the accommodation is not feasible or is inconsistent with course objectives. The following procedures apply to these situations.

Level 1: Informal

- a. If a student believes that an officially approved accommodation is not being implemented properly, the student should contact the office of Student Engagement. Similarly, if a faculty member questions the propriety of an approved accommodation, the faculty member should contact the office of Student Engagement.
- b. The office of Student Engagement will communicate with the student and the faculty member in an effort to resolve the issue. If there is a mutually acceptable solution, the resolution will be documented to the student and the faculty member.
- c. If no resolution is mutually acceptable, the office of Student Engagement will issue a written finding of the decision, and it will be implemented immediately.

- d. A student will not be harassed or have a negative consequence as a result of utilizing an informal or formal review process.

Level 2: Formal

- a. If the issue is not resolved to the student's satisfaction pursuant to the above process, the student may file a written request for review with the Executive Vice President of Academic Affairs within seven (7) calendar days after receipt of the written decision. The request shall include a brief statement as to the reason for appeal.
- b. The Executive Vice President of Academic Affairs or his/her designee will review the information in the case file and may gather additional information from the student, the faculty member, and the office of Student Engagement.
- c. The Executive Vice President of Academic Affairs or his/her designee will issue a written decision. Absent extraordinary circumstances, the decision will be issued within fifteen (15) calendar days of his/her receipt of the formal appeal. This decision is not internally appealable.

Appeal of Denial of Accommodation

The following process applies to situations where a student disagrees with the decision that the student does not qualify for accommodation and/or the student disagrees with the nature or extent of the approved accommodation(s).

- a. Within seven (7) calendar days after receipt of a decision as to the student's accommodation request, the student may request review by the Executive Vice President of Academic Affairs or his or her designee. The request shall be in writing, and shall include a brief statement of the reason for appeal.
- b. The Executive Vice President of Academic Affairs or his/her designee will review the information in the case file and may gather additional information from the student, the office of Student Engagement, and others, as may be appropriate.

- c. The Executive Vice President of Academic Affairs or his/her designee will issue a written decision. Absent extraordinary circumstances, the decision will be issued within fifteen (15) calendar days of his/her receipt of the formal appeal. This decision is not internally appealable.
- d. A student will not be harassed or have a negative consequence as a result of utilizing this appeal procedure.
- e. Northeast understands that a student's accommodation needs may change over time, and a student may make more than one application for accommodation. This procedure will apply anew to any subsequent request for a different accommodation or subsequent request based on a newly diagnosed disability.

Confidentiality

Northeast recognizes that student disability records contain confidential information and are to be treated as such. Documentation specific to a student's disability is maintained by the office of Student Engagement and is considered part of the student's education record. Information related to a disability may be disclosed only with the permission of the student, or as permitted by the College's student records policy and federal law.

At the same time, a student's right to privacy must be balanced against the College's need to know the information in order to provide requested and recommended services and accommodations. In the interest of serving the needs of the student, the provision of services may involve a Student Engagement official disclosing disability information provided by the student to appropriate College personnel participating in the accommodation process.

Information will be disclosed to appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This is limited to a specific situation that presents imminent danger to a student, other students, or other members of the College community. Any release of information must be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. The amount of information that may be released is determined on a case-by-case basis.

Section 504/ADA Coordinator

Northeast has designated the following as its Section 504/ADA Coordinator to coordinate the College's Section 504 and ADA compliance efforts:

Assistant Director of Student Engagement
Office: Academic I, Room 114
Phone: 315.568.3053

Inquiries regarding this Policy and all other disability-related issues should be directed to the Section 504/ADA Coordinator.

E. RELIGIOUS ACCOMMODATION

Northeast prohibits discrimination against any individual on the basis of religion. All students who hold religious beliefs that conflict with a policy, procedure, or another academic requirement are eligible to receive reasonable accommodation(s) unless an accommodation would compromise essential elements of the course, program, service, activity, or poses an undue burden. Accommodations typically consist of reasonable change(s) in the academic environment that enable a student to practice or observe their religious belief. This may include, but is not limited to, dress and grooming requirements, and necessary modifications to a policy, procedure, or other academic requirement.

Students who plan any absences for religious observances, including time for prayer during scheduled courses or clinic time, and request to attend religious events or observe a religious holiday, should refer to the Academic Affairs section on Religious Observances of the Northeast Catalog and Student Guide for additional information. In most cases, students who elect to take time off from their scheduled academic activities, as permitted by the Religious Observances policy, are not required to request additional accommodations and do so within the constraints of the attendance requirements of each course. Any other requests for religious accommodation should follow the procedures outlined below.

Procedures for a Religious Accommodation

1. Requesting a Religious Accommodation

Any student may request a religious accommodation by completing the "Religious Accommodation Request

Form” and submitting it to the office of Student Engagement, which acts as a liaison between the student and the College in order to facilitate the process. The forms can be obtained on the Northeast student portal or in the office of Student Engagement. The office of Student Engagement will inform the appropriate program faculty and/or administrator of the request. All accommodation requests are evaluated on a case-by-case basis. A student may request a religious accommodation at any time during the student’s course of study, and multiple requests may be made as may be necessary or appropriate. The College understands that religious beliefs may change or evolve. The College requires, however, that a religious belief be sincerely held by the student. The College may request additional information or documentation from the student to support a religious accommodation request. Accommodations are appropriate only in those situations where a student is unable to fulfill a sincerely held religious belief in a way that does not conflict with or require accommodation in a College course, program, service or activity.

If the College becomes aware that a student with a pending religious accommodation request or approved religious accommodation does not sincerely hold the religious belief, the College may deny or revoke the accommodation. If a student with an approved religious accommodation no longer believes it is necessary to fulfill their accommodation, the student is to notify the office of Student Engagement. Intentional misrepresentation with respect to a religious accommodation request may subject the student to discipline pursuant to the Code of Student Conduct and Ethics.

2. Determining Eligibility

Level 1: Faculty Request

If the requested religious accommodation is specific to a single course, service, or activity, the office of Student Engagement will inform the appropriate faculty member or program administrator of the student’s religious accommodation request. The faculty has the authority to determine the feasibility of providing a reasonable accommodation for the course activities and requirements. This generally requires a conversation between the faculty member and the student. If a mutually acceptable solution can be found, the faculty member will send a written notification to the student, the office of Student Engagement, and the program administrator to

describe the approved accommodation process. If a mutually acceptable solution cannot be found, the faculty member will contact the program administrator and the office of Student Engagement to advance the request to a Level 2 (see below).

Level 2: Administrative Request

If the requested religious accommodation is likely to impact multiple courses, services, or activities, or if a Level 1 accommodation request did not provide an acceptable resolution, the office of Student Engagement will communicate directly with the program administrator, who will perform an administrative evaluation of the request. The program administrator will determine the feasibility of accommodating the student’s request by consulting with the student, the office of Student Engagement, and/or any implicated faculty members by examining the following:

- The barriers resulting from the interaction between the religious belief or observance and the College course, program, service or activity;
- Whether or not the essential elements of the course, program, service, or activity are compromised as a result of the stated religious need/belief;
- Whether accommodations or modifications, would be effective to help the student fulfill the expectations of the program.

Following the evaluation of the student’s request, a decision is rendered by the program administrator and is communicated to the student, the office of Student Engagement, and any implicated faculty members, as follows:

- a. An accommodation is deemed appropriate. A written agreement between the student and program administrator/faculty is produced, including a description of the type of accommodation to be provided.
- b. An accommodation is denied (see “Denial of Accommodation”).

3. Implementation

Assuming a religious accommodation has been granted by the program administrator, the student, the office of Student Engagement, and any relevant faculty member will be provided with a letter that stipulates the accommodation to be provided. Faculty, when necessary, may be consulted for assistance in providing the necessary accommodation(s). Generally, the academic program will be responsible for making the necessary arrangements to meet this request. The College reserves the right to modify or revoke an approved accommodation request if the accommodation in a particular course, program, service or activity compromises an essential element of the College's educational program or poses an undue burden.

4. Dispute Concerning Implementation of Approved Religious Accommodation

Once an accommodation is approved by the program administrator, the expectation is that the accommodation will be implemented. In the event that a student believes that an approved religious accommodation is not being implemented properly, or a faculty member believes that the accommodation approved by the program administrator is not feasible or is inconsistent with the course objectives, then the following procedures apply to these situations:

- a. If a student believes that an approved accommodation is not being implemented properly, the student should contact the office of Student Engagement, which will notify the program administrator. If a faculty member questions the propriety of an approved accommodation, the faculty member should contact the program administrator.
- b. The program administrator will meet with the student, the office of Student Engagement, and the faculty member to resolve the issue. If a mutually acceptable solution cannot be found, the program administrator will make a determination in writing as to the procedure for proper implementation of the religious accommodation.
- c. If the issue is not resolved to the student's satisfaction pursuant to the above process, the student may file a written request for review

with the Executive Vice President of Academic Affairs (see 5. Denial of Accommodation).

5. Denial of Accommodation

The student may appeal the decision from the program administrator regarding the eligibility to receive religious accommodation or the implementation of the religious accommodation by filing a written request for review with the Executive Vice President of Academic Affairs within seven (7) calendar days after receipt of the program administrator's decision.

The Executive Vice President of Academic Affairs or his/her designee will review all information in the case file and may gather additional information from the student, the faculty members, the program administrator, and the office of Student Engagement. The Executive Vice President of Academic Affairs or his/her designee will then issue a written decision. Absent extraordinary circumstances, the decision will be issued within fifteen (15) calendar days of his/her receipt of the formal appeal. This decision is final.

No student who submits an accommodation request or appeal in good faith under this policy shall be subject to retaliation, intimidation, discrimination, or harassment as a result of such submission or filing.

F. ACADEMIC ADVISING

Academic advising is coordinated through the office of Student Engagement and provided by selected academic administrators and faculty members. Academic advising is available for all interested students. The goal of academic advising is to provide preventative and interventional services in an effort to prevent academic difficulty. Academic advising is mandatory for students placed on academic warning or academic concern. If, after mid-trimester deficiency tracking, a student is identified as needing academic advising support services, an advisor will be assigned by the office of Student Engagement. It is then the student's responsibility to schedule appointments with their assigned advisor to receive support in raising their academic status and succeed in their course of study.

G. COUNSELING SERVICES

The goal of Counseling Services is to facilitate and promote the well-being, personal growth, mental health, and academic success of currently enrolled students within a safe and confidential environment. Counseling is also available to faculty and staff, and covers a broad range of concerns including personal, relationship, and mental health issues. Services are available for short-term counseling, crisis intervention, and psychotherapy (limited sessions for faculty and staff). Referrals may be made to outside therapists and services as needed or requested.

Counseling services at Northeast are strictly confidential. Services are not mandated, with an exception for psychiatric crises and emergencies. Information about counseling is excluded by law from a student's academic record. Appointments can be made by contacting the AAESS office or by emailing Counseling Services at counseling@nycc.edu. For more information, please refer to the AAESS Handbook and the Counseling Policies and Procedures Manual.

VI. Registrar's Office

A. NAME AND ADDRESS CHANGES

The name that appears on the admissions application will be used for all Northeast documentation.

A name may be changed upon submission of a completed Legal Name Change Form with supporting documentation (e.g., a marriage license or court order). Students desiring to add their maiden names will be required to submit documentation as proof of their maiden name. Students are advised that other agencies (e.g., NBCE) require documentation to support name changes, and it is recommended that they consult with these agencies regarding specific documentation requirements.

Students are expected to provide accurate addresses during registration and to complete an address change form in the event of any changes during the program.

B. ANNUAL NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Northeast College of Health Sciences complies with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), which affords students certain rights with respect to their education records. They are

1. The right to inspect and review the student's education records, subject to certain limits described below. Requests for inspection and review should be directed to the Registrar's office. The College will provide access as and to the extent required by FERPA within a reasonable period of time, but not more than 45 days after it receives the request.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy rights. Requests to amend education records should be directed to the Registrar's office. If the College decides not to amend a record as requested by a student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing. If the hearing results in a final determination not to amend the record, the student is permitted to place a statement in his/her file contesting the accuracy of the record.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Several exceptions permitting the disclosure of a student's education records without his or her consent are described below; Northeast College of Health Sciences reserves the right to make such disclosures in these and other circumstances as and to the extent permitted by FERPA.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints may be submitted in writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Definition of Education Record

An “education record” covered by this policy includes information recorded in any way and maintained by Northeast College of Health Sciences, or a party acting for the College, that is directly related to an identifiable student who is or has been in attendance. However, education records do not include the following:

1. Records that are kept in the sole possession of the maker thereof, are used only as a personal memory aid, and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the records.
2. Records maintained by the law enforcement unit of Northeast College of Health Sciences that were created by that law enforcement unit for (in whole or in part) the purpose of law enforcement.
3. Records that relate to individuals who are employed by Northeast College of Health Sciences, are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose. Notwithstanding the preceding sentence, records of individuals in attendance at Northeast College of Health Sciences who are employed as a result of their status as students are educator records (e.g., work/study records).
4. Records relating to a student who is 18 years of age or older that are (a) created or maintained by a chiropractor, physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity; (b) made, maintained or used solely in connection with the provision of treatment to the student; and (c) not disclosed to anyone other than individuals providing such treatment. “Treatment” in this context does not include remedial educational activities or activities which are part of the program of instruction at the College.

5. Records created or received by the College after an individual is no longer a student in attendance at the College that are not directly related to the individual’s attendance as a student (e.g., information gathered on the accomplishments of alumni).

Limitations on Right to Inspect Education Records

Limitations exist on students’ rights to inspect and review their education records. Consistent with FERPA, Northeast College of Health Sciences does not permit students to inspect or review the following:

1. Financial information submitted by the student’s parent(s).
2. Confidential letters and recommendations placed in the records that the student has waived his or her right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors.
3. Education records containing information about more than one student. In such cases Northeast College of Health Sciences will limit access to that part of the record which pertains only to the student in question, unless the information about the other student(s) cannot be segregated and redacted without destroying its meaning.

Disclosure Without Consent

As noted above, a student has the right to consent to the disclosure of personally identifiable information contained in his or her education records, except to the extent that FERPA authorizes disclosure without consent. Set forth below is information about some of the circumstances in which FERPA authorizes such disclosures. Northeast College of Health Sciences reserves the right to make disclosures of education records without a student’s consent in these and other circumstances in which such disclosures are permitted by FERPA.

Directory Information

One exception which permits disclosures without consent is an exception permitting disclosure of “Directory Information.” Currently, the College has identified the following items as Directory Information:

Name, address, telephone number, email address, dates of attendance, class, photograph, previous institution(s) attended, major field of study, awards, honors, and degree(s) conferred (including dates).

Students are afforded the right to prevent the disclosure of Directory Information three times a year, at registration. If the form provided the student is not completed, signed, dated and submitted by the student at this time, it will be assumed that the above information may be disclosed for the duration of the trimester following registration.

College Officials

Another exception which permits disclosures without consent is an exception permitting disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the College in an administrative, supervisory, academic or research or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or a person volunteering or otherwise performing services for the College. A contractor, consultant, volunteer, or other party to whom the College has outsourced institutional services or functions may be considered a school official under this exception only if he/she/it performs an institutional service or function for which the College would otherwise use employees, is under the direct control of the College with respect to the use and maintenance of education records, and agrees to use the education records only for the purposes for which they were disclosed.

A school official has a “legitimate educational interest” if he, she or it needs to review an education record in order to (a) perform a task specific to his or her job description or his, her or its contractual or volunteer duties to the College, (b) perform a task related to the student’s education (including without limitation discipline of the student), or (c) provide a service or benefit relating to the student or the student’s family.

Disclosures to Other Institutions

Upon request, the College also discloses education records without consent to officials of another school in which a student is enrolled or seeks or intends to enroll,

for purposes related to the student’s enrollment or transfer.

C. RETENTION OF RECORDS

Academic records of students who have matriculated at Northeast College of Health Sciences and its predecessor institutes, Columbia Institute of Chiropractic and Atlantic States Chiropractic Institute, will be maintained by the Registrar’s office in accordance with the College’s policy of retention of records.

D. RELEASE OF CREDENTIALS

Any unpaid balance due the College constitutes a financial obligation that must be met in full before awarding of degrees, issuing of transcripts or recommendations can occur.

E. TRANSCRIPTS

Official transcripts are mailed directly to an authorized agency such as a state board, educational institution, professional society or organization, but are not issued to students. Unofficial transcripts are issued directly to students. An unofficial transcript is stamped “Unofficial Transcript” and does not bear the College’s seal. Requests for both official and unofficial transcripts must be made in writing, preferably on the College’s appropriate release form, and should be directed to the Registrar’s office.

F. REGISTRATION POLICIES

Registration for enrolled students is conducted during a specified time period. Every effort is made to provide an efficient process for both students and administration. The Registrar’s office strives for fairness in its offering of various sections of each trimester class.

Students need to have sufficient financial aid to cover their tuition and fee balances, or have made the required down payment and have signed the payment plan in order to register.

Students who fail to register at the assigned time risk penalties and late fees as established by the Registration Committee.

Dates of registration are announced on a trimester basis.

VII. Code of Student Conduct & Ethics

PREAMBLE

The faculty and administration of Northeast College of Health Sciences (Northeast or College) take enormous pride in educating our students. In order for students to complete their studies successfully and graduate, the College must assess their knowledge of subject matter presented. Such assessments occur through written, oral and/or practical examinations, and evaluation of clinical competencies in the health center environment.

Equally important is for each student to exhibit professional behavior and academic integrity while attending the College. Students should note that they are attending a professional school and are required to contribute to and support professionalism and integrity at all times. They should show respect to the faculty, staff, and peers and, in return, expect to receive the same degree of respect. It is to be understood that the student experience at Northeast should not be viewed as a continuation of undergraduate study, but rather as the transition to one's professional career. Students must begin to identify and often wrestle with difficult moral and ethical questions that will arise continuously throughout their professional career.

The Code of Student Conduct and Ethics (Student Code) is expected to serve as a guide to the professional and ethical behavior of students during their studies at Northeast. Students are required to follow all of the rules and regulations outlined in the Northeast Catalog and Student Guide, Health Center Manual, Library Handbook, and other materials published by the College. The Student Code that follows is a set of rules and regulations that includes both a Code of Student Conduct and a Code of Ethics, together with a unified judicial system for dealing with alleged offenses in either area. Violation of College regulations may result in disciplinary action, depending upon the severity of the infraction.

The Northeast Code of Student Conduct defines the standards for the nonacademic conduct and responsibilities of students, as well as the procedures to be followed when charges of alleged misconduct offenses have been filed. Students are expected to abide by all policies regarding personal conduct, and refrain from actions that would be considered disruptive or

disrespectful, or could cause potential injury or interference with the rights and interests of other students, faculty, or staff members of the College.

The Northeast Code of Ethics defines policies and guidelines for academic and professional conduct and responsibilities, as well as procedures to be followed when charges of alleged ethics offenses have been filed. Any form of academic dishonesty, including the unauthorized use of others' intellectual property, is a serious offense in an academic community. At Northeast such dishonesty may result in removal from and assignment of an F grade for a course, separation from the College community, or a combination of these.

The College Main Sundry and vending and copy machines, while operated by outside vendors, are overseen by the College and are on College property. These vendors are part of the Northeast community and may seek redress through the Codes of Student Conduct and Ethics. Theft or damage in any of these facilities, including the consumption of unpaid-for Sundry food, will be treated as violations of the Code of Student Conduct and subject to the judiciary proceedings of the College. The Student Guide also specifically addresses the prohibition of selling of books or equipment on campus without specific permission. Violation of this policy may also result in disciplinary procedures.

A Judicial Panel will not excuse a lack of awareness or understanding of what constitutes academic dishonesty and/or appropriate conduct.

A. DEFINITIONS

Assistant Judicial Officer means a College faculty or staff member appointed by the Executive Vice President of Academic Affairs to assist the Judicial Officer. In appropriate cases, the Assistant Judicial Officer may conduct the investigation of charges, and conduct Administrative Hearings when designated by the Judicial Officer.

Appropriate Judicial Panel shall mean that Judicial Panel empaneled and authorized to make findings relating to the accused.

College or Northeast means Northeast College of Health Sciences.

College official includes any person employed by the College having assigned administrative or professional responsibilities.

College premises includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

Complainant is an individual who brings charges against a student.

Faculty member means any person hired by the College to conduct and/or supervise classroom, laboratory, health center, online courses or research activities, and as defined by the Faculty Handbook.

Judicial Administrative Support will provide administrative support which will include working with the Judicial Officer to set meetings, communicate to all parties, prepare reports, filing, etc.

Judicial Advocate is a person appointed by the Executive Vice President of Academic Affairs who will assist the accused by explaining the judicial process. In cases involving sexual misconduct, dating violence, domestic violence or stalking, a Judicial Advocate will also be appointed to assist the individual bringing the charges unless that person is a member of the College administration. The Judicial Advocate may recuse self if they cannot provide support without bias. Instances where a conflict exists preventing an individual from serving as Judicial Advocate include being an investigator for the case under judicial review; where the advocate is the individual who reported the incident; or where the individual is expected to participate as a witness.

Judicial Observer means a College faculty or staff member(s) designated and identified by the Judicial Officer to be present in a non-participative fashion and seated in a separate location to observe the proceedings for training purposes. These individuals are selected from the Judicial Panel Standing Committee. The Faculty Senate may recommend one individual, who may or may not be on the Judicial Panel Standing Committee, to also serve as a Judicial Observer through approval of the Judicial Officer. Each observer shall commit to maintaining confidentiality of the procedures in order to be selected.

Judicial Officer means a full time College faculty member designated and identified to the College community by the Executive Vice President of Academic Affairs.

Judicial Panel means the persons authorized by the Executive Vice President of Academic Affairs to determine whether a student has violated the Code of Student Conduct and Code of Ethics. The Judicial Panel shall consist of the Judicial Officer, who shall serve as a nonvoting process facilitator; two faculty members of the college, two students, and one staff member. All panel members are chosen from the Judicial Committee by the Executive Vice President of Academic Affairs and Judicial Officer. Students do not sit on panels convened to hear cases involving allegations of sexual harassment, sexual misconduct, dating violence, domestic violence or stalking. In cases involving allegations of sexual harassment, sexual misconduct, dating violence, domestic violence or stalking, the Executive Vice President of Academic Affairs and Judicial Officer will appoint two faculty members, two staff members, and two other non-student members of the College community. In cases involving allegations of sexual misconduct, domestic violence, dating violence and stalking, the panel members will be selected from the Standing Judicial Committee. No voting member shall be selected for the panel where their prior dealings or relationship with the accused student is likely to preclude a fair and unbiased hearing.

May is used in the permissive sense.

Member of the College community includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the College.

Organization means any number of persons who have complied with the formal requirements for College recognition.

Policy is defined as the written regulations of the College as found in, but not limited to, this Code, the Catalog and Student Guide, the Residence Life License Agreement, individual department policy and procedure manuals, and other College policy statements approved by the College President or his designee.

Sexual misconduct is as defined in the College's Discrimination, Harassment and Sexual Misconduct Prevention Policy.

Shall is used in the imperative sense.

Staff member means any person hired by the College other than faculty members and academic administrators.

Standing Judicial Committee is a cadre of individuals that have ongoing training for the purpose of serving on a Judicial Panel and providing input for revisions to the Code of Student Conduct and Ethics. Panel members will receive annual training concerning pertinent issues, including sexual misconduct, domestic violence, dating violence and stalking, organized by the Judicial Officer. The Judicial Panel is authorized by the Executive Vice President of Academic Affairs to determine whether a student has violated the Code of Student Conduct and Ethics and, if so, to determine sanctions, as outlined in the committee charge.

Student includes all persons taking courses at the College – full time, part time, and non-matriculated – pursuing undergraduate, graduate, or professional studies, plus those who attend post-secondary educational institutions other than Northeast and reside in College residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College, such as a leave of absence, are considered students.

Student Code shall mean this Code of Student Conduct and Ethics.

Working day shall mean any day that the College is in session, whether or not classes are held on that day.

B. COLLEGE JURISDICTION AND JUDICIAL AUTHORITY

Generally, College jurisdiction and discipline shall be limited to conduct that occurs on College premises or that adversely affects the College community and/or the pursuit of its mission.

The Judicial Officer is responsible for the process related to the hearing and suspected violations of the Student Code, acting under the authority of the Executive Vice President of Academic Affairs.

Any member of the College community may propose policies for the administration of the judicial program and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code.

Proposed changes may or may not be acted upon and are subject to Academic Policy Committee procedures and legal review.

Decisions made by a Judicial Panel shall be final, pending the normal appeal process.

The action of a Judicial Panel will be a function through the office of the Executive Vice President of Academic Affairs. All files will be stored under the authority of the office of the Executive Vice President of Academic Affairs. Results will be shared with the appropriate stakeholders.

C. CODE OF STUDENT CONDUCT OFFENSES

Any student found to have committed one or more of the following offenses is subject to the disciplinary sanctions authorized by this Code.

Acts of dishonesty, including but not limited to the following:

1. Furnishing false information to any College official or office.
2. Forging, altering, or misusing any College document, record, or instrument of identification.
3. Tampering with the election of any College-recognized student organization.
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person to include oneself (communicated in any form, including any conduct related to a bias/hate crime).
6. Conduct in violation of the College's Discrimination, Harassment and Sexual Misconduct Prevention Policy.

7. Attempted or actual theft of, or damage to, property or services owned by the College or a member of the College community, or other personal or public property.
8. Hazing – defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property – for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
9. Failure to comply with directions of College officials or law-enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. Unauthorized possession, duplication or use of –
 - a. a key to any College premises, or unauthorized entry into or use of College premises; or
 - b. a College ID card, either on or off the College campus.
11. Violation of published College policies, rules or regulations.
12. Violation of federal, state or local law on College premises or at College-sponsored or - supervised activities.
13. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
14. Use, possession or distribution of alcoholic beverages, intoxicants or medications except as expressly permitted by the law and College regulations; public intoxication, or conviction of DUI or similar charge.
15. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
16. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
17. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or -supervised functions.
18. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises, at functions sponsored by the College, or at functions in which the College participates.
19. Theft or other abuse of computer time, including but not limited to –
 - a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - b. unauthorized transfer of a file;
 - c. use of another individual’s identification and password;
 - d. sharing of individual passwords;
 - e. use of computing facilities to interfere with the work of another student, or member of the college faculty, staff, or administration;
 - f. use of computing facilities to send obscene or abusive messages;
 - g. use of computing facilities to interfere with normal operation of the College computing system.
20. Unauthorized use of another’s intellectual property.
21. Abuse of the judicial system provided for by this Student Code, including but not limited to –
 - a. failure to obey the summons of a Judicial Panel or College official;
 - b. falsification, distortion, or misrepresentation of information before a Judicial Panel;
 - c. disruption or interference with the orderly conduct of a judicial proceeding;

- d. institution of a judicial proceeding knowingly without cause;
- e. attempting to discourage an individual's proper participation in, or use of, the judicial system;
- f. attempting to influence the impartiality of a member of a Judicial Panel prior to, and/or during the course of, the judicial proceeding;
- g. harassment (verbal, physical, or electronic) and/or intimidation of a member of a Judicial Panel prior to, during, and/or after a judicial proceeding;
- h. failure to comply with the sanction(s) imposed under the Student Code;
- i. influencing or attempting to influence another person to commit an abuse of the judicial system.

- 22. Unprofessional conduct related to the student's activities outside of the classroom, including but not limited to a demonstrated lack of personal integrity, a violation of the ethical standards of the student's chosen profession, or an act of disrespect directed toward the faculty, other members of the College community, or the human subjects of study or treatment.
- 23. Unprofessional conduct related to the student's activities outside the classroom that results in civil sanctions must be immediately self-reported to the Judicial Officer. Failure to self-report could result in additional charges.
- 24. Violation of any College or housing agreement policies.
- 25. It may be considered a violation of the Code of Conduct to willfully ignore College guidance and policy, both on and off campus, during crises and/or emergencies..

D. CODE OF CONDUCT AND ETHICS - PERSONAL STATEMENT

All Northeast students are bound by the following statement, which they have signed prior to being admitted to the College:

“As a professional student I shall abstain from lying, cheating and stealing and shall not condone or tolerate any other student who does. Further, I shall conduct myself at all times in an honorable and professional manner not discrediting myself, my colleagues, my college or my profession. It is my moral obligation to take action and to report violations of the Code of Conduct and Ethics to the proper authorities. I understand that students who suspect or witness violations of the Code of Conduct and Ethics are morally obligated to report the suspected dishonesty to a College official.”

Discussions on ethical issues are integrated into student course work throughout the curricula.

E. CODE OF ETHICS OFFENSES

Academic dishonesty and unethical conduct includes but is not limited to the following:

- 1. Cheating on examinations, tests, or other student assessments — to give or receive assistance from written material, another person, his or her paper, or any other source, or attempt to do so, during an examination or test without the explicit instruction of the teacher of the course.
- 2. Plagiarism — failure to acknowledge ideas or phrases used in any paper, exercise or project submitted in a course as part of a student's work but gained from another person or source. (Guidelines for proper documentation are available from the Library.)
- 3. Significant and/or willful misrepresentation or falsification of data in any course work.
- 4. Self-plagiarism — the submission of similar or identical work as original work in more than one course without the explicit written permission of the instructor(s) of the subsequent course.
- 5. Cooperative or collaborative effort in course work without acknowledgment or the explicit permission of the instructor. (This is not meant to inhibit discussion and debate of academic subjects either inside or outside a classroom.)
- 6. The submission of work as one's own that has been prepared by another person, whether oral or written.

7. Forgery or falsification of academic documents.
8. Unauthorized use of another's intellectual property.
9. Unprofessional conduct related to the student's academic responsibilities, including but not limited to a demonstrated lack of personal integrity, a violation of the ethical standards of the student's chosen profession, or an act of disrespect directed toward the faculty, other members of the College community, or the human subjects of study or treatment.
10. Students in the clinical service phases of the program should refer to the appropriate health center manual for specific "clinic" infractions and consequences during the clinical phase of the program. Academic dishonesty and unethical conduct include, but are not limited to, the following:
 - a. Unauthorized adjusting and/or treatment of patients;
 - b. Treatment of health center patients outside of the health center or other supervised programs;
 - c. Fraudulent entry into the patient record. This includes entering false data and failing to enter pertinent information;
 - d. Failure to follow or carry out a clinician's recommendations or orders;
 - e. Failure to maintain patient records in the appropriate filing area in the health center or removal of patient files/X-rays/blood work from the health center property without specific written authorization;
 - f. Failure to follow health center policies and procedures;
 - g. Forgery of any document or instrument related to College activity;
 - h. Utilizing evaluation or treatment techniques that are not authorized in the College's health centers.

F. VIOLATION OF LAW AND COLLEGE DISCIPLINE

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If, however, the alleged offense is also the subject of a proceeding before a Judicial Panel under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members acting in their personal capacities remain free to interact with governmental representatives as they deem appropriate.

G. CHARGES OF MISCONDUCT AND PRE-HEARING PROCEDURES

Any member of the College community may file charges against any student for violations of the Student Code. Charges submitted by a member of the College community must be submitted in writing to the Judicial Officer. Any charge should be submitted as soon as possible after the alleged event takes place, but there is no time limit for the reporting of allegations or for the College to file charges.

A faculty member who suspects that a student has violated the Code of Ethics in a course being taught by the faculty member may confront the student directly with the evidence of violation. If unresolved, the faculty member, in the presence of his/her immediate supervisor, shall provide the student with an opportunity to explain his or her alleged misconduct, and shall then inform the student whether or not the student is being

charged with an offense and, if so, what sanction is being proposed by the faculty member. If the sanction is limited to a failing grade for the assignment, test or course in question, and if the student accepts the failing grade as the sanction, the faculty member shall have the authority to impose the sanction subject to the approval of the appropriate Dean/Director. If the sanction is not so limited, or the student refuses to accept the failing grade, or the student has previously been found to have violated the Code of Ethics pursuant to an action administered through judicial action under the Student Code, the faculty member must file a charge with the Judicial Officer. In cases where the sanction has been limited to an agreed-upon failing grade for a first violation, the Judicial Officer shall be notified in writing by the appropriate Dean/Director of such action.

Upon receiving a charge, the Judicial Officer will immediately notify the Executive Vice President of Academic Affairs. The Executive Vice President of Academic Affairs may choose for the Judicial Officer or another College administrator or other appropriate person(s) to conduct the investigation of the charges.

If the charges are supported and can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Officer and Executive Vice President of Academic Affairs, then such disposition shall be final and there shall be no subsequent proceedings.

If the charges are not admitted, or cannot be disposed of by mutual consent, or if the student has previously been found to have violated the Student Code, the Judicial Officer shall present the case in writing to the Judicial Panel alleging violation of the Student Code. Those who participate in the judicial process are to exercise utmost discretion and confidentiality in their disclosure of matters relating to a judicial action.

The accused will be offered the opportunity to confer with a person appointed by the Executive Vice President of Academic Affairs to serve as an "Advocate" who will assist the accused by explaining the judicial process, and suggesting optimal means to assemble a defense. The Advocate may be present at meetings between the Judicial Officer and the accused as well as at hearings, if requested by the accused, to serve only as an advisor to the accused. Communications made by the accused to the Advocate are neither privileged nor protected by confidentiality. The Advocate will be notified by the Judicial Officer of the charges.

In cases involving allegations of sexual misconduct, dating violence, domestic violence or stalking, an Advocate will also be appointed to provide similar assistance and support to the complainant, including during the hearing itself.

In cases involving allegations of sexual misconduct, dating violence, domestic violence or stalking, the complainant and the accused may opt to have a person other than or in addition to the appointed Advocate to act as the party's advisor of choice. Further, in cases of sexual misconduct, dating violence, domestic violence and stalking, the accused and the complainant may be accompanied by an advisor of choice at any meeting related to disciplinary proceedings.

If, at any point, evidence is presented to the Judicial Officer demonstrating conclusively that the accused is not culpable and that any further processing of the charge(s) is unwarranted, the Judicial Officer will present this information to the Executive Vice President of Academic Affairs, who may dismiss the charge(s) and the complainant and the accused shall be informed of the dismissal in writing.

The formal statement of charges shall inform an accused student in writing of the charges, support for the charges, range of sanctions available, and the following rights:

1. To an expeditious hearing;
2. To be informed in writing of the procedures to be followed in the hearing as specified under Student Code provision, J. "Hearings," herein;
3. To bring an advisor to the hearing;
4. To bring witnesses, but only those who have facts bearing on the case;
5. To ask questions of any witnesses who personally participate in the hearing;
6. To testify or not, orally, or in a written document, or both; and
7. To make a closing statement in the proceedings.

In cases involving sexual misconduct, dating violence, domestic violence or stalking, the complainant is afforded these rights as well. Further, in cases of sexual

misconduct, dating violence, domestic violence and stalking, the accused and the complainant have the right to have evidence of their sexual histories other than with the other party excluded at hearing held to determine responsibility for the alleged violation.

Where a hearing is to be held, in conjunction with the Executive Vice President of Academic Affairs, the Judicial Officer shall appoint a Judicial Panel to hear a judicial case and shall notify the parties of the appointments and the time and place of the hearing. Any member of the Judicial Panel so appointed who believes that (s)he has a conflict of interest in a particular case may disqualify himself or herself after consultation with the Judicial Officer. In addition, the accused or the complainant may request that the Judicial Officer seek disqualification of any member of the Judicial Panel where the party believes a conflict of interest exists that would preclude a fair hearing. The accused or complainant must present to the Judicial Officer a written explanation as to the nature of the alleged conflict of interest. Anyone may alert the Executive Vice President of Academic Affairs if they believe there exists a conflict of interest involving any participant in a judicial action that would preclude a fair hearing. A request for disqualification must be made within three (3) days before the hearing date. The Executive Vice President of Academic Affairs will have final authority to determine disqualification from participation in any judicial proceeding.

Where it appears that a material witness will not be available to participate at a hearing, the complainant, accused or the Judicial Officer may attempt to obtain a recorded or written statement from the witness to be furnished at the hearing. Further, in appropriate cases, the Judicial Officer may allow the complainant, the accused, a judicial panel member, or a witness to participate in the hearing via conference call, Skype, or other means.

H. ADMINISTRATIVE HEARING FOR STUDENT CODE VIOLATIONS

The Judicial Officer shall also inform an accused student of the option to request an administrative hearing conducted by the Judicial Officer or designee under the following conditions:

1. The student had not previously been found to have violated the Student Code pursuant to an action

administered through judicial action under the Student Code;

2. The accused student waives the right to a Judicial Panel review;
3. The accused student admits all violations of the Student Code; and
4. The accused student shall have received a document from the Judicial Officer explaining that the accused student must admit a violation of the Student Code, and the student shall admit to such a violation.

The Executive Vice President of Academic Affairs and the Judicial Officer will decide whether to approve a request for an administrative hearing. A decision by the Executive Vice President of Academic Affairs and Judicial Officer to deny an administrative hearing may not be appealed. Only the accused student, the complainant, the Judicial Officer, and any other persons deemed by the Judicial Officer to have appropriate standing in the case may take part in an administrative hearing.

The accused student and the complainant will have an opportunity to be heard. These meetings will occur separately. The Judicial Officer will inform the parties involved of the sanction(s) the Judicial Officer intends to impose. If the parties involved accept the sanction(s), the sanction(s) will be imposed and the judicial process concluded with no opportunity for appeal. If the parties involved decline to accept the sanction(s), the question of appropriate sanction(s) will be referred to a Judicial Panel.

I. INTERIM SUSPENSION

In certain circumstances, the Executive Vice President of Academic Affairs or designee may impose a College or residence hall suspension prior to a Judicial Panel hearing, administrative hearing or other administrative action to resolve the situation. Interim suspension may be imposed to ensure the safety and well-being of members of the College community or preservation of College property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a threat of disruption of or interference with the normal operations of the College.

During the interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes), college clinics, sites where the college has internship affiliations, and/or all other College activities or privileges for which the student might otherwise be eligible, as the Executive Vice President of Academic Affairs or designee may determine to be appropriate.

J. JUDICIAL PANEL HEARINGS

Judicial Panel hearings shall be conducted by a Judicial Panel according to the following guidelines:

The Judicial Officer shall convene the Judicial Panel for a hearing to be held expeditiously, generally not fewer than five or more than ten working days following the delivery of a written charge to the accused. Maximum time limits for notifications and the scheduling of hearings may be extended at the discretion of the Executive Vice President of Academic Affairs. The accused or complainant is to provide reasons supporting any request for altering the time limits.

After the College's investigation is completed, the accused and the complainant will be allowed access to the documentation if the party requests. An accused shall present to the Judicial Officer a written, point-by-point response to charges at least one working day before a hearing. Any witness brought to testify should be identified in this statement and the testimony they will provide. All points of the charges not specifically denied shall be deemed admitted, and evidence, testimony, and witnesses regarding these points shall be deemed unnecessary in a hearing. Any witnesses brought to testify should be identified by the complainant along with the testimony they will provide at least one working day before a hearing. Should the accused student fail to appear at the hearing, the Judicial Panel has the authority to hear the case without the accused's attendance or participation. Similarly, the Judicial Panel has the authority to hear a case without the complainant's attendance or participation. Except in the case of an accused student charged with failing to obey the summons of a Judicial Panel or College official, which may result in further judicial charges, no student may be found to have violated the Student Code solely because the student failed to appear before a Judicial Panel. In all cases, the evidence in support of the charges shall be presented and considered.

If the case does not qualify for an administrative hearing and the student admits guilt to all charges, a Judicial Panel may convene to make recommendations on sanctions. The accused and the complainant are not required to be present but will be allowed to be heard.

All hearings of the Judicial Panel shall be de novo, without regard to any matter previously developed in informal proceedings, and no decision about responsibility in a case shall be made on evidence other than that presented at the hearing. Hearings normally should be conducted in private, and admission of any person to the hearing shall be at the discretion of the Judicial Officer.

In hearings involving more than one accused student, the Judicial Officer may recommend to the Executive Vice President of Academic Affairs that the hearings be conducted concurrently. In cases involving multiple allegations, all allegations will be heard together by the same Panel, unless the Judicial Officer decides otherwise.

In cases involving sexual misconduct allegations in addition to other allegations, the Judicial Officer may decide that the same Panel will hear all allegations even though such a Panel will not include a student member.

The complainant and the accused have the right to be assisted by an advisor of the party's choice (in addition to the Judicial Advocate). In an exceptional case, subject to the discretion of the Judicial Officer and following a request made at least two days before the hearing, the advisor may be an attorney; in that event, the College reserves the right to have an attorney present to advise the Judicial Panel.

In cases involving allegations of sexual misconduct, dating violence, domestic violence, or stalking, the accused and the complainant need not request approval to be assisted by an attorney, as such approval is deemed automatic. Advisors are not permitted to make statements, arguments or objections or otherwise participate directly in any hearing before a Judicial Panel without the consent of the Judicial Officer. An advisor's role is to consult quietly with the party. An advisor who fails to adhere to these rules or is disruptive to the proceeding will be required to leave, and the proceeding will continue without an opportunity for the party to seek a new advisor.

The hearing will be audio recorded. The record and recording shall be the property of the College and may be made available to others as, and in such manner and as deemed appropriate by the Judicial Officer. The audio recording will be maintained for at least five years.

The Judicial Officer ensures that all the material is made available to the Judicial Panel members (at least 24 hours prior to the scheduled hearing). The Judicial Officer works with the Judicial Administrative Support person to set the date and time.

The Judicial Officer shall call a hearing to order, introduce all participants, and admonish all participants that they are expected to be truthful in all testimony. No one may speak at a hearing unless recognized by the Judicial Officer, who shall have full authority over the proceedings. The Judicial Officer will make decisions with respect to the conduct of the hearing, the order of witnesses, the introduction of evidence and testimony, and any procedural issue. Formal rules of evidence do not apply, and the Judicial Officer may allow or exclude any evidence or testimony he/she deems irrelevant, incompetent, or otherwise unnecessary or inappropriate.

The accused student and complainant(s) may be present during the presentation of all testimony except that a complainant may be excluded for parts of the hearing concerning charges, if any, unrelated to the complainant.

The Judicial Officer shall introduce the formal statement of charges and the accused student's written response, copies of which have been given to members of the Judicial Panel and they have had appropriate time to review prior to the start of the hearing. The hearing shall consider only those charges in the written statement; new charges may not be introduced during the hearing. In the event the accused has previously been found to have violated the Code of Ethics pursuant to an action administered through judicial action under the Student Code, the Judicial Officer will determine if the fact of or certain details concerning the prior violation(s) are relevant to the Judicial Panel's consideration as to whether the student is responsible for the present alleged violations. If so, the accused student will be provided advance notice of the Judicial Officer's intent to allow the introduction of such evidence, and the accused student will be granted the opportunity to explain why such evidence should not be introduced. The Judicial Officer will notify the accused student at least one (1) day before the hearing as to his/her decision.

In sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking cases, the Judicial Officer will provide the same notice and opportunity to be heard to the complainant. If a student is found responsible for the present allegation(s), the Judicial Officer will introduce prior violations when the Panel is considering appropriate sanctions, and the accused student is due no advance notice if the prior violations are introduced only in the sanctioning phase.

The complainant and the accused shall present witnesses subject to the right of cross-examination by the other party and by the Judicial Panel.

In appropriate cases, such as sexual misconduct, dating violence, domestic violence and stalking cases, the Judicial Officer may require that questioning, including cross-examination questions, be conducted through the Judicial Officer, and the Judicial Officer will decide whether to pose the question to the party or witness. Witnesses shall be present only during their own testimony, but must remain available for the duration of the hearing unless excused by the Judicial Officer.

Members of the Judicial Panel may question any participant during a hearing or have participants recalled for questioning at the discretion of the Judicial Officer.

Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Judicial Panel at the discretion of the Judicial Officer. In sexual misconduct, dating violence, domestic violence or stalking cases, testimony and evidence concerning either party's past sexual history with any person other than the other party is inadmissible.

The individual(s) filing judicial charges shall expeditiously present their case, witness testimony, documentation and other evidence. Panel members and the accused may ask questions to clarify a statement.

The accused student shall expeditiously present their defense, including appropriate witnesses, documentation and other evidence. Panel members and the complainant may ask questions to clarify a statement.

The individual(s) filing judicial charges may expeditiously offer evidence or testimony in rebuttal subject to questions by the accused and panel members.

The accused student may expeditiously offer evidence or testimony in rebuttal subject to questions by the accused and panel members.

The complainant and the accused student shall have opportunity to make closing statements, neither to exceed 10 minutes in length.

Following presentation of evidence, the hearing will be closed and everyone except members of the Judicial Panel shall be dismissed.

The Judicial Panel shall determine culpability and, within two (2) working days following the conclusion of the hearing, shall conclude deliberations, decide by majority vote whether it is more likely than not the accused committed violations of the Student Code, and identify which provisions of the Code were violated. In cases where the accused student has admitted culpability, the Judicial Panel's deliberations will be limited to appropriate sanction(s).

If the Judicial Panel determines that an accused student violated the Student Code, evidence of prior disciplinary action against the accused shall be entered into the deliberations by the Judicial Officer. The Judicial Panel may request suggestions from the accused or complainant regarding appropriate sanctions and will recommend any sanction(s) by majority vote. Upon conclusion of a hearing, the Judicial Officer will prepare a written statement containing the Judicial Panel's decision as to culpability and sanction(s), if any, as well as a brief rationale for the decision and sanction(s), if any, and this will be provided to the accused student. The complainant will also be notified of the outcome of the hearing.

In sexual misconduct, dating violence, domestic violence and stalking cases, the decision will also include factual findings.

In sexual harassment, sexual misconduct, dating violence, domestic violence, and stalking cases, the complainant will be informed in writing of the Judicial Panel's findings and sanction(s) at the same time the accused is informed.

In other cases, the complainant and other participants may be informed as to the outcome, only to the extent permitted by law.

Deliberations of the Judicial Panel are strictly confidential. Its members may not at any time discuss facts of a case or particulars of deliberations with anyone other than the Judicial Officer, Title IX Coordinator, other compliance officials or agencies, Executive Vice President of Academic Affairs, President, or another member of the Judicial Panel that heard the case. The Judicial Officer may recommend to the Executive Vice President of Academic Affairs that any member violating this provision may be dismissed from current or any subsequent Judicial Panels, and an appropriate replacement member will be identified through the normal Judicial Panel selection process. In addition, further action may be taken by the participant's supervisor (faculty and staff) or if a student, this may be considered a violation of the Student Code.

K. SANCTIONS

Code of Student Conduct. The following sanctions may be recommended by the Judicial Panel and imposed by the Executive Vice President of Academic Affairs upon any student found to have violated the Code of Student Conduct:

1. Warning — a notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation — a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating the Student Code, any institutional regulation(s) and/or conditions of probation during the probationary period. A determination regarding whether an institutional regulation or condition of probation has been violated shall be made pursuant to a hearing before the Executive Vice President of Academic Affairs, during which the student shall have an opportunity to relate his/her version of the facts and submit documentation relating to the alleged violation. The Executive Vice President of Academic Affairs shall rule whether a violation has occurred and will assess sanction(s) he deems appropriate under the facts and circumstances, and that may include dismissal. The Executive Vice President of Academic Affairs' determination and assessed sanction shall be final.

3. Loss of Privileges — denial of specified privileges for a designated period of time.
4. Fines — previously established and published fines may be imposed.
5. Restitution — compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions — work assignments, service to the College or similar assignments.
7. Residence Hall Suspension — separation of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Written conditions for readmission will specify the student’s reacceptance eligibility.
8. Residence Hall Expulsion — permanent separation of the student from the residence halls.
9. College Suspension — separation of the student from the College for a definite period of time, after which the student is eligible to be readmitted. Conditions for readmission must be specified in writing.
10. College Expulsion — permanent separation of the student from the College.

Code of Ethics. The following sanctions may be recommended by the Judicial Panel and imposed by the Executive Vice President of Academic Affairs upon any student found to have violated the Code of Ethics:

1. A student may be required to complete community service and/or an educational assignment deemed relevant to the specifics of the case.
2. Removal from the course; assignment of a grade, academic suspension or dismissal from the College, or other appropriate sanctions consistent with the nature of the violation.

Written records of Judicial and Administrative Hearing proceedings shall be kept in the Executive Vice President of Academic Affairs’ office so long as the student matriculates and as long thereafter as the Executive Vice President of Academic Affairs deems appropriate.

The following sanctions may be imposed upon College groups or organizations:

1. Those sanctions listed above in Section K;
2. Deactivation — loss of privileges, including College recognition, for a specified time.

The College reserves the right to withdraw a student for medical or safety reasons when a condition exists that could cause serious harm to the student or other members of the College community, or that results in disruptive behavior and which threat or disruption cannot be mitigated via reasonable means.

L. REQUEST FOR AN APPEAL

Within three days of being notified of the Judicial Panel’s decision, the accused, and in sexual misconduct cases, dating violence, domestic violence, or stalking also the complainant, may file a written appeal to the Executive Vice President of Academic Affairs. The grounds for appeal shall be limited to review of the record for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student and complainant a reasonable opportunity to prepare and to present testimony and evidence;
2. To determine whether the decision reached regarding whether the accused student is responsible or not responsible for the alleged violation was based on a preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that it was more likely than not that a violation of the Student Code occurred;
3. To determine if the sanction imposed was appropriate;
4. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing but only if such evidence and/or facts were not known to the person appealing at the time of the original hearing and could not have been discovered through reasonable efforts.

The Executive Vice President of Academic Affairs will be the sole decision-maker on appeal except in cases of sexual misconduct, dating violence, domestic violence and stalking, in which case a panel consisting of the Executive Vice President of Academic Affairs and two members of the Judicial Standing Committee appointed by the President will decide the appeal. No member of the Appeal Panel will have a conflict of interest. The decision on appeal may:

1. Uphold the original decision;
2. Remand the case to the same or a newly appointed Judicial Panel for a new hearing or a reconsideration of particular issue(s);
3. Modify the decision and/or sanction.

During the appeal process, the accused student will be allowed to attend and participate in all classes unless an interim suspension has been previously imposed. An appellate decision to uphold the decision or modify the decision and/or sanction is final.

M. RECORDS

The record of a Judicial Panel case shall consist of the written statement of the charges, written response by an accused, documentary evidence introduced and accepted by the Judicial Officer in the course of the hearing (including statements taken as part of a pre-hearing investigation), audio recording, any prepared summary by the Judicial Officer of the Judicial Panel's actions, the letter from the Judicial Officer informing of the Judicial Panel's findings and sanction(s). This record will be filed under the authorization of the Executive Vice President of Academic Affairs.

The record of an appeal shall consist of the letter of appeal, written statements from the complainant and accused, documentary evidence introduced and accepted by the Judicial Officer in the course of the hearing (including statements taken as part of a pre-hearing investigation), the recording of the proceeding, and the Judicial Panel's letter of findings and sanction(s). This record shall be appended to the written record of the original disciplinary action.

All records concerning a disciplinary proceeding will be maintained for at least five (5) years under the authorization of the Executive Vice President of

Academic Affairs in a secure location, with access provided only to those with a legitimate right and need to know. Access will be granted to the accused and complainant to the extent permitted by law.

At the beginning of each trimester, or when appropriate, the Executive Vice President of Academic Affairs will provide reports to the faculty and Student Government Association of judicial outcomes. The report will not disclose names.

For those crimes of violence that Northeast is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing and appeal, if any, shall include the following notation:

- Suspended after a finding of responsibility for a Code of Conduct violation; or
- Expelled after a finding of responsibility for a Code of Conduct violation; or
- Withdrew with conduct charges pending (please note that Northeast reserves the right to disallow withdrawal while conduct charges are pending).

One (1) year after the conclusion of a suspension, a student may submit a request to the President that the transcript notation for a suspension be removed from the transcript. Transcript notations noting that a student's status is expelled will not be removed.

N. INTERPRETATION AND REVIEW

The Judicial Officer may be consulted regarding interpretation of the Student Code.

Revisions to the Student Code will go before the Academic Policy Committee. Final approval of Code revisions will be made by the College President and Executive Vice President of Academic Affairs.

The Judicial Officer, Executive Vice President of Academic Affairs, President or other College official may designate his/her authority to another appropriate person.

VIII. Discrimination, Harassment and Sexual Misconduct Prevention Policy

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Northeast College of Health Sciences (Northeast) is a professional community committed to the study, teaching, and practice of health sciences. Acts of discrimination, harassment, sexual assault, dating violence, domestic violence, and stalking are antithetical to Northeast's mission and values and will not be tolerated. This policy is intended to educate the Northeast community about these issues and thereby to prevent such incidents from occurring and also explain the way in which Northeast will respond to incidents in the event they occur.

A. SCOPE OF POLICY

This policy applies to all students, faculty and staff of Northeast. This policy applies to interactions between members of Northeast on campus or off campus in connection with any Northeast-sponsored program or activity. Further, even off-campus conduct that occurs outside a Northeast-sponsored program or activity may violate this policy if the conduct creates a threatening or uncomfortable work or learning environment on Northeast's campus or within a Northeast program, or if the incident causes concern for the safety or security of

Northeast's campus. Visitors to campus (e.g., alumni, family of students, vendors, etc.) are expected to abide by the behavioral expectations in this policy. Applicable law protects employees (including unpaid interns and trainees), students, and non-employees (including independent contractors) and those employed by companies contracting to provide services to the College, regardless of immigration status. A perpetrator of sexual harassment can be a superior, subordinate, student, faculty member, staff member, administrator, independent contractor, contract worker, vendor, client, customer, or visitor.

B. DEFINITIONS OF PROHIBITED CONDUCT

1. Discrimination

Northeast defines discrimination as an educational or employment-related decision that disadvantages a person that occurs because of the affected individual's race, color, religion, ethnic or national origin, gender, age, disability, predisposing genetic characteristics, sexual orientation, gender identity, self-identified or perceived sex, gender expression, transgender status, military or veteran's status, marital status, or any other characteristic protected by applicable law.

This policy does not apply to decisions relating to requests for reasonable accommodation due to a disability. Academic disability accommodations are handled by the Academy for Academic Excellence and Student Success (AAESS) office and pursuant to that office's policies. Work-related disability accommodations are handled by the Human Resources office and pursuant to that office's policies.

2. Harassment (Other than Sexual Harassment)

Northeast defines harassment as unwelcome, offensive conduct that occurs on the basis of race, color, religion, ethnic or national origin, age, disability, predisposing genetic characteristics, military or veteran's status, marital status, or any other characteristic protected by applicable law. Whether harassment has occurred in violation of this policy depends on a consideration of all the circumstances, including the severity of the incident(s), whether the conduct was repeated, whether it was threatening or merely annoying, and the context in which the incident or interaction occurred. Sexual harassment may be considered unlawful where it is severe or pervasive and:

- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating a hostile work or educational environment, even if the complaining individual is not the intended target of the harassment;
- such conduct is made either explicitly or implicitly a term or condition of one's education or employment; or
- submission to or rejection of such conduct is used as the basis for decision affecting an individual's education or employment.

Harassment may be verbal, visual, physical, or written in electronic or print form. Merely by way of illustration, harassing acts may include racial, ethnic or religious slurs; name-calling that demeans on the basis of age, disability, physically harming or threatening another due to racial or religious animosity; vulgar pictures or ethnically offensive symbols or writings; or gestures that mimic or mock a person's disability, race or age.

The fact that a person was personally offended by a statement or incident does not alone constitute a violation of this policy. The determination is based on a "reasonable person" standard and takes into account the totality of the circumstances. Northeast considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning community.

In all instances, a key factor is whether the complaint-of behavior occurred because of one of, and/or offended on the basis of one of, the protected characteristics listed here. If it did not, the behavior is not regulated by this policy. Nevertheless, Northeast reserves the right to discipline conduct that offends based on a protected characteristic even if the situation does not rise to the level of severity or pervasiveness to violate applicable law.

Harassment when committed by an employee is a form of employee misconduct. With respect to harassment of employees, supervisors and managers who knew or should have known that harassment of their

subordinates was occurring and failed to take responsive action may be subject to disciplinary action. A supervisor or manager who becomes aware of a situation that may constitute workplace harassment, including by witnessing the situation or receiving a complaint or report of harassment, is expected to notify the next level of supervision and the Title IX Coordinator.

3. Sexual Harassment & Other Forms of Sexual Misconduct

Northeast prohibits sexual harassment, sexual assault, domestic violence, dating violence, stalking and sexual exploitation (collectively referred to in this policy as "Sexual Misconduct"). Sexual misconduct may occur between members of the same or opposite sex and in heterosexual and homosexual relationships.

Northeast expects that any sexual activity or contact will be based on mutual affirmative consent to the specific sexual activity. All references to consent in this policy will mean affirmative consent as defined in this policy.

Sexual relationships between faculty and students and staff and students are problematic due to the inherent power differential. Therefore, sexual or romantic relationships between faculty and students and between staff and students are strongly discouraged.

Definitions of Specific Sexual Misconduct Violations

This policy sets forth conduct expectations for our community and provides a process for the reporting, investigation and adjudication of alleged violations. This policy applies to alleged conduct violative of Title IX of the Education Amendments of 1972 (i.e., "Title IX Category" violations) and also applies to a broader range of contexts and behaviors inconsistent with the College's commitment to equal opportunity (i.e., "College Category" violations).

The designation of conduct or allegations as either "Title IX Category" or "College Category" is not a function of the seriousness of the alleged conduct but rather a function of the scope and coverage of Title IX versus the College's broader jurisdiction to prohibit and discipline a larger scope of inappropriate behavior. In order to comply with Title IX regulations, the Title IX Coordinator must "dismiss" an alleged Title IX Category violation if it is apparent that the allegations are not within the scope of Title IX as described below, but the

College may address the allegations as potential College Category violations as described below.

A. Title IX Category Violations

Title IX of the Education Amendments of 1972 provides: “No person in the United States shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

In accordance with Title IX as interpreted by the Department of Education, the College recognizes the following as conduct violations within the meaning of Title IX, provided that the context and circumstances of the conduct fall within the scope of Title IX, including but not limited to that the complainant was in the United States at the time of the alleged conduct, that the complainant be participating in or seeking to participate in the College’s education program or activity at the time of the complaint, and that the conduct have occurred in the context of the College’s education program or activity:

1. **Sexual harassment.** “Sexual harassment” means conduct on the basis of sex (including sex, gender, sexual orientation, gender identity and transgender status) that satisfies one or more of the following:
 - a. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct (commonly referred to as a “quid pro quo”);
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that is effectively denies a person equal access to the College’s education program or activity (commonly referred to as a sexually or gender-based “hostile environment”).
2. **Sexual assault.** “Sexual assault” is a sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault consists of the following specific acts:
 - a. Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another

person, without the consent of the victim. This offense includes the rape of both males and females.

- b. Non-Consensual Sexual Contact. The touching of the private body parts (including genital area, anus, groin, buttocks or breast), whether under or over clothing, of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - c. Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New York is 17.
3. **Dating violence.** “Dating violence” means violence committed by a person on the basis of sex: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.
 4. **Domestic violence.** “Domestic violence” means violence on the basis of sex committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the College is located, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
 5. **Stalking.** “Stalking” is engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. Stalking that does not occur on the basis of sex may be addressed under as a College Category Violation as described below.

B. College Category Violations

The College prohibits the following behavior. For purpose of College Category violations, the below conduct is prohibited even if the conduct occurs off-campus, outside the United States, the Complainant is not participating or seeking to participate in the college's education program or activity, or otherwise in circumstances over which the College does not have influence or control, including but not limited to during college academic breaks. The College retains discretion to not respond to, investigate or adjudicate circumstances in which no College interest is implicated.

1. **Sexual harassment.** "Sexual harassment" means unwelcome, offensive conduct that occurs on the basis of sex, sexual orientation, self-identified or perceived sex, gender, gender expression, gender identity, gender-stereotyping or the status of being transgender, but that does not constitute sexual harassment as a Title IX Category Violation as defined above. Sexual harassment can be verbal, written, visual, electronic or physical.

The fact that a person was personally offended by a statement or incident does not alone constitute a violation. Instead, the determination is based on a "reasonable person" standard and takes into account the totality of the circumstances. The College considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning or working community.

2. **Sexual assault.** "Sexual assault" is a sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. but that does not constitute sexual assault as a Title IX Category Violation as defined above because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education program or

activity). Sexual assault consists of the following specific acts:

- a. **Rape.** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- b. **Non-Consensual Sexual Contact.** The touching of the private body parts (including genital area, anus, groin, buttocks or breast), whether under or over clothing, of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c. **Incest.** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New York is 17.

3. **Dating violence.** "Dating violence" means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a. the length of the relationship;
- b. the type of relationship; and
- c. the frequency of interaction between the persons involved in the relationship;

but that does not constitute dating violence as a Title IX Category Violation as defined above because of the context in which it occurs (for example, because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the College's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education program or activity).

4. **Domestic violence.** "Domestic violence" means violence committed by a current or former spouse or intimate partner of the victim, by a person with

whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the College is located, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction, if the conduct does not constitute domestic violence as a Title IX Category Violation as defined above because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the College's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education program or activity).

5. **Stalking.** "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress, but that does not constitute stalking as a Title IX Category Violation as defined above because of basis on which it occurs or the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the College's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education program or activity). Stalking behavior includes but is not limited to repeated, intentional following or observing another; or using "spyware" or other electronic means to gain impermissible access to a person's private information.
6. **Sexual Exploitation:** When one takes non-consensual sexual advantage of another. Examples of sexual exploitation include but are not limited to observing or recording others engaged in sexual or private activity (such as undressing or showering) without the consent of all involved; or taking intimate pictures of another but then distributing the pictures to others without the photographed person's consent; or exposing one's genitals in non-consensual circumstances; or having sex while

knowingly infected with a transmissible disease and not informing one's sexual partner.

7. **Retaliation** is an adverse act perpetrated to "get back" at a person because the person reported sexual misconduct, filed a complaint, or participated in an investigation or proceeding conducted pursuant to this policy by the College or by an external agency. An act of retaliation may be anything that would tend to discourage an individual from reporting sexual misconduct, pursuing an informal or formal complaint, or from participating in an investigation or adjudication as a party or a witness. A person who acts in good-faith is protected from retaliation. The fact that a statement is not determined to be proven or established following investigation and adjudication does not mean that the statement lacked good-faith; a person may provide inaccurate information believing it is accurate, which is still good-faith. If a person who makes a statement knowing that it is false, the person has acted without good-faith.

C. GENERAL DEFINITIONS

Advisor of Choice. An advisor of choice is a person selected by the Complainant or Respondent to advise and accompany the Complainant or Respondent throughout the investigation and adjudication process. An advisor of choice may be any person, including an attorney. The institution does not appoint or pay for an advisor of choice. An advisor of choice's role is limited to the functions further described in this policy.

Affirmative Consent. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of affirmative consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Coercion. Coercion is a threat, undue pressure, or intimidation to engage in sexual activity. Coercion is more than an effort to persuade, seduce, entice, or attract another person to engage in sexual activity. A person's words or conduct are sufficient to constitute coercion if they deprive another individual of the ability

to freely choose whether or not to engage in sexual activity.

Complainant. The term Complainant refers to the person who allegedly experienced the sexual misconduct in violation of the policy whether or not a formal complaint is filed. In some cases, the Title IX Coordinator may file a formal complaint and thereby initiate an investigation and adjudication process pursuant to this policy. In that instance, the Title IX Coordinator is not the “Complainant”; the complainant remains the person who allegedly experienced the sexual misconduct.

Consent. As used in this policy, term “consent” always refers to “affirmative consent” (defined above). By way of further explanation, consent is free and informed permission. Consent given verbally is evidenced by affirmative agreement to engage in specific sexual activity. Consent through action is active participation in the specific sexual activity. Past consent to sexual activity cannot be presumed to be consent to engage in the same sexual activity in the future. Consent can be withdrawn at any time, and, if so, the sexual activity must cease. Consent to some sexual activity (e.g., kissing, fondling) cannot be presumed consent for other sexual activity (e.g., intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

Certain conditions prevent a person from being able to consent. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. A person cannot consent if they are unaware of the who, what, when and how of a sexual interaction. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol or drugs or other intoxicants may be incapacitated and therefore unable to consent.

A person who has been drinking or using drugs is still responsible for ensuring that the person has the other person’s affirmative consent and/or appreciating the other person’s incapacity to consent. This means that, even if the accused was drunk or high and, as a result, did not realize that the other person was not consenting to or was unable to consent to sexual activity, the person who committed the non-consensual act is still

responsible for having violated this policy. Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.

Formal Complaint. A formal complaint refers to a written complaint filed in accordance with the grievance process below. A formal complaint is necessary to initiate an investigation and adjudication process of any allegations involving sexual harassment and other forms of sexual misconduct.

Institution Advisor. A Complainant or Respondent who does not opt to be accompanied by an advisor of choice at a hearing to adjudicate sexual misconduct allegations is entitled to be appointed an advisor by the College at no charge to the party. This advisor is referred to an “institution advisor” who may be but need not be an attorney. An institution advisor’s role is limited to asking cross-examination questions of the other party during a hearing. An institution advisor does not represent a party in any legal sense. The party is responsible for formulating the cross-examination questions the institution advisor will pose during the hearing.

Reporting Party. The term Reporting Party refers to the person who made the report. This may or may not be the same as the Complainant, a witness, or a bystander.

Respondent. The term Respondent refers to the person alleged to have committed a violation of this policy.

D. RESOURCES FOR THOSE AFFECTED & REPORTING PROCESS

Any College community member who has been affected by a violation of this policy has the right to make a report to Campus Security, local law enforcement, and/or state police or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College. A Students’ Bill of Rights for cases involving sexual assault, domestic violence, dating violence or stalking is found at the end of this policy.

Confidential and Non-Confidential Resources

The College encourages any person who has experienced sexual assault or other forms of sexual misconduct to

talk to someone about what happened, so she or he can get the support needed. There are a variety of confidential resources available to members of the College community. Some of these resources maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” A confidential resource does not reveal the information shared with him/her/they without the disclosing person’s consent. A non-confidential resource is a person who is permitted to share information with others with a need to know. A College employee who is a non-confidential resource will disclose to as few individuals as possible, but a non-confidential resource does not have the ability to promise that he/she/they will not tell others within the College about the information that has been shared with him/her/they.

1. Confidential Resources

A victim or other person affected, including an accused student, is encouraged to seek support for his/her emotional and physical needs. A person seeking confidential emotional or health care may contact the following resources for services that are available to students free of charge:

Northeast Counseling Services	315.568.3064
	counseling@nycc.edu
FLH Medical, P.C.	315.539.4025
Safe Harbors of the Finger Lakes Hotline	800.247.7273
F.F. Thompson Hospital (SAFE Nurse*)	585.396.6000
Domestic Violence Hotline (Ontario/Seneca County)	800.695.0390
Clifton Springs Hospital Mental Health Lifeline	
Day	315.462.1080
Evening	800.310.1160
NYS Office of Victim Services	800.247.8035
NYS Domestic Violence Hotline	800.942.6906

* Sexual Assault Forensic Examiner Nurse (SAFE) can provide an exam whether you choose to report

to police, or the College, or choose not to report at all.

These Confidential Resources can provide assistance and information regarding medical assistance and treatment (including information about sexually transmitted infections, and sexual assault forensic examinations), and resources available through the New York State Office of Victim Services, academic and other campus support options, campus disciplinary proceedings and law enforcement options. The on-campus resources listed above are the only confidential resources on campus; all other employees of Northeast should not be considered confidential.

A report to a Confidential Resource is not a report to the College and will not result in remedial action or an investigation or disciplinary action. Any person who desires remedial action (such as a change in housing, academic or work assignments) must contact one of the Responsible Administrators, listed below.

2. Reporting to the College - Responsible Administrators

An individual may contact a Responsible Administrator to obtain information about this policy and/or to file a report. No person need disclose details about an incident to obtain general information about the College’s policies and available resources. A reporting form is available online on the College’s website: cm.maxient.com/reportingform.php?NYChiropractic&layout_id=0. Individuals may, but not need necessarily, utilize that reporting form.

The following offices and individuals have been trained to receive and respond to allegations of violations of this policy.

Carol Faivre
Executive Director of Student Engagement
Title IX Coordinator
titleix@nycc.edu, 315.568.3047

Christine McDermott
Human Resources Manager
Deputy Title IX Coordinator
cmcdermott@nycc.edu, 315.568.3109

Melissa Baxter
Director of Clinical Operations
Title IX Investigator
mbaxter@nycc.edu, 315.568.3271

Amy Hoffman-James
Education Partnership Manager
Title IX Investigator
ahjames@nycc.edu
315.568.3279

If a report is made to anyone other than the Responsible Administrators listed above, the complainant risks the possibility that it will not come to the attention of the proper College officials and may, therefore, not be acted upon. Therefore, a person who wishes for the College to take action is strongly encouraged to report to one of the offices listed above.

Upon receiving a report, the Responsible Administrator to whom the report was made will discuss with the complainant available avenues and options. Options may include disciplinary action against the accused and remedial actions to ameliorate or correct the effects of the discrimination, harassment, or sexual misconduct. Other options may include a no contact directive, changes in academic, residential, or working arrangements to separate the complainant and the accused. A complainant does not need to file a formal complaint and pursue disciplinary action in order to obtain supportive measures, such as changes in academic, residential or working arrangements. The College will review the facts and circumstances of each case, as well as the complainant's wishes, in deciding whether and what steps are reasonable and appropriate.

Employees who believe that they are being subjected to harassment or discrimination in violation of this Policy, or who have witnessed or otherwise become aware of behavior prohibited by this Policy should promptly report that behavior to a supervisor, the Human Resources Manager, the Title IX Coordinator, or a member of the College's administration. If an employee makes a report of workplace discrimination or harassment to his/her supervisor or manager and believes the supervisor or manager is not taking appropriate action, the employee should report this inaction to any member of the College's administration. All supervisors and managers are required to report all complaints of workplace discrimination and harassment that they receive or that they observe or become aware of immediately to the Human Resources Manager or the

Title IX Coordinator even when the complaining employee asks to keep the complaint confidential, or indicates that they do not wish to file a formal complaint.

A Responsible Administrator is not a Confidential Resource. However, even Northeast offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. A Responsible Administrator is a non-confidential resource who will share information only on a need-to-know basis.

A person may make a report to a Responsible Administrator and request that no investigation or disciplinary action be taken. This may be the case where the individual is interested only in supportive measures. If the complainant elects not to proceed with a formal complaint at the time of report, they may return to the Title IX team and choose to proceed at a later date. Similarly, a person may make a formal complaint intending for the College to initiate the investigation and adjudication process, but later may request that the complaint be withdrawn. The College will endeavor to honor such requests to not initiate or to cease an investigation or withdraw a formal complaint unless the Title IX Coordinator determines that an investigation and/or adjudication process is necessary to ensure a safe, non-discriminatory environment for all members of the Northeast community, including the individual(s) involved.

Factors used to determine whether to honor such a request for confidentiality include, but are not limited to:

- a. Whether the accused has a history of violent behavior or is a repeat offender;
- b. Whether the incident represents escalation in unlawful conduct on behalf of the accused from the previously noted behavior;
- c. The increased risk that the accused will commit additional acts of violence;
- d. Whether the accused used a weapon or force;
- e. Whether the reporting individual is a minor; and
- f. Whether the College possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

- g. As well as other considerations such as:
 - i. whether there was a single perpetrator or multiple;
 - ii. whether the circumstances suggest a risk to the campus community, and
 - iii. similar considerations.

The College retains the right to act upon any information that comes to its attention. If the College determines that a request not to proceed cannot be honored, the complainant will be so informed. However, in order to encourage participation in public awareness and advocacy events, if information is disclosed as part of such an event (such as Take Back the Night), the College is not obligated in that instance to commence an investigation. Where the only parties to the situation are employees, Northeast will be less inclined to honor a request for confidentiality.

3. Other Non-Confidential College Resources

Campus Security Office 315.568.3022

4. Law Enforcement

A victim of a crime is encouraged to, but is not required to, report the incident to local law enforcement and pursue criminal charges. The criminal process and the College's disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or College complaint or both. Any internal College investigation and/or hearing process will be conducted concurrently with any criminal justice investigation and proceeding that may be pending. Temporary delays in the College's internal processes may be requested by local law enforcement authorities for the purpose of gathering evidence. Any requested temporary delay shall not last more than ten (10) days, except when local law enforcement authorities specifically request and justify a longer delay.

In criminal cases, including non-consensual sex offenses, the preservation of evidence is critical and must be done properly and promptly. If you have been sexually assaulted, you should not wash your body or clothes, as evidence may be lost. The Seneca Falls Police Department (315.568.4850) can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner. New York State Police maintain a 24-hour hotline staffed by

individuals trained to respond to sexual assault (844.845.7269).

Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by a Northeast College community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter Northeast property, and Northeast will abide by a lawfully issued order of protection.

The Security office or other College officials will, upon request, provide reasonable assistance to any member of the College community in obtaining an order of protection or, if outside of New York State, an equivalent protective or restraining order, including providing that person with:

- a copy of an order of protection or equivalent when received by the College and providing that person with an opportunity to meet or speak with a College representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
- assistance in contacting local law enforcement to effect an arrest for violating such an order of protection.

E. SUPPORTIVE MEASURES

Once a report is made under this Policy, the complainant will be contacted by the Title IX Coordinator and offered individualized support as more fully described below. A report that triggers supportive measures need not be a formal complaint, and it may be made by a third-party (i.e., someone other than the complainant himself/herself). Once the respondent is informed of a report or a formal complaint, the respondent will be contacted by the Title IX Coordinator and offered individualized support as more fully described below.

Supportive measures are intended to restore or preserve, to the extent practicable, equal access to the College's educational programs and activities and protect the safety of all parties without unreasonably burdening the other party or parties. As required by federal regulation, these supportive measures must be non-disciplinary and non-punitive to the parties.

Supportive measures may include, but are not limited to: mutual "no contact" orders and, in very limited cases, one-way no contact orders; changes in academic, employment, or other circumstances; changes to housing and campus working situations if those changes are requested by a party and reasonably available; allowing a withdrawal from a course without penalty; access to campus escorts or other reasonable security or monitoring measures; and counseling services. The Title IX Coordinator is responsible for coordinating the implementation of supportive measures, including coordinating with the various College departments and offices that may be involved. Supportive measures will be offered free of charge.

If a party's request for a supportive measure is denied, the party will be afforded an opportunity to have the denial promptly reviewed to assess whether the supportive measure is reasonable under the circumstances. In addition, each party will, upon request, be afforded the opportunity for a prompt review of the need for supportive measures that have been implemented, including the potential modification of these measures, to the extent that the party is affected by the measure(s) being reviewed. A request for review of a supportive measure may seek to add to, modify or eliminate a supportive measure. Such a request may be made to the Title IX Coordinator. Upon receipt of such a request, the Title IX Coordinator will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. Each party will be allowed to submit evidence in support of, or in opposition to, the request to the extent the supportive measures under review affects that party. Information about how to request a review will be included in a written communication that will outline the supportive measures offered and any that were requested by the party but denied. The Title IX Coordinator will respond to the request as promptly as possible and, absent unusual circumstances, within one calendar week. The Title IX Coordinator may modify the supportive measures on a temporary basis and while the parties are submitting their information and responses.

F. EMERGENCY REMOVAL OF STUDENT RESPONDENTS

In some cases, Northeast may undertake an emergency removal of a student respondent in order to protect the safety of the college community. Emergency removal is not a substitute for reaching a determination as to a respondent's responsibility for the sexual harassment allegations; rather, emergency removal is for the purpose of addressing imminent threats posed to any person's physical health or safety, which may arise out of the sexual misconduct allegations.

Prior to removing a student respondent through the emergency removal process, Northeast will undertake an individualized safety and risk analysis. If the individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student, including the student respondent, or other individual justifies removal, then a student respondent will be removed. This is the case regardless of the severity of the allegations and regardless of whether a formal complaint was filed.

After determining a student respondent is an immediate threat to the physical health or safety of an individual, the Title IX Coordinator will provide written notice of the emergency removal to both the complainant and respondent. This notice will contain: (1) the date the removal is set to begin, (2) the reason for the emergency removal, (3) the consequences of non-compliance, and (4) how to appeal the decision.

If a student respondent disagrees with the decision to be removed from campus, the respondent may appeal the decision. The respondent must provide written notice of the intent to appeal, which shall include the substance of the appeal, to the Title IX Coordinator within 10 days of receiving the notice of removal. The burden of proof is on the student respondent to show that the removal decision was incorrect.

This section applies only to student respondents. Employee respondents are not subject to this section and may be placed on administrative leave pursuant to the College's policies during the pendency of the grievance process.

G. GRIEVANCE PROCESS FOR SEXUAL MISCONDUCT

Filing a Formal Complaint

In cases involving sexual harassment or other forms of sexual misconduct, a formal complaint is necessary to initiate the College's grievance process, meaning an investigation and adjudication process. A formal complaint must be in written form and must be signed by the complainant. A third-party or anyone other than the victim of the misconduct may not file a formal complaint. However, a formal complaint may be filed by a parent or guardian of a minor person. (This formal complaint process is not required for individuals seeking to report instances of discrimination or any form of harassment other than sexual harassment.)

A formal complaint is a document filed by a complainant or signed by the College's Title IX Coordinator alleging sexual harassment or another form of sexual misconduct against a respondent and requesting that the College investigate the allegation. The respondent may be either a student or an employee or a visitor, independent contractor, intern, or volunteer of the College. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail to:

Carol Faivre
Executive Director of Student Engagement
Title IX Coordinator
2360 State Rte. 89
Acad 1, Rm 114
Seneca Falls, New York 13148
titleix@nycc.edu, 315.568.3047

In order to qualify as a formal complaint, the document must contain the complainant's physical or electronic signature, or otherwise indicate that the complainant is the person filing the formal complaint.

If a complainant declines to sign a formal complaint or does not wish to participate in the complaint and adjudication process, or the complainant's identity is unknown, and the Title IX Coordinator determines there is sufficient cause to file a formal complaint, the Title IX Coordinator may file a formal complaint. In such cases, the Title IX Coordinator is not considered to be a complainant or other party under this Policy.

The Title IX Coordinator will consider the wishes of the complainant not to proceed with the investigation and adjudication process. However, the Title IX Coordinator may file a formal complaint if the Title IX Coordinator determines that the allegations are such that it would be unreasonable not to proceed despite the wishes of the complainant.

In making this determination, the Title IX Coordinator will consider, among other factors, the risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, which may be assessed by evaluating:

- whether there have been other complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple perpetrators whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the College possesses other means to obtain relevant evidence of the prohibited conduct (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

Additionally, where the respondent is not enrolled at the College and is not employed by the College, the College may decline to process the complaint through the Grievance Process. The College may take the steps it deems appropriate under the circumstances.

Mandatory Dismissal of Title IX Category Charges

The Title IX Coordinator will review a formal complaint filed by a Complainant. In order to comply with Title IX regulations, the Title IX Coordinator must "dismiss" the Title IX Category violation(s) if it is apparent that the allegations are not

within the scope of Title IX, including that the conduct alleged:

- would not constitute sexual harassment as defined as a Title IX Category violation above, even if proved,
- did not occur in the College's education program or activity, or
- did not occur against a person in the United States.

Notice of dismissal of the Title IX Category violation(s) will be in writing and issued to both the Complainant and Respondent. The Title IX Coordinator may determine at any point in the process that facts have emerged that require the dismissal of a Title IX Category violation. A decision to dismiss a Title IX Category violation is immediately appealable by the complainant, pursuant to the appeal section in Section J(2) of this Policy.

Even if Title IX Category violations are subject to dismissal, the College may continue to process the allegations as College Category violations, assuming that the allegations, if true, would constitute a College Category violation.

Discretionary Dismissal of Title IX Category Charges

The Title IX Coordinator may, but is not required to, dismiss formal complaints in the following circumstances:

- When the complainant withdraws a formal complaint;
- When the respondent is no longer enrolled in or employed by the College; and
- Where specific circumstances prevent the College from gathering evidence (such as where a complainant refuses to cooperate but does not withdraw a formal complaint).

The decision to dismiss or not to dismiss a charge under these circumstances will depend on the totality of the situation.

H. INVESTIGATION PROCEDURES

Where a report of discrimination or harassment has been made or a formal complaint alleging sexual misconduct has been filed, and in the absence of an informal resolution, the College will appoint an investigator to conduct an investigation into the allegations. The College may appoint any qualified investigator, who may be a person internal or external to the College. The College also may appoint more than one investigator in the College's sole discretion. The investigation is an impartial fact-finding process.

The person(s) who conducts the investigation will be free of conflicts of interest or bias for or against any party. The parties will be informed of the identity of the investigator(s) and provided a reasonable opportunity to object to the investigator(s) on the ground of conflict of interest or bias. If an objection is made, the College will appoint an appropriate person to decide whether a conflict or bias exists such that an alternative investigator(s) will be selected. The Title IX Coordinator may determine that cases where the allegations arise out the same set of facts should be consolidated for purpose of the investigation and/or adjudication. Instances where consolidation of complaints may occur include but are not limited to cross-complaints filed by the parties against each other, multiple complaints by a single complainant against a respondent, or multiple complaints by a single complainant against multiple respondents.

The Complainant and Respondent shall receive a notice of investigation referencing the violation(s) of this policy alleged to have been committed and the range of possible disciplinary sanctions and remedies following any determination of responsibility.

In cases involving sexual harassment or other forms of sexual misconduct, the notice of investigation will include, to the extent known:

- the identities of the involved parties;
- the date, time, location and factual allegations concerning the alleged violation;
- the policy provisions allegedly violated;
- a description of the investigation and adjudication process;
- potential sanctions;
- the right to an advisor of their choice, who may be, but is not required to be, an attorney;

- their right to inspect and review evidence in accordance with this policy;
- notice that knowingly making false statements or knowingly submitting false information is prohibited under the Student Code of Conduct; and
- that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the process

If, in the course of the investigation of the sexual misconduct allegations, the College decides to investigate additional sexual misconduct allegations that are not included in the notice initially provided to the parties, the Title IX Coordinator or designee will provide notice of the additional allegations to the parties.

The parties will receive notice, in advance of any interview or other meeting they are required or entitled to attend, including the date, time, location, participants, and factual allegations concerning the alleged violation, and purpose of any meeting or interview in which they are invited to or expected to participate. The Complainant and Respondent have a right to be accompanied by an advisor of their choice. In cases involving sexual harassment or other forms of sexual misconduct, the party's advisor may be an attorney.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or interviews. If the investigator elects to audio and/or video record interviews, all involved parties involved in the meeting or interview will be made aware that audio and/or video recording is occurring.

During the investigation, which is an impartial fact-finding process, the Complainant and the Respondent will have an equal opportunity to share information, submit documentation, and request that witnesses be interviewed. In the absence of their consent, the parties will *not* be interviewed together or be required to meet. The investigator(s) has discretion to determine how to conduct the investigation and what information is necessary and relevant. An investigation usually involves interviews of witnesses and reviewing relevant documentation. This includes the opportunity to present fact or expert witnesses and other evidence that the party believes tends to prove or disprove the allegations. However, at all times, the burden of gathering evidence remains with the College. The investigator may decline to interview any witness or to gather information the

investigator finds to be not relevant or otherwise excludable (e.g., sexual history of the complainant with a person other than the respondent, materials subject to a recognized privilege, medical records in the absence of a release by the subject of the records, etc.). The investigator will determine the order and method of investigation.

Opportunity for Inspection and Review of Evidence

The Complainant and Respondent will be provided an equal opportunity to inspect and review any evidence obtained in the investigation directly related to the allegations gathered in the investigation and regardless of whether the information will be relied on in reaching a determination. Prior to the conclusion of the investigative report, the Complainant and Respondent, and each party's advisor of choice, if any, will be provided a copy (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform) of the evidence, subject to redaction permitted and/or required by law. The parties and their advisors may not make photocopies or take photographs of the materials and are prohibited from disseminating any of the materials subject to inspection and review to any individuals outside of those engaged in the grievance process. The Complainant and Respondent will be provided with at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report. The investigator will determine if additional investigation is necessary and, if so, will complete any additional investigative steps.

Investigative Report

At the conclusion of the investigation, the investigator will complete a written investigative report that fairly summarizes the relevant evidence. The investigator need not include information in the investigative report that the investigator determines not relevant or otherwise excludable. The investigator will submit the investigative report to the Title IX Coordinator.

In cases involving sexual harassment or other forms of sexual misconduct, at least ten (10) days prior to a hearing to determine whether there is responsibility for the allegations, the Complainant and Respondent, and each party's advisor if any, will be provided a copy of the investigative report (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform), subject to redaction

permitted and/or required by law. The parties and their advisors are prohibited from disseminating or disclosing the Investigative Report or any materials in the Investigative Report to any individuals outside of those engaged in the grievance process.

Timeframe

The College endeavors to complete the investigatory phase within 45 calendar days. An investigation may be extended for good cause, such as witness unavailability, breaks in the academic schedule, or other similar circumstances.

Assessment of Cases Not Involving Sexual Misconduct

In cases that do not involve allegation of sexual harassment or any other forms of sexual misconduct, at the conclusion of the investigation, the investigator(s) will make a recommendation as to whether the complaint will be referred to the applicable disciplinary process. The investigation report, together with the parties' response to the report, will be forwarded to the Title IX Coordinator, who will make a determination as to whether the complaint will be forwarded to the applicable disciplinary process. The complainant and accused will be informed in writing as to whether the complaint will be forwarded to the applicable disciplinary process, with an explanation of the basis for the outcome. If the determination is to not forward a complaint to a disciplinary process, there is no right to appeal.

I. INFORMAL RESOLUTION

In some instances, the parties may be interested in an informal resolution, and, if the case is appropriate for such an option in the College's discretion, it will be offered to the parties. The Informal Resolution Process is not available if the Respondent in a sexual misconduct complaint is a faculty or staff member of the College and the Complainant is a student.

An Informal Resolution Process is a voluntary process in which a trained facilitator assists the parties in resolving the allegations made by a complainant. No party will be required to participate in an informal resolution, and either party may decline further participation in the Informal Resolution process at any time before the final written resolution is signed, at which point the complaint will proceed to the formal investigation and adjudication

process. No party should feel intimidated, coerced or threatened to participate in an Informal Resolution Process, or to withdraw from an Informal Resolution Process.

In cases involving allegations of sexual harassment or other forms of sexual misconduct, supportive measures will be available to both parties in the same manner as they would be if the formal complaint were proceeding under the formal grievance and hearing process.

If both parties consent to participate in the Informal Resolution process, the College will assign a facilitator who will act in an independent, impartial manner to facilitate a resolution between the parties. The facilitator will be trained on how to perform the role. The facilitator will also be screened to ensure that such person is free from conflicts of interest and bias.

The facilitator will assist the parties in communicating information and opinions to the facilitator and each other regarding the allegations in an effort to find common ground and a resolution of the allegations that is satisfactory to both parties. The facilitator may meet separately with each party to explore the party's views about the allegations and desired outcome from the process. Either party can elect to have any meeting occur so that the parties are in different rooms and the facilitator "shuttles" between the parties.

For the Informal Resolution process to have the best chance for success, the parties should be free to express themselves. As a result, the information received from both parties during the Informal Resolution process will be kept confidential by the facilitator. In addition, in any cases that will involve a hearing, the facilitator will not be available as a witness in any hearing that may occur should either party terminate the Informal Resolution process before a resolution. This is in keeping with the concept that the facilitator is impartial and is only facilitating the interaction between the two parties and is not listening or taking notes for any purpose other than assisting the parties. Likewise, should the complaint be returned to the formal investigation and adjudication process of this policy, the parties may not disclose information shared by the other party during the process in the hearing. This confidentiality protection does not apply to information that is learned outside the Informal Resolution process through the investigation or otherwise.

A resolution is reached only if both parties agree. The facilitator will not impose an outcome, although they may assist the parties in suggesting resolutions that appear to meet the parties' needs. If an Informal Resolution Process does not result in an agreed-upon resolution, the complaint returns to the formal investigation and adjudication process. If a mutual resolution is reached, the facilitator will draft a document reflecting the agreement between the parties that becomes final once it is signed by both parties. This written and signed resolution indicates that the complaint has been resolved under this policy without the need for further investigation or adjudication.

J. ADJUDICATION PROCESS

A complaint against a non-community member (e.g., a visitor to campus, an alum, a vendor or contract employees) will be investigated but no formal policy or procedure applies. The College may opt to ban the non-community member from College property or take other appropriate responsive measures.

1. RESOLUTION OF CASES INVOLVING ALL FORMS OF DISCRIMINATION AND ALL FORMS OF HARASSMENT, EXCEPT SEXUAL HARASSMENT

This policy applies campus-wide and sets forth behavioral expectations for all. However, the applicable disciplinary procedure for cases involving discrimination and harassment (other than sexual harassment) that will be applied in a particular case depends on whether the accused is a student, an employee, or a non-community member. For instance, a complaint brought by a staff member against a student is processed pursuant to the student policy; a complaint by a student against a staff member is processed pursuant to the staff policy; a complaint by a student against another student is processed pursuant to the student policy; and so on. In cases only involving discrimination and harassment (other than sexual harassment), no hearing is held, and instead cases will be adjudicated as follows:

- A complaint against a student will be processed in accordance with the Code of Conduct and Ethics policy found in the Student Guide under Section G. Charges of Misconduct and Pre-Hearing Procedures and Section J. Judicial Panel Hearings. Offenses and sanctions can be found in Section C. Code of

Student Conduct Offenses, Section E. Code of Ethics Offenses and Section K. Sanctions.

- A complaint against a faculty member will be processed in accordance with the Faculty Handbook (Progressive Discipline, Suspension and Dismissal policies).
- A complaint against a staff member will be processed in accordance with the staff procedure (below).

The standard for decisions in disciplinary proceedings is a preponderance of the evidence, meaning that it is more likely than not that an allegation is true. Both parties will receive simultaneous written notice of outcomes of all disciplinary proceedings, to the extent permitted by law.

Please refer to the relevant sections of the Faculty/Student/Staff Handbook for detailed information on the disciplinary processes. Any complaints against a faculty or staff member will be promptly investigated in accordance with the procedures set forth above.

Following the investigation, a decision regarding responsibility (and consequences/sanctions, if appropriate) will be made by an appropriate College Official(s). In most instances, the decision maker(s) will make a decision as to responsibility and, if so, discipline, based on the information contained in the investigation report. The parties may request to meet separately with the decision maker(s) if the party(ies) believe that additional information is relevant and/or the decision maker(s) may request to meet separately with the party(ies), witnesses or otherwise gather additional information the decision maker(s) feels necessary. The decision maker(s) will notify the parties in writing as to the outcome of the complaint. Any faculty or staff member found responsible for violation of this policy will be subject to disciplinary action, up to and including termination.

A faculty member found responsible for violation of this policy may grieve such decision, including both the finding of responsibility for the violation as well as the discipline imposed, through the Grievance Procedure set forth in Section J of the Faculty Handbook.

2. RESOLUTION OF CASES INVOLVING SEXUAL HARASSMENT, SEXUAL ASSAULT AND OTHER FORMS OF SEXUAL MISCONDUCT

HEARING PROCEDURES

In cases involving allegations of sexual harassment and/or other forms of sexual misconduct, regardless of whether they are Title IX Category or College Category violations, a hearing before a three-member Hearing Panel designated by the Title IX Coordinator will be convened not less than 10 days after the parties have been provided access to the final investigative report, for the purpose of determining whether the Respondent is responsible or not responsible for the charge(s). The Hearing Panel members may be members of the campus community or may be external to the College, as determined by the Title IX Coordinator. The Title IX Coordinator will notify the parties in writing of the date, time, and location of the hearing, the name[s] of the Hearing Panel members and how to challenge participation by any Hearing Panel member for bias or conflict of interest. Bias or conflict of interest will be judged by an objective standard (whether a reasonable person would conclude the decision maker is biased).

Participants in the hearing will include the members of the Hearing Panel, the Complainant and the Respondent, their respective advisors, the investigator(s) who conducted the investigation, and witnesses (solely during their own testimony). Hearings are private. Observers or additional support personnel, other than the parties' advisors, are not allowed unless deemed necessary by the Title IX Coordinator for purposes such as accommodation of a disability. Cell phones and recording devices may not be used by the parties or their advisors in the hearing room(s).

Hearings may be conducted with all parties physically present in the same location or, at the Title IX Coordinator's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling the Hearing Panel and the parties to simultaneously see and hear any party or witness providing information or answering questions. If either party so requests, the hearing will be conducted with the parties located in separate rooms using technology as described in the preceding sentence.

The Title IX Coordinator may postpone the hearing for good cause as determined by the Title IX Coordinator. Good cause may include, without limitation,

unavailability of one or more participants due to unanticipated events or circumstances, the timing of academic breaks or holidays, or other extenuating circumstances

Procedural Matters

The Chair of the Hearing Panel is in charge of organizing the presentation of information to be considered at the hearing. Generally, the hearing will proceed in the following order:

1. Opportunity for Opening Statement by the Complainant
2. Opportunity for Opening Statement by the Respondent
3. Questions for the investigator(s) by the Hearing Panel and, if desired, on behalf of Complainant and the Respondent (as described below)
4. Questions for the Complainant by the Hearing Panel and, if desired, on behalf of the Respondent (as described below)
5. Questions for the Respondent by the Hearing Panel and, if desired, on behalf of the Complainant (as described below)
6. Questions for each witness by the Hearing Panel and, if desired, on behalf of Complainant and the Respondent (as described below)
7. Opportunity for Closing Statement by the Respondent
8. Opportunity for Closing Statement by the Complainant

Formal rules of evidence will not apply. Except as otherwise expressly prohibited by this Policy, any information that the Chair of the Hearing Panel determines is relevant may be considered, including hearsay, history and information indicating a pattern of behavior, and character evidence. All evidence previously made available to the parties for inspection and review prior to completion of the investigative report as described above will be made available at the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of questioning. Absent extraordinary circumstances as determined by the Chair of the Hearing Panel, no party may seek to introduce at the hearing any evidence not previously made available in accordance with the preceding sentence, other than the investigative report itself and any responses to the investigative report submitted by the parties.

The Chair of the Hearing Panel will address any concerns regarding the consideration of information prior to and/or during the hearing and may exclude irrelevant information. Subject to the terms of this Policy, the Chair will have discretionary authority to determine all questions of procedure, to determine whether particular questions, evidence or information will be accepted or considered, to call breaks or temporary adjournments of the hearing, and/or to recall parties or witnesses for additional questions as the Chair deems necessary or appropriate. The Chair may impose additional ground rules as the Chair may deem necessary or appropriate for the orderly and efficient conduct of the hearing, which will apply equally to both parties.

The hearing will be recorded through either an audio recording or transcript. That recording or transcript will be made available to the parties, upon request, for inspection and review. Prior to obtaining access to the recording or transcript, the parties and their advisors must acknowledge in writing that they will not disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the grievance process.

Advisors

The Complainant and the Respondent may each have present with them during the hearing an advisor of their choice (at the party's expense, if the advisor is a paid advisor). If a party does not have an advisor present at the hearing, Northeast will provide, without fee or charge to that party, an advisor of the College's choice for the limited purpose of conducting questioning on behalf of that party as provided in this Policy.

Except with respect to questioning as described below, the advisor's role is limited to consulting with their advisee, and the advisor may not present evidence, address the Hearing Panel during the hearing, object to any aspect of the proceeding, or disrupt the hearing in any way, and any consultation with the advisee while the hearing is in progress must be done in a quiet nondisruptive manner or in writing. The advisor may consult with the advisee verbally outside the hearing during breaks, when such breaks are granted by the Chair of the Hearing Panel. An advisor's questioning of the other party and any witnesses must be conducted in a respectful, nonintimidating and non-abusive manner. If the Chair determines that an advisor is not adhering to these or other ground rules, the advisor may be required

to leave the hearing, and the hearing will proceed without an opportunity for the party to obtain a replacement advisor; provided, however, that the College will assign an advisor of the College's choosing, without charge, for the purpose of conducting questioning on behalf of the party as provided below. Witnesses are not permitted to bring an advisor or other person to the hearing, absent an approved disability accommodation. The Hearing Panel may be advised by and/or consult with the College's legal counsel as the Chair of the Hearing Panel deems necessary or appropriate.

Questioning Procedures

The Hearing Panel will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility; provided that questions that seek disclosure of information protected under a legally recognized privilege will not be permitted unless the person or entity holding the privilege has waived the privilege in writing. Questioning must be conducted by the party's advisor in a respectful, non-intimidating and non-abusive manner, and never by a party personally. If a party does not have an advisor present at the hearing, the Title IX Coordinator will arrange for the College to provide without fee or charge to that party, an advisor of the College's choice to conduct cross-examination on behalf of that party.

Only relevant questions may be asked by a party's advisor to a party or witness. Before the party or witness answers a question posed by an advisor, the Chair of the Hearing Panel will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Such decisions by the Chair are final and not subject to objection or reconsideration during the hearing.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, other than questions and evidence about the Complainant's prior sexual behavior that (a) are offered to prove that someone other than the Respondent committed the alleged misconduct, or (b) concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the hearing by a party's advisor as described above, the Hearing Panel may not rely on any

statement of that party or witness, during the hearing or otherwise, in reaching a determination regarding responsibility. The Hearing Panel will not draw an inference as to responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination questions.

Hearing Determinations

Following conclusion of the hearing, the Hearing Panel will deliberate and render a determination by majority vote as to whether the Respondent is responsible or not responsible for the alleged violation(s). The Hearing Panel will use "preponderance of the evidence" as the standard of proof to determine whether each alleged violation of the Policy occurred. "Preponderance of the evidence" means that the Hearing Panel must determine whether, based on the evidence presented, it is more likely than not that the Respondent engaged in the conduct charged. Each party may submit a written personal impact statement to the Title IX Coordinator for consideration by the Hearing Panel in determining an appropriate sanction if there is a finding of responsibility on one or more of the charges. The parties must submit their statements to the Title IX Coordinator prior to the hearing. The Title IX Coordinator will provide each of the parties an opportunity to review any statement submitted by the other party.

In addition to the impact statement(s), if any, factors considered when determining sanctions may include:

- the nature and severity of, and circumstances surrounding, the violation(s);
- the Respondent's state of mind at the time of the violation(s) (intentional, knowing, bias-motivated, reckless, negligent, etc.);
- the Respondent's previous disciplinary history;
- the need for sanctions to bring an end to the conduct; and/or to prevent the future recurrence of similar conduct;
- the need to remedy the effects of the conduct on the Complainant and/or the community;
- the impact of potential sanctions on the Respondent;
- sanctions imposed by the College in other matters involving comparable conduct; and
- any other lawful factors deemed relevant by the Hearing Panel.

The following are the sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and that further infractions of any College policy, procedure, or directive may result in more severe disciplinary action.
- **Probation:** A written reprimand for violation of the Policy, providing for more severe disciplinary sanctions in the event that the Respondent is found in violation of any College policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified privileges, exclusion from extracurricular activities, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Cessation of student status for a definite period of time and/or until specific criteria are met.
- **Expulsion:** Permanent termination of student status.
- **Withholding Degree and/or Diploma:** The College may withhold a student's degree and/or diploma for a specified period of time and/or deny a student participation in commencement activities.
- **Other Actions:** In addition to or in place of the above sanctions, the Hearing Panel may assign any other sanctions as deemed appropriate, including but not limited to the following:
 - Mandated counseling so the Respondent has the opportunity to gain more insight into his/her/their behavior.
 - A "no contact" directive (including but not limited to continuation of a no contact directive imposed as a supportive measure) prohibiting contact with one or more identified persons, in person or through telephonic, electronic, written or other means. A no contact directive may include additional restrictions and terms.
 - Removing Respondent from leadership roles or positions in College organizations or clubs.
 - Requiring the Respondent to write a letter of apology.
 - Requiring unpaid service to the campus or local community stated in terms of type and hours of service.

- Restitution for damage to or misappropriation of property, or for personal injury, and other related costs.
- Loss, revocation or restriction of housing privileges (e.g., exclusion from specified locations).
- Loss of honors privileges (e.g., preceptorships).
- Monetary fines.

For those crimes of violence that the College is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing and appeal, if any, shall, as applicable, include the following notation:

- Suspended after a finding of responsibility for a code of conduct violation;
- Expelled after a finding of responsibility for a code of conduct violation; or
- Withdrew with conduct charges pending.

Transcript notations for suspensions may be removed at the discretion of the College, but no earlier than one year after the conclusion of the suspension. Transcript notations for expulsion may not be removed.

Notice of Outcome

The Hearing Panel will issue a written determination including the following information:

- A description of the charges that were adjudicated;
- A description of the procedural steps taken from the submission of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the College's

educational programs or activities will be provided to the Complainant; and

- The procedures and permissible bases for the Complainant and Respondent to appeal.

The Title IX Coordinator will provide the written determination to the parties simultaneously.

Time Frame for Resolution

Northeast seeks to resolve every report of sexual misconduct within a timely manner of the initial report. The College will endeavor to conclude all reports of Sexual Misconduct within ninety (90) calendar days (exclusive of any appeal) from the time of filing of the formal complaint. Any time frames included in this policy may vary depending on the details of the reported situation and, in some cases, extenuating circumstances that may require an extension of the time frames. Extenuating circumstances may include the time of the academic year (e.g., during College breaks or final exams), the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation by local law enforcement, or other unforeseen circumstances. In the event that the investigation and resolution is delayed, Northeast will notify the Complainant and Respondent of the reason(s) for the delay and the expected adjustment in the time frame.

Appeals

In cases involving allegations of sexual harassment and/or other forms of sexual misconduct, regardless of whether they are Title IX Category or College Category violations, a respondent or complainant may appeal: (1) a determination regarding responsibility, and (2) the College's dismissal of a formal complaint or any allegations therein. If a party wishes to appeal a determination regarding responsibility or the dismissal of a formal complaint, the party must submit written notice to the Title IX Coordinator of the party's intent to appeal within 7 days of receiving the written notification of the appealable decision.

A respondent or complainant may appeal on the following bases:

- Procedural irregularity that affected the determination regarding responsibility or dismissal of the matter;

- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the determination regarding responsibility or dismissal of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the determination regarding responsibility or dismissal of the matter. The professional experience of an individual need not disqualify the person from the ability to serve impartially. Furthermore, bias is not demonstrated by working in complainants' or respondents' rights organization.

In addition to the three bases for appeal, the College reserves the right to add additional bases for appeal that will be available equally to both the respondent and the complainant. Any additional bases of appeal that are added will not be applied retroactively to previous determinations and dismissals. In the case of a claimed procedural irregularity, bias or new information, the appeal must also include a statement of the likely impact of the claimed irregularity, bias, or newly discovered information on the proceedings. A preponderance of the evidence standard will be applied on appeal.

When a party submits a written notice of its intent to appeal to the Title IX Coordinator within seven (7) days of the appealable decision, Northeast will notify the other party in writing and implement appeal procedures equally for both parties. If no written notice of either party's intent to appeal is sent, then the written determination becomes final after the time period to file an appeal (seven (7) days) has expired.

In cases involving a student respondent, the appeal will be decided by a three-member Appeal Review Board appointed by the Title IX Coordinator. In cases where the respondent is an employee of the College, the Title IX Coordinator will assign a single Appeal Officer.

Each party will be given a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. Each party will have at least three (3) days to submit its written statement. If a party needs additional time, it can request such additional time from the decision-maker for the appeal. Such requests will be granted on a case-by-case basis. If the decision-

maker for the appeal grants a request for additional time to submit a written statement, all parties will be granted the additional time. The decision-maker for the appeal will not be the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator. The decision-maker for the appeal will issue a written decision describing the result of the appeal and the rationale for the result. This decision will be provided to both parties simultaneously and in writing. Once the appeal decision has been sent to the parties, the appeal decision is final.

K. RETALIATION

The College prohibits retaliation against any individual who files a good-faith complaint or assists or participates in good faith in any manner in an investigation or proceeding conducted by the College or an external agency. Any retaliation is subject to disciplinary action, up to and including expulsion/termination. Allegations of retaliation will be subject to the disciplinary procedures noted above for students, faculty, staff and non-community members. Retaliation is against the law.

L. AMNESTY FOR INDIVIDUALS WHO REPORT SEXUAL MISCONDUCT

The health and safety of every student at Northeast is of utmost importance. Northeast recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Northeast strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to Northeast officials. A student bystander acting in good faith or a reporting individual (including a complainant/victim) that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Northeast's officials or law enforcement will not be subject to Northeast's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault. Notwithstanding the foregoing, Northeast reserves the right to implement measures to protect the health and safety of patients or

others who may be harmed (including but not limited to requiring substance abuse treatment and testing) and will comply with any obligations it may have to provide information to licensing authorities.

M. ACADEMIC FREEDOM

Northeast is a graduate institution at which academic freedom is necessary and valued. Northeast will not construe this policy to prevent or penalize a statement, opinion, theory, or idea offered within the bounds of legitimate, relevant, and responsible teaching and learning.

N. CLERY ACT COMPLIANCE

The College is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the College will issue a timely warning to the campus. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

O. COORDINATION WITH OTHER POLICIES

A particular situation may potentially invoke one or more College policies or processes. The College reserves the right to determine the most applicable policy or process and to utilize that policy or process.

P. DESIGNATION OF AUTHORITY

Any person or title authorized by this policy to act or make a decision may designate his/her authority to another when necessary to avoid a conflict of interest or for any other reason.

Q. APPLICATION TO FACULTY AND STAFF

One or more of Northeast's personnel policies or faculty and staff handbook policies may overlap with this policy in a particular situation. This policy applies to any

situation where a student is the complainant or respondent. In all other situations, the College reserves the right to apply this policy or another applicable College policy or process. The College will apply this policy to any situation where the College determines that Title IX requires the application of this policy.

R. POLICY COMPLIANCE

The Title IX Coordinator has overall responsibility for the College's institutional compliance with Title IX. The Deputy Coordinator assists the Coordinator. Any person with a concern about the College's handling of a particular matter should contact

Carol Faivre
Executive Director of Student Engagement
Title IX Coordinator
titleix@nycc.edu, 315.568.3047

Christine McDermott
Human Resources Manager
Deputy Title IX Coordinator
cmcdermott@nycc.edu, 315.568.3109

In addition to or as an alternative to the College's internal process, or if dissatisfied with the outcome of the College's process, a person may make a complaint to a governmental agency. These governmental agencies include:

The U.S. Department of Education, Office for Civil Rights is a federal agency responsible for ensuring compliance with Title IX and other federal laws, including Section 504 of the Rehabilitation Act. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, 800.421.3481. As a general rule, a complaint must be filed with OCR 180 days after the complained of event. OCR will investigate the complaint and determine if the College is in compliance with federal laws within OCR's jurisdiction. If OCR finds non-compliance, OCR will ensure that the College returns to compliance. OCR may require individual remedy for the individual complainant, where appropriate.

The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working

in an employer's workplace. A complaint alleging a violation of the Human Rights Law may be filed either with DHR, subject to a one year statute of limitations (except the statute of limitations is three years for sexual harassment complaints), or in New York State Supreme Court, subject to a three year statute of limitations.

The DHR will investigate the complaint to determine if unlawful harassment occurred and if the circumstances amount to a violation of the law. If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which varies, but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including reversing an unlawful employment action, paying monetary damages, attorneys' fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, 718.741.8400 <https://dhr.ny.gov/>. The DHR can be contacted at 888.392.3644 or visit <https://dhr.ny.gov/complaint> for more information about filing a complaint. The website has a complaint form and contact information for DHR's regional offices across New York State.

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a complaint with the EEOC within 300 days from the conduct giving rise to the complaint. The EEOC also investigates complaints, but does not hold hearings or award relief. The EEOC may take other action including pursuing cases in federal court on behalf of complaining parties, or issuing a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred.

The EEOC can be contacted by calling 800.669.4000 (800.669.6820 (TTY)), or visiting their website at <https://eoc.gov/> or via email at info@eoc.gov. If an individual files an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the individual's right to proceed in federal court.

STUDENTS' BILL OF RIGHTS INVOLVING SEXUAL MISCONDUCT

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by Northeast;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Northeast, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Northeast;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Northeast.

IX. General Policies in Compliance with State and Federal Law

A. DRUG AND SUBSTANCE ABUSE

1. Introduction

Northeast College of Health Sciences, in compliance with the Drug Free Workplace Act and the Drug Free Schools and Communities Act, has adopted policies regarding alcohol and drug possession and abuse. The College is prepared to implement these policies and to uphold any local, state and federal regulations in support of substance-abuse awareness and enforcement by imposing disciplinary actions on students, faculty, and staff.

2. Northeast Policies

a. Alcohol

- i. Northeast College of Health Sciences expects all members of its community to comply with New York State laws governing the sale, use and distribution of alcoholic beverages, and confers no immunity from federal, state, or local laws. Students, staff, and faculty are encouraged to know the applicable laws and take measures that prevent alcohol abuse.
- ii. Northeast College of Health Sciences' alcoholic beverage policies are based on the principles of freedom within the context of individual and community responsibility. They are consistent with the College's noncustodial relationship to its students. Persons are not to be on the campus or at College events in an intoxicated state. The alcohol policies listed below are designed in accordance with other College policies and state laws. Specific policies regarding the serving of alcoholic beverages in the context of events hosted within the residence halls are to be found under Residence Life.
- iii. The purchase, sale, distribution, consumption, possession, or transportation

of alcoholic beverages by anyone under the age of 21 is prohibited.

- iv. The possession of alcoholic beverages in residence hall rooms is forbidden, except by students and their guests who are 21 years or older.
- v. Drinking and/or possessing alcoholic beverages on College property (other than in student rooms) is prohibited except at registered events. These events must be registered with and approved by the Executive Director of Student Engagement.
- vi. In order to be served alcohol at a college event, a picture ID card that demonstrates proof of age must be presented.

b. Drugs

The unlawful possession, manufacture, distribution, use, conveyance, sale, or purchase of controlled substances or marijuana, as defined and prohibited by federal law, is expressly prohibited on College property or at College functions. Violators will be subject to disciplinary and/or legal action including, without limitation, expulsion and/or criminal prosecution.

3. Counseling Services

Confidential counseling and/or referral services for a complete range of needs including academic, personal, marital, relationship, spiritual, stress and substance use/abuse are available through the Counseling Services office. Northeast students, faculty, and staff can schedule appointments with counselors by calling extension 3064, or sending an email to counseling@nycc.edu. Counseling appointments may also be made on a walk-in basis when available.

B. FEDERAL STUDENT CONSUMER INFORMATION NOTICE

This notice is a requirement under the federal Higher Education Opportunity Act of 2008. Higher education institutions receiving federal funds must send an annual notice to disclose and/or provide the means to access the information items below. It is expected that you will

become familiar with all the policies, resources, and information listed below. If you would prefer, you may contact the office of Student Engagement at 315.568.3053 or email studentlife@nycc.edu and they can provide you this information in paper format.

Information items can be accessed through the Student Portal.

- Illegal File-Sharing and Downloading Policy (under the left menu “Consumer Information”)
- Annual Notification of Rights under the Family Education Rights and Privacy Act
- Campus Crime and Safety Report (under the left menu “Consumer Information”)
- Discrimination, Harassment and Sexual Misconduct Prevention Policy ([Student Guide, pages 152-173](#))
- Drug, alcohol and substance abuse policies, prevention and treatment services ([Student Guide, pages 174](#))
- Tuition and Cost of Attendance Budgets (Northeast website Financial Aid section)
- Financial Aid Programs Information ([College Catalog, pages 20-28](#))
- Withdrawal process (Student Portal “How do I...”)
- Refund Policy ([College Catalog, page 18](#))
- College Accreditation ([College Catalog, pages 8-9](#))
- State Education Contact Information (located on left menu “Consumer Information”)
- Title IX (Civil Rights Act) Brochure
- Academic Programs Offered ([College Catalog, pages 6-8](#))
- Academic Transfer Credit Policies; Articulation Agreements (College Catalog: [DC, pages 38-40](#); [MSACN, page 67](#); [MSHAPI, page 75](#))

C. IMMUNIZATION

New York State law requires that all students born on or after January 1, 1957, demonstrate proof of immunity against measles, mumps, and rubella. For a student at Northeast, proof of immunization is a requirement for attendance unless a valid reason for exemption from the law due to medical contraindication or religious beliefs is provided. Anyone who has received a single vaccination for measles will be required to obtain a second measles vaccination.

The College has prepared an Immunization Report Form that must be completed and signed by a physician or other appropriate public health official. The law indicates that no student can be allowed to remain in attendance at Northeast in excess of 30 days unless the required documentation has been provided to the College.

1. Certificate of Immunization

A “Certificate of Immunization” means one of the following:

A document, prepared by the health practitioner who administers an immunization, that specifies the products administered and the dates of administration; or

A physician-verified history of disease and/or laboratory evidence of immunity; or

An immunization record submitted by the institution or school that the student previously attended, which specifies the products administered and the dates of administration, the source of which was a certificate of immunization from a health practitioner.

2. Vaccinations

a. Measles (Rubeola)

The first vaccination must have been given on or after the first birthday. The second vaccination must have been given on or after 15 months of age.

b. Rubella (German Measles)

Vaccination must have been given on or after the first birthday.

c. Mumps

Vaccination must have been given on or after the first birthday.

Two MMR vaccinations will evidence these immunization requirements.

3. Exemptions from Immunization Requirement

Date of birth before 1/1/57; or

Genuine and sincere religious beliefs that are contrary to the practices required by NYSPHL 2165 (these beliefs must rise to a level of ultimate concern, be held as a matter of conscience, and pervade the student's life to the point of causing him/her to disregard his/her own self-interest); or

Certified medical contraindication until such time that immunization is no longer found to be contraindicated.

If an outbreak of measles, mumps or rubella occurs on campus, students who have received religious conviction or medical exemptions and students who are in the process of completing immunization requirements may be excluded from attending classes and residing on campus.

4. Meningitis

Northeast maintains compliance with New York State Public Health Law which requires that colleges and universities provide information about meningococcal disease and vaccination to all students, regardless of age, and maintain a meningitis vaccine record or signed response form for each student enrolled for at least six (6) semester hours or the equivalent per semester.

Students are required to review the provided information about Meningococcal Disease or access it online at

<https://www.health.ny.gov/publications/2168.pdf>.

Each student will be required to submit the response form indicating,

- Proof of vaccination of at least one dose of meningococcal ACWY or a complete 2- or 3-dose series of MenB within the past 5 years,
- Immunization against meningococcal disease will be obtained within 30 days, or
- An understanding of the risks of not receiving the vaccine, and immunization against meningococcal disease will not be obtained.

D. MAINTENANCE OF PUBLIC ORDER

Northeast is committed to protecting the rights of students, faculty, staff and others who use the College campus. Disruption of public order is a violation of the Student Code of Conduct and Ethics (see Section VII), and is defined as the "disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises." A student who disrupts public order will be subject to the College's judicial process. In addition, the College reserves the right to involve local law authorities if a disruption continues after warning the student(s) involved.

E. COPYRIGHT POLICY

It is the intent of Northeast College of Health Sciences that all members of the College community comply with the provisions of the United States Copyright Law (Title 17, United States Code, Section 101, et seq.). The responsibility for securing written copyright clearance rests with individuals. Members of the College community who willfully disregard the copyright policy do so at their own risk and assume all liability.

Emergency Telephone Numbers

<u>Name of Service, Agency or Office</u>	<u>Phone Number</u>
<i>Community Resources</i>	
New York State Police	Emergency 911 Office 315.539.9238
Seneca County Sheriff's Office	Emergency 911 Office 315.539.9241
Seneca Falls Police Department	Emergency 911 Office 315.568.5555
North Seneca Ambulance	Emergency 911 Office 315.539.5001
Seneca Falls Volunteer Fire Dept.	Emergency 911 Office 315.539.9241
Clifton Springs Hospital Mental Health Lifeline*	Day 315.462.1080 Evening 800.310.1160
Geneva General Hospital	315.787.4000
Safe Harbors of the Finger Lakes*	Hotline 800.247.7273 Office 315.781.1093
Domestic Violence Hotline (Ontario/Seneca County)*	800.695.0390
Suicide Prevention Hotline	800.273.TALK
Legal Assistance of the Finger Lakes	315.781.1465
Alcoholics Anonymous Hotline (Seneca County)	315.789.5955
<i>Campus Emergency Telephone Numbers**</i>	
Security Office	315.568.3022***
Student Engagement	315.568.3053
Counseling Services*	315.568.3064
Director of Facilities	315.568.3025
Human Resources	315.568.3105

*** Confidential Resources.** Additional resources and information for students who have experienced a sexual assault, domestic/relationship violence, or stalking can be found on pages 157-160 in Section VIII.

**** From a campus phone, the four-digit extension can be used.**

***** If an emergency occurs after office hours, contact the Security office, who will contact the appropriate College personnel, who will then take care of the situation or return your call.**

F. CAMPUS SAFETY, SECURITY, AND FIRE REPORT

The Advisory Committee on Campus Safety shall provide, upon request, all campus crime statistics as reported to the United States Department of Education. Statistical information related to the College campus safety, security, and fire safety is located in the office of Student Engagement. Additional information is available pursuant to New York State Penal law at www.assembly.state.ny.us. Also, see Northeast website for more information.

G. SECURITY

The Security office is located on the lower level of the Administration Building. It is open 24 hours a day. To contact Security, call 315.568.3022. (From a campus phone, the four-digit extension can be used.) For enhanced security and safety, security cameras are placed and clearly identified in various locations throughout the campus.

H. EMERGENCY PROCEDURES AND EVACUATION

Students, staff, and faculty may voluntarily register for emergency notifications to be sent via text message and/or email through the TextCaster service. This service is used strictly for emergency notifications and closing or delays due to weather that affect the main campus or any health center location.

Evacuation Procedures are posted near the entrances of each building, including the Residence Halls. In the event of an emergency evacuation, individuals must follow appropriate instructions.

I. WHISTLEBLOWER POLICY

1. Purpose

The purpose of this Policy is to establish procedures for the receipt and handling by Northeast of: (a) complaints or the reporting of concerns with respect to any illegal conduct at Northeast or any violation of an established policy of Northeast; and (b) the confidential submission

by Northeast trustees, employees, or volunteers of such complaints or concerns.

2. Procedures

Submission and Receipt of Complaints and Concerns. Any complaints or concerns regarding illegal conduct at Northeast or the violation of an established Northeast policy may be submitted to the Vice President of Finance. Upon receipt of a complaint or concern, the Vice President of Finance, with assistance of legal counsel or other advisors as deemed appropriate, shall (a) determine if the complaint or concern actually pertains to a matter covered by this Policy, (b) acknowledge receipt of the communication to the sender, and (c) develop an appropriate plan for addressing the complaint or concern. If the complaint or concern involves the Vice President of Finance so as to present a conflict, these duties shall be performed by the President of Northeast or his or her designee. The Vice President of Finance shall promptly forward any complaint or concern related to accounting matters to the Chair of the Audit Committee of the Board of Trustees of Northeast (“Audit Committee”). The Vice President of Finance may direct complaints or concerns that do not involve accounting matters to other appropriate Northeast Board committees, Senior Staff, Human Resources employees, or other employees and/or outside legal, accounting or other advisors, as appropriate, to review or conduct an investigation for determining appropriate action. With respect to each complaint or concern that is received by the Vice President of Finance pursuant to this Policy, the Vice President of Finance shall promptly provide in writing to the President of Northeast and the Chair of the Audit Committee a description of (i) such complaint or concern, and (ii) which person(s) or committee(s) will be responsible for reviewing such complaint or concern. After the review of such complaint or concern has been completed by the applicable person(s) or committee(s), the Vice President of Finance (or his or her designee) shall promptly provide in writing to the President of Northeast and the Chair of the Audit Committee a summary of the results of that review and any action recommended as a result of such review. With respect to each complaint or concern that is received by the Chair of the Audit Committee pursuant to this paragraph of the Policy, the Chair of the Audit Committee shall decide whether the Audit Committee will review that complaint or concern and/or take any other action regarding that complaint or concern.

Confidential Complaints. Any Northeast trustee, employee, or volunteer may submit complaints or concerns covered by this Policy and ask that they be handled on a confidential basis. If confidential treatment is desired, the complaint or concern shall be set forth in writing and forwarded to the Vice President of Finance in a sealed envelope labeled with a legend such as: "*Confidential – Submitted Pursuant to Whistleblower Policy.*" The complaint or concern must identify the trustee, employee, or volunteer -- anonymous complaints will not be accepted. Any confidential submission received by the Vice President of Finance shall be promptly reviewed and referred in the manner described above. While confidentiality cannot be guaranteed, reasonable steps to protect confidentiality, when requested, will be taken consistent with the need to conduct an adequate investigation and review.

Submission of Complaints Directly to the President of Northeast or the Audit Committee. Complaints or concerns that involve alleged acts or omissions of the Vice President of Finance may be submitted directly to the President of Northeast or the Chair of the Audit Committee (in lieu of submission to the Vice President of Finance as described above). Upon receipt of any such complaint or concern, the President of Northeast or the Audit Committee shall investigate the matter and take corrective action (if necessary) as provided in this Policy. In order to be acted upon, any such complaint or concern should include sufficient information for the President of Northeast or the Audit Committee to investigate and to determine whether it is valid and was made in good faith. If on preliminary examination the allegation is judged to be wholly without substance or merit, or not made in good faith, the allegation may be dismissed. The President of Northeast or the Audit Committee may enlist employees of Northeast and/or outside legal, accounting, or other advisors, as appropriate, to conduct any investigation of complaints or concerns, including alleged acts or omissions by the Vice President of Finance. With respect to each complaint or concern that is received by the President of Northeast pursuant to this Policy and that has not also been received by the Chair of the Audit Committee, the President of Northeast (or his or her designee) shall promptly provide to the Chair of the Audit Committee a description of (a) such complaint or concern, and (b) which person(s) or committee(s) will be responsible for reviewing such complaint or concern. After the review of such complaint or concern has been completed by the applicable person(s) or committee(s), the President of Northeast (or his or her designee) shall promptly

provide in writing to the Chair of the Audit Committee a summary of the results of that review and any action recommended as a result of such review. With respect to each complaint or concern that is received by the Chair of the Audit Committee pursuant to this paragraph of the Policy, the Chair of the Audit Committee shall decide whether the Audit Committee will review that complaint or concern and/or take any other action regarding that complaint or concern.

Retaliation Prohibited. No person who submits a complaint or reports a concern in good faith under this Policy shall be subject to retaliation, intimidation, discrimination, harassment or, in the case of an employee, adverse employment consequences as a result of such submission or report. Northeast will not discharge, demote, suspend, threaten, or retaliate in any manner against any employee with respect to their terms and conditions of employment based upon the actions of such employee with respect to good faith reporting of complaints or concerns regarding matters covered by this Policy. Northeast will not threaten or retaliate in any manner against any trustee, employee, or volunteer based upon any lawful actions of such trustee, employee, or volunteer with respect to good faith reporting of complaints or concerns regarding matters covered by this Policy.

Recordkeeping. The Audit Committee, with the assistance of Northeast personnel, shall retain as a part of its records a log of any complaints or concerns regarding matters submitted pursuant to this Policy, tracking the receipt, investigation, and resolution of such matters. A copy of this Policy shall be distributed to all trustees, employees, and volunteers who provide substantial services to Northeast.

J. SERVICE ANIMAL

Northeast College of Health Sciences is committed to reasonably accommodating persons with disabilities who require the assistance of a service animal. Set forth below are guidelines concerning the appropriate use of and protocols associated with service animals.

Definitions

Service Animals – A “Service Animal” is an animal trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The

work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheel chair, or assisting an individual during a seizure. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purpose of this definition. The American with Disabilities Act (the "ADA") limits service animals to dogs.

Owner - The owner is a person with a disability who uses a Service Animal.

Service Animals on Campus or in College Health Centers

A person with a disability will be permitted to be accompanied by his or her service animal in all areas of the College and College-operated facilities, including health centers, where the person with a disability is otherwise permitted to be.

If it is readily apparent that the individual has a disability and that the animal is a Service Animal, no further information will be requested about the animal's purpose. If it is not readily apparent that the animal is a service animal, the individual may be asked if the animal is a service animal required because of a disability and to explain the work or task that the animal has been trained to perform. The animal will not be required to demonstrate this task and the College will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

In extremely unusual circumstances, a Service Animal may not be permitted in a specific area, such as an area that requires sterile processing. In those cases, the College will work with the individual to explore alternative accommodations for the individual to take advantage of the College's facilities and services.

Service Animals Residing in Housing

Students intending to bring a Service Animal on campus to live with the student in a residence hall are requested to inform the Academy for Academic Excellence and Student Success prior to commencing residence. Notification of the need for a Service Animal will assist

the College in making any necessary preparations, as well as ensuring that appropriate College employees are made aware that the animal is a Service Animal authorized to be on campus and to live with the student in College housing. A non-residential student who uses a service animal is requested to notify the office of Student Engagement.

Owner's Responsibilities for Service Animal

1. It is the individual's responsibility to know and understand the local ordinances, laws, and regulations concerning vaccination and licensing.
2. The Owner is required to care for, and clean up after, the animal in a safe and sanitary manner. If the Owner is physically unable to care for and clean up after the animal, the Owner must arrange for these activities. The College is not responsible for, and will not perform, these tasks.
3. The Service Animal must be under the control of the Owner at all times.

Under Control of Owner:

- a. The animal must be under the Owner's direct physical control with a harness, leash, or other tether, unless either the Owner is unable because of a disability to use these, or the use of one of these would interfere with the Service Animal's safety, effective performance of work or tasks. If so, the Service Animal must be otherwise under the Owner's control (e.g. voice control, hand signals, or other effective means).
- b. The animal's behavior must not be disruptive to its surroundings or the College's activities, including classes and patient care. Disruptive behavior includes, but is not limited to, jumping on people, barking, growling, excessive odor, taking food from dining area tables, or taking personal belongings of individuals other than the Owner.

Proximity to Owner:

- a. While on campus property or College-operated facilities, including health centers, the animal must be in close physical proximity to the Owner.

4. Service Animals must be “house broken.”
5. An individual with a disability may be charged for damage caused by his or her Service Animal.

Process for Removal of a Service Animal

Northeast may require the Owner to remove a Service Animal from College premises if:

- The animal poses a direct threat to the health or safety of others or causes substantial damage to the property of others (allergies and a fear of animals or stereotypes about a particular breed are not valid reasons for denying the right to have a service animal on College premises);
- The animal is out of control and the Owner does not take effective action to control it;
- The animal’s presence results in a fundamental alteration of a College program; or
- The Owner does not comply with the Owner’s Responsibilities set forth above.

Any member of the College community may submit a complaint about a Service Animal, identifying one or more concerns in the areas listed above. The College will investigate the situation and take appropriate action. Where reasonable, the College will work with the Owner to resolve the situation in a way that allows the Owner to continue to have the Service Animal and/or to arrive at an alternative accommodation that allows the Owner access to the College’s services and facilities.

Should the Service Animal be removed for one of above reasons, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract and other financial obligations to the College.

The College expects students to make honest and truthful representations to College administration about all matters, including representations made pursuant to this policy.

X. General College Policies

A. SMOKING

Northeast College of Health Sciences is committed to providing a safe and healthy campus and to promote the health and wellbeing of its faculty, staff and students. Motivated by our mission and identity as a natural health care educational institution, coupled with our desire to provide a healthy environment, Northeast College of Health Sciences is a tobacco-free organization.

It is the policy of the College to prohibit the smoking and/or use of all forms of tobacco products on all College premises. For this policy, tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco, e-cigarettes, vaping devices, and other smokeless tobacco products. This policy applies to all employees, faculty, students, staff, vendors, and visitors of Northeast College of Health Sciences. College premises is defined as all areas and buildings on all property owned or operated by the College, which includes all vehicles owned or leased by the College.

Policy non-compliance will prompt an initial educational reminder regarding the policy. Repeated non-compliance will be referred to the appropriate campus student conduct or employee supervisory system for resolution. Repeated violations will be subject to disciplinary action.

Understanding the addictive nature of tobacco use, the College will make every reasonable effort to assist those employees and students who wish to stop using tobacco. Students and employees can access cessation treatment and resources by contacting the Campus Health Center. Support and/or resources can also be found through the College’s Counseling Services office. For additional information, please visit the NY Quits website at www.nysmokefree.com/default.aspx.

B. USE OF SKATEBOARDS, INLINE SKATES, AND ANY OTHER SIMILAR CONVEYANCES

Users of these devices

- must be able to control their actions at all times,
- must operate at a safe speed that does not endanger pedestrians, and

- must not be involved in stunt/demonstration behavior.

Skateboards, inline skates, bicycles and other non-pedestrian transport conveyances are not permitted inside any Northeast building or residence hall. Inline skates or attached devices must be removed prior to, or immediately upon, entering the vestibule of all campus buildings. Anyone who does not comply with this policy will be subject to disciplinary action.

Pedestrian Transport Conveyances:

1. Scope of Policy

This policy addresses the use of skateboards, hover boards, Segways, roller skates/blades, scooters, bicycles, or other pedestrian transport conveyance and applies to all members of the Northeast community, including but not limited to: faculty, students, staff, and visitors.

2. Definitions

This includes skateboards, hover boards, Segways, roller skates/blades, scooters, bicycles, or any other device, motorized or otherwise, used to facilitate pedestrian transport.

- Segway – trademark name of a two-wheeled motorized personal vehicle consisting of a platform for the feet mounted above an axle and an upright post surmounted by handles.
- Hover board – a two-wheeled motorized board consisting of a platform for feet, battery-operated motor and steered by varying weight distribution.

3. Policy Statement

This policy is established to address the safety concerns of the Northeast Community posed by the hazardous use of pedestrian transport conveyances to minimize damage to College property and persons from the use of these devices.

4. Policy Standards and Procedures

Electronic pedestrian transport conveyances are banned for use, storage, and charging on campus.

- Roller skating/blading, skateboarding, scooter riding is prohibited in College buildings and residence halls.
- Roller skating/blading, skateboarding, scooter and bicycle riding as a means of transportation are only permitted on walkways when the operator does not create a hazard to themselves or others. Performing jumps or other stunts is strictly prohibited on the campus.
- Roller skating/blading/skateboarding/hover boarding by visitors is prohibited.
- No motor vehicles, including motorcycles, motor-driven cycles, and Segways, other than expressly authorized vehicles, as provided by this policy, shall be operated on any walkway on the College. In such circumstances, where motor or battery-powered vehicles are operated on walkways, they shall yield the right of way to pedestrian and bicycle traffic.
- Wheelchairs, motorized wheelchairs, electric carts, or similar devices operated by persons with physical disabilities are permitted on walkways and all Northeast buildings as needed to provide accessibility and reasonable accommodation.
- Those persons causing damage to persons or property while engaged in the use of these devices will be held financially responsible and may be subject to discipline or other charges under standard College or external procedures.

C. BULLETIN BOARD POSTING POLICY

Administration of the Bulletin Board Posting Policy is the responsibility of the office of Student Engagement. Individuals using College posting space should contact that office with questions and problems related to this policy. All decisions regarding posting of materials on campus rest with the office of Student Engagement. Approval for posting any materials is granted by the Executive Director of Student Engagement. Postings are not allowed on/in bathrooms, doors, windows, walls, lockers, or furniture. Exceptions to this policy are notices dealing with college-designated events and/or emergencies and must be approved by the Executive Director of Student Engagement or designee.

1. College Information and Administrative Memos (Administrative Use Only)

Locations:

Across from mailroom, ground floor of Administration Building

One at each of the College health centers

The bulletin boards listed above are used to provide general information (communitywide announcements, policy and procedure statements, etc.), and to eliminate the need to put paper announcements into every mailbox. Students are responsible to keep informed through periodic review of the boards. Lack of knowledge is not an excuse for failure to comply with policies and procedures.

2. General Information

Locations:

Next to ATM machine, ground floor of Administration Building

End of tunnel, outside of Anatomy Lab (LL09)

Academic Building I (south of Room 202)

Individuals and groups are welcome to post materials on these information boards upon approval from the office of Student Engagement. Materials must be appropriate for a college campus, must not advertise activities or events that are illegal or violate the College's policies (see Solicitation Policy), and must include the name and sponsor of an act or event. Materials not in compliance will be removed without notification.

Only one poster may be posted per bulletin board. Posters may not be larger than 14" x 22", nor may fliers exceed 11" x 14".

3. Events Bulletin Boards

Locations:

Outside of South Dining Hall

Outside of Campus Health Center (south side), #16 Academic III, by Room 111

Outside of Academic III Lobby (south side)

These boards are for the posting of general campus events such as club meetings, special social events, etc. All posters must be approved by the office of Student Engagement. Posters not having approval will be removed.

4. Off-Campus Housing Boards

Location: Academic I, near the office of Student Engagement

Information regarding housing opportunities near the off-campus health center areas is posted on this board. Information relative to off-campus housing in the local community can be found on the student portal in the office of Student Engagement section.

5. Banners

The office of Student Engagement may grant special permission to display banners to campus organizations or offices, subject to the following provisions:

- Prior approval must be obtained from the office of Student Engagement. The office shall determine the acceptable banner size and the length of time a banner shall remain in place.
- The sponsoring organization must remove the banner within two working days following completion of the event that it promoted.
- Any group, individual, or organization hanging a banner will be responsible for damages caused by either the banner, its installation, or its removal.

6. Sanctions

Individuals or groups who do not comply with the above guidelines or who, without authorization, remove materials placed by other individuals or groups may be denied permission to post materials and may be subject to disciplinary action.

D. CHILDREN

Children of students are not permitted in classes or laboratories. Unattended children are not permitted in academic or administrative buildings on campus.

E. DRESS REGULATIONS

Students are expected to maintain a reasonably professional appearance when engaged in academic activities. The following exemplify garments that present an unprofessional appearance and should not be worn in class: tank tops, cut off T-shirts, ripped jeans or cutoff jeans shorts, spandex biking shorts, beachwear, hats or bandannas. Appropriate footwear must be worn in all academic and administrative buildings.

The dress regulations of the on-campus and off-campus health centers are communicated to students when they enter these phases of the program.

F. FUNDRAISING POLICY

In order to avoid fundraising conflicts and confusion, proper coordination and advance approval for such activities are required.

All student organizations must obtain appropriate authorization from the organization's Advisor and the Executive Director of Student Engagement before holding fundraising events to support their activities.

All fundraising activities conducted by students on behalf of or in the name of the College shall be subject to the approval of the Executive Director of Student Engagement. In addition, members of the Northeast community may not solicit funds off campus on behalf of any organization unless prior approval is received from the office of Student Engagement.

It is inappropriate and unlawful for anyone to use the College name, logo, seal, emblem or any other trademarks or service marks of the College without the written permission of the College.

G. IDENTIFICATION CARDS

Students are required to obtain and carry a photo ID card at all times. ID cards are obtained through the Facilities office, located in Room L01 of the Administration Building, during the hours of 8:30 a.m. to noon, and 1 p.m. to 4 p.m. Lost ID cards should be returned to the Security office, located in the Facilities office. Replacement ID cards will be issued upon presentation of a receipt for \$10 from the Student Accounts office.

The photo ID card is used as verification of identity, a Library card, and for entry into and utilization of the Health & Fitness Center.

The Code of Student Conduct and Ethics addresses violations involving the misuse and unauthorized use of student ID cards. (See Section VII.)

H. PARKING

All students who wish to park on campus are required to obtain and properly display a College issued parking permit. New parking permits are issued through the Facilities office, Room L01, Administration Building. Possession or use of another person's permit will subject the holder to disciplinary action.

All students are expected to abide by the College's Parking Rules and Regulations, which are included in their orientation packets. Additional copies of the College's Parking Rules and Regulations are available through the Facilities office, Room L01, Administration Building. Parking for residence hall occupants is available in lots immediately adjacent to the halls. Parking for off-campus students is available in Lot J, across from the Academic III Building; Lot E, adjacent to the Academic II Building; Lot B, adjacent to the Library – except for "Reserved" areas; Lot F, adjacent to the Health & Fitness Center; and Lot G, at the south end of campus.

Seneca Falls Health Center Parking Lot D is reserved for patients and health center personnel.

Lot A, adjacent to the Administration Building, is reserved for faculty, staff, and visitor use Monday through Friday, 7 a.m. to 4:30 p.m. Students may only use Lot A outside of these regular business hours.

Improper parking or failure to register a vehicle with the Facilities office will result in fines. These fines must be paid prior to registration or graduation.

Fines are payable in the Student Accounts office.

Anyone appealing a parking fine must do so in writing within ten business days from the date the ticket was issued. The appeals procedure is outlined in Northeast's Traffic and Parking Regulations, which each student is given in the orientation packet. Extra copies are available in the Facilities office.

Students, faculty, staff, and visitors park their vehicles on the campus of Northeast College of Health Sciences at their own risk. Northeast College of Health Sciences is not responsible for any damage, whether caused by an act of God or other means, including, but not limited to, theft, vandalism, motor vehicle crash, etc., that occurs to any vehicle operated or parked on the Northeast College of Health Sciences campus at any time.

Any person requesting assistance (jump-starting vehicle, lockout, etc.) with their vehicle from any College employee or contracted service, such as Seneca Security Services, agrees to hold the College and/or the contracted service and their employees harmless from any damages that may occur as the result of their rendering of aid.

I. SOLICITATION POLICY

Solicitation and sale of chiropractic supplies, instructional services, or of any items that compete directly or indirectly with the Northeast Bookstore are prohibited on the Northeast campus. This statement applies to faculty, students, staff, administration, and off-campus vendors. Marketing of credit cards on campus is also prohibited.

All student organizations must obtain appropriate authorization from the organization's Advisor and the Executive Director of Student Engagement or his/her designee for solicitation activities. Students who wish to sell goods or services on campus must secure approval from the office of Student Engagement.

For purposes of soliciting monetary donations, or donations of items for give-a-ways, student groups are prohibited from engaging in such activities unless they have been expressly approved to do so by College administration. Students/student group representatives should not present themselves as official representatives or agents of the College unless expressly approved by College administration to act in this capacity on behalf of the College.

Student groups wishing to engage in the solicitation of donations can find guidance for doing so in the Resource Guide for Student Leaders and Advisors, posted in the Student Engagement section of the student portal.

Violators of the College's solicitation policy are subject to disciplinary action, which may include restitution to the College for any lost income resulting from unauthorized vending or solicitation.

J. SNOW CLOSING

Northeast College of Health Sciences rarely cancels classes or health center operations due to inclement weather, and indeed it is the policy of Northeast to make every effort to remain open at all times. A decision to cancel classes and/or health center operations is made by the President of the College or his/her designee in his/her absence.

Students who are not comfortable with weather/travel conditions may choose not to report for class and/or health center activities; however, normal student attendance policies will be in effect when classes and/or health center operations are in session.

Nevertheless, if out-of-town severe weather conditions prevent safe travel for students who reside at a distance on a day when classes and/or health center operations are in session, faculty may give consideration regarding attendance and provide relief by way of a make-up examination, if one has been administered on the day in question.

In most cases of actual or pending severe weather conditions, the College will make a decision by 5:30 a.m. regarding cancellation of instructional and/or health center activities. The College may choose to delay the start of classes or opening of health centers until a later time in the day, if weather conditions indicate that safe travel can be resumed. In such instances, appropriate announcements will be made through the process below. At Northeast, the day begins at 8 a.m.; therefore, in the event of a two-hour delay, students, faculty, and staff are to report at 10 a.m. to the location where they would normally be at that time. When the College decides to cancel instructional/health center activities in Seneca Falls, the Health & Fitness Center and Library will close. Other scheduled activities will be cancelled as well. Food service will be operational for campus residents who choose to remain on campus.

When decisions are made to cancel or delay instructional/health center activities, campus community members who have registered for the TextCaster emergency notification system will receive a text message

and/or email as soon as closing or delay information becomes available. Additionally, information regarding the status of instructional/health center activities at Seneca Falls may be obtained by calling the College at 315.568.3833, which is the only telephone on campus that will automatically provide information regarding the status of College operations. This phone line is dedicated solely to opening and closing and will be operating 24 hours a day, seven days a week. Other locations should not be contacted, as this will only delay getting the information.

In addition to TextCaster, at the Depew and Levittown Health Centers local public radio and TV stations will be notified immediately, and information will be disseminated through these media.

The following media will announce cancellation and/or delayed starts:

ALL LOCATIONS:

Students who have registered for the TextCaster emergency notification system will receive a text message and/or email as soon as closing or delay information becomes available.

LEVITTOWN HEALTH CENTER:

Radio: 97.5 WALK FM
Television: News 12 Long Island,
TV Channel 12

DEPEW HEALTH CENTER:

Television: WGRZ TV Channel 2,
WIVB Channel 4,
WKBW Channel 7

(The hot line phone number for Seneca Falls inclement weather information is 315.568.3833.)

K. STUDENT COMPLAINTS AND GRIEVANCES

General

Northeast encourages regular and open communication among students, staff, and faculty. This policy provides a process for Northeast students to raise concerns

regarding the application and administration of Northeast rules, procedures or regulations and, if a concern is not resolved to a student's satisfaction, to pursue a formal grievance.

Informal Complaint

Students who believe that they have been subjected to a violation, misinterpretation, or inequitable application of existing Northeast rules, procedures, or regulations, or a failure to apply these rules, procedures, or regulations, are encouraged to bring their concerns to the attention of the appropriate faculty or staff member as soon as possible. If desired, Student Engagement and Human Resources personnel are available to serve as informal counselors and/or mediators and often can assist in defining and resolving such complaints. If efforts to resolve a complaint informally are not successful, the student may pursue a formal grievance through the following procedures:

Formal Grievance Procedures

1. The student may file a formal, written grievance. The grievance should be submitted, in writing, to the Executive Director of Student Engagement, who will direct the grievance to the appropriate Northeast official for resolution. In circumstances where the grievance is related the office of Student Engagement, the student may file a formal, written grievance. The grievance should be submitted, in writing, to the Vice President of Enrollment and Planning, who will direct the grievance to the appropriate Northeast official for resolution.
2. The identified Northeast official or his/her designee (the "Initial Reviewer") will investigate the grievance, and notify the student in writing of a decision regarding resolution of the grievance within a reasonable period of time.
3. The student may appeal the Initial Reviewer's decision in writing to the Executive Vice President of Academic Affairs, whose decision will be final. In reviewing the appeal, the Executive Vice President of Academic Affairs shall review the existing documentation with respect to the grievance, and may (but shall not be required to) confer with the student, the Initial Reviewer, and any other involved parties or witnesses. In the event that the Executive Vice President of Academic Affairs determines that the appellant has established a valid basis for appeal,

the Executive Vice President of Academic Affairs has discretion to take action consistent with that determination. That may include, without limitation, remanding the matter in whole or in part to the Initial Reviewer, or to a new reviewer, or modifying the original decision as appropriate.

Timing Considerations

There is no time limit for pursuing an informal complaint or filing a formal grievance. However, the passage of time may make the investigation and resolution of concerns difficult. Individuals are, therefore, encouraged to raise their concerns promptly.

Recordkeeping

A copy of the grievance, any decision of the Initial Reviewer, and any decision of the Executive Vice President of Academic Affairs, will be retained in the office of the Executive Vice President of Academic Affairs for seven years following the year in which the grievance is resolved.

Confidentiality

To the extent reasonably practical, information concerning formal grievances will be kept confidential. Staff and faculty investigating a formal grievance will discuss it only with those who have a need to know and/or who are needed to supply necessary information.

Applicability

This policy (including without limitation the Grievance Procedures) does not apply to matters that are subject to review by other designated Northeast personnel or hearing bodies (including without limitation sanctions for violations of the Code of Student Conduct and Ethics). Such matters are subject to review and resolution in accordance with the procedures applicable to them. The Executive Vice President of Academic Affairs shall have discretion to determine whether this policy, or another policy and/or procedure, applies and will be used for any particular matter.

Retaliation

No student who submits a complaint or files a grievance in good faith under this policy shall be subject to

retaliation, intimidation, discrimination, or harassment as a result of such submission or filing.

External Complaints

Northeast College of Health Sciences is an institutional member of the State Authorization Reciprocity Initiative (SARA).

Initial responsibility for the investigation and resolution of student complaints resides with the institution against which the complaint is made. Northeast's internal complaint process is located in the Student Guide and should be followed to completion.

For any student who made a complaint regarding distance education at Northeast and is unsatisfied with the outcome of Northeast's internal complaint process, the resolution (except for complaints about grades or student conduct violations) may be appealed to the following entity:

New York State Portal Entity Contact:

Supervisor, Higher Education Programs
New York State Education Department
89 Washington Avenue
Albany, NY 12234
518.474.1551
Email: IHEauthorize@nysed.gov

California

Students who reside in California and wish to appeal Northeast's complaint resolution may do so by following the link below:

California Bureau for Private Postsecondary Education
P.O. Box 980818
W. Sacramento, CA 95798-0818
Email: bppe@dca.ca.gov
Consumer Complaint Information
<https://www.bppe.ca.gov/enforcement/complaint.shtml>

Military Personnel

[Consumer Complaint Information](#)

Veterans

GI Bill Feedback System

For students receiving Veterans benefits, Northeast's official point of contact to file a complaint is the Executive Director of Student Engagement. A student may also submit a complaint directly to the Veterans Administration (VA), if they believe that the college is failing to follow the VA Principles of Excellence. Visit the VA Website (www.benefits.va.gov/gibill/feedback.asp) for more information about the VA Principles of Excellence or to submit a complaint.

Active Duty Military--Department of Defense Feedback System

For students receiving Active Duty Military benefits, Northeast's official point of contact to file a complaint is the Executive Director of Student Engagement. A student may also submit a complaint directly to the Department of Defense, if they believe the college is failing to follow the VA Principles of Excellence. Visit the Military OneSource website (www.militaryonesource.mil/voluntary-education?content_id=274604) for more information about the VA Principles of Excellence or to submit a complaint.

However, if you have any questions or encounter any problems contacting the appropriate agency, please call the College's office of Enrollment and Planning at 315.568.3270 for assistance.

XI. Student Engagement

A. STUDENT ACTIVITIES

To encourage a balanced education and social student experience, a variety of activities are hosted throughout the calendar year. The intent of such programming is to serve the Northeast community by fostering student unity and collaboration among the College's various stakeholders. While programming may vary year to year, examples of campus activity offerings are as follows:

1. Pursuit of Academic Excellence & Leadership Ceremony

This ceremony was developed by students for students, and recognizes student success in achieving the academic designation of induction into the Phi Chi Omega Honor

Society. Additionally, student excellence in leadership is recognized and scholarships are awarded.

2. Guest Speakers

Various speakers related to chiropractic and other professions are brought to campus each trimester to enrich the education of Northeast students.

3. Blue Day

This annual event is inclusive of the entire College community and takes place during the Spring trimester. It includes a picnic luncheon, friendly volleyball competition, and music. The event may also include an awareness/charitable activity such as raising funds for local children's hospitals, bone marrow donor drive, etc.

4. Transitions Ceremony

The purpose of the Transitions Ceremony is to create a meaningful milestone for the seventh-trimester chiropractic student that honors the matriculation to the next phase of their education to the clinical experience. During the Transitions Ceremony, recipients of Academic Awards, Community Awards, and Scholarship Awards will be announced.

B. LEADERSHIP EDUCATION

Leadership education encompasses such resources as annual symposiums, seminars, skill-building sessions, and motivational speakers. The purpose of such programming is to encourage students to develop skills that will enhance their professional success and realize their personal goals. Students may also seek leadership opportunities and professional growth through involvement in on-campus clubs and professional organizations.

The nonacademic activities in which students participate constitute an integral part of the total educational experience. Membership in various clubs, professional organizations, and in the Student Government Association (SGA) provides opportunity for well-rounded experiences for personal and professional enrichment, as well as campus involvement.

1. Student Government

a. Class Officers

Chiropractic program class elections are held for class officer positions. Class officers serve as informational liaisons between faculty/staff/administration and students. They are also responsible for any fundraising activities undertaken by their class as well as keeping an accurate account of all financial transactions pertaining to their respective trimester.

b. Student Government Association

The Student Government Association (SGA) consists of an executive board and class officers. SGA serves as a liaison between the student body and the Administration. Students may obtain a copy of the Student Government Association Constitution from an SGA executive officer or the office of Student Engagement. SGA falls under Northeast's operational guidelines for clubs and organizations.

2. Student Clubs & Organizations

Special-interest clubs offer students the opportunity to organize activities related to both curricular and extracurricular interests. The development and formation of new clubs and organizations is encouraged. The process for developing a new club can be found on the student portal within the office of Student Engagement section, in the Clubs/Organizations folder.

During the first trimester at Northeast, the student has the opportunity to complete a student membership application for the American Chiropractic Association (ACA), the International Chiropractic Association (ICA), the World Federation of Chiropractic (WFC), or the Student Canadian Chiropractic Association (SCCA). The membership fee to join one of these organizations is included as part of the general fees charged to the student. Students wishing to join additional organizations may do so; however, additional membership fees are the responsibility of the student.

Students who are from Ontario, Canada, and may be returning to the province to practice have an opportunity to join the Ontario Chiropractic Association

(OCA). Membership for students meeting this identified criterion is free.

3. Student Club/Organization Guidelines

Noted are highlights from the guidelines for clubs/organizations that wish to be recognized and be eligible for funding from the Student Engagement office (see item 8 below). A detailed copy of the Club/Organization Guidelines may be obtained from the office of Student Engagement or accessed through the student portal within the Clubs/Organizations folder.

Students wishing to form new clubs/organizations need to obtain approval from the office of Student Engagement. The office will guide interested students through this process. The following information needs to be submitted for review and approval consideration:

- The proposed club name and a letter of intent. The letter of intent should include the purpose of the group and an outline of anticipated activities.
- A list of at least 10 to 15 student members, email address, phone number, and current trimester designation.
- The name of the faculty/staff advisor and a completed advisor form. Clubs need to have an advisor who is a full-time faculty/staff member. Technique club advisors must be proficient in the focus technique of the group and be present at all meetings.
- A "constitution" that includes a statement of the club's basic purpose.

Upon receipt of the above items, the office of Student Engagement will discuss the club/organization with the student(s) and determine whether the club/organization will be considered an "active" group.

No clubs/organizations will be recognized that discriminate against students for reasons of race, color, gender, age, creed, religion, national origin, ethnic background, citizenship, marital status, familial status, sexual orientation, gender identity, gender expression, disability or veteran status, status as a victim of domestic violence, ancestry, arrest/convictions record, genetic

predisposition or “carrier” status, and any other characteristic protected by applicable federal, state, or local law. Club membership must be open to all students of Northeast.

Clubs/organizations may not charge a membership fee or dues. Funding for activities is to be requested according to the procedure in item 8, Student Club Funding. Students may not be restricted from Northeast club meetings, academic lectures, or other activities as a result of non-payment.

Any violation of club/organization guidelines will deem the club/organization invalid and ineligible for any further meetings or funding for the remainder of the trimester.

4. Maintenance of Public Order on the College Campus and Other Property Used for Educational Purposes

In accordance with New York State Law Article 129-A, such rules and regulations shall prohibit, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Such rules and regulations shall govern the conduct of students, faculty, and staff as well as visitors and other licensees and invitees on such campuses and property. The penalties for violations of such rules and regulations shall be clearly set forth therein and shall include provisions for the ejection of a violator from such campus and property, in the case of a student or faculty violator his or her suspension, expulsion, or other appropriate disciplinary action, and in the case of an organization which authorizes such conduct, rescission of permission for that organization to operate on campus property.

5. Additional Guidelines for Chiropractic Technique Clubs

In addition to the guidelines for student clubs/organizations outlined above, technique oriented clubs/organizations are subject to the College’s Chiropractic Adjusting policy (see Academic Affairs Policies). Any student found adjusting, or voluntarily receiving an adjustment, without direct supervision of the approved faculty advisor will be considered in direct violation of club guidelines and will be subject to

disciplinary proceedings in accordance with the College’s Code of Student Conduct and Ethics.

6. Guest Speakers

Any club or student organization requesting to bring an external guest speaker on campus must complete and follow the procedures outlined below:

- a. At least 30 days prior to a proposed speaking engagement complete a Guest Speaker Packet, which can be found on the student portal in the office of Student Engagement section’s folder titled Clubs/Organizations.
- b. Send the proposed guest speaker the Academic Freedom and Responsibility Policy, Educational Policy of Northeast, and Guest Speaker Disclaimer form. The proposed guest speaker must sign the Guest Speaker Disclaimer form and return it to the appropriate student club or student organization representative.
- c. Request the proposed guest speaker to provide
 - the signed Guest Speaker Disclaimer form;
 - an outline of the major topics to be covered in list or paragraph form; and
 - a brief curriculum vitae, including name, address, phone, education, licenses and certifications, practice experience, teaching and administrative experience, professional affiliations, and postgraduate education.
- d. Complete the Guest Speaker Request form and return it to the office of Student Engagement.
- e. Submit the completed Guest Speaker Packet to the office of Student Engagement at least 30 days prior to the date of the proposed speaking engagement.

The office of Student Engagement will forward the completed Guest Speaker Packet to appropriate College officials for review and approval consideration. The office of Student Engagement will not approve the use of a room or post promotional materials for the guest speaker until the request has been officially approved.

The faculty/staff advisor of the hosting club/organization must be present at the lecture/presentation.

7. Guest Speakers: Academic Freedom and Academic Responsibility

Guest speakers are expected to adhere to Northeast's policy on Academic Freedom for Faculty and maintain the same standards of scholarship as those maintained by regular faculty. Failure to comply with this regulation will render the speaker ineligible for any future interaction within Northeast's environs. The policy is as follows:

In the context of the mission statement of the College, it is the policy of Northeast to foster and maintain full freedom of discussion, inquiry, teaching, and research. Faculty are entitled, as they deem appropriate, to organize their course with respect to content, support materials and methods of evaluation, but in accordance with goals and objectives of the published course description and with the highest academic standards.

In research and publication, faculty are entitled to discuss freely those subjects in which they feel competent, pursue inquiry into any area of academic interest, and present and argue for those ideas and conclusions arising from such inquiry. While free to express those ideas which seem justified by facts, faculty are expected to maintain standards of sound scholarship and competent teaching. Further, while the pursuit of academic excellence sometimes demands challenging established ideas, the denigration or disparagement of individuals or ideas is not considered to be consistent with professional etiquette.

Both within and outside the fields pertaining to instruction, research and publication, faculty should conduct themselves in a manner that does credit both to themselves and to the institution. When speaking or writing as a citizen, faculty shall be free from institutional censorship or discipline but, in accordance with the principles of scholarship they should be accurate, exercise appropriate restraint, show respect for the opinions of others and, where appropriate, clearly indicate that they are not a spokesperson for the institution. Guest speakers are expected to adhere to this policy.

8. Student Club Funding

Clubs that are currently active and approved by the office of Student Engagement are entitled to receive funding through the office of Student Engagement budget. The source of this funding is available through the mandatory Student Activities trimester fee. Clubs and organizations that meet active eligibility – a minimum of three on-campus meetings per trimester and submitted proof of meeting attendance, with a minimum of 10 students in attendance – will receive a stipend disbursement to the club/organization account at the end of the trimester. Unused funds from inactive clubs will be transferred to the Student Government Association account.

C. CLUB OR ORGANIZATION EVENTS WITH ALCOHOL

1. Scheduling

No more than one public event (defined as an activity involving more than 15 people) with alcohol is allowed on campus at any one time. Organizations wishing to sponsor a public event with alcohol should check with the office of Student Engagement to see what other events are scheduled on the College calendar at that time. Parties must end by midnight on weekends. No parties will be registered on evenings prior to a class day or during scheduled exams.

a. Prior Approval

Prior written approval for any public event with alcohol must be obtained from the office of Student Engagement. Registration of the event and request forms must be completed at least two weeks prior to the event.

b. Facilities

Room reservations must be made through the appropriate staff for any campus building or area to be used for the event. A maximum of 15 people at any one time will be allowed in a residence hall suite during a public event where there is alcohol consumption. Special arrangements or setups should be discussed with the office of Student Engagement and indicated on the request form.

2. Food and Refreshments

Food and nonalcoholic beverages must be provided by the sponsor at all public events where alcohol is served. The sponsor must secure approval from the office of Student Engagement for the amount and type of food and beverages to be served.

3. Entertainment

The sponsor is responsible for making all arrangements for engagement and payment to any entertainment at the event. If College funds are to be used, the sponsor must request the funds from the office of Student Engagement or a minimum of 10 days in advance of the scheduled date. Payment will be made upon receipt of appropriate paperwork.

4. Security

The sponsor must notify campus security of the event at least one week prior to the scheduled date.

5. Publicity

All posters or flyers for public events with alcohol must be approved and stamped by the office of Student Engagement prior to distribution. All such promotional materials must reflect a responsible attitude toward alcohol use and may be posted only in designated areas. The office of Student Engagement reserves the right to approve or reject such promotional materials.

6. Quiet Hours

Public events must not violate the quiet hours or any other noise regulation governing residence halls.

7. Cleanup

The sponsor shall be responsible immediately after the event for cleaning and restoring all used facilities and areas to their condition preceding the event. Satisfactory clean up consists of

- a. putting all garbage from floors and tables into trash barrels with liners;
- b. removing the barrels to a dumpster nearest the activity;
- c. taking down all decorations and signs;

d. wiping down tables; and

e. cleaning the floor by sweeping or vacuuming, as appropriate.

8. Legal Responsibilities

a. Physical Damage

A host or sponsor shall be responsible for any and all physical damage to the facility or area used, including entries, exits and bathrooms used, and for all costs incurred by the College as a result of prohibited or irresponsible behavior at a private party or public event.

b. Enforcement of Laws and Policies

The host(s) or event sponsor must comply with and enforce all federal, state, local, and College policies. Campus Security and the office of Student Engagement shall have additional authority for any appropriate enforcement activity, including the discretion to close a private party or public event if necessary.

c. College Judicial Procedures

Faculty, staff, or students who violate club or organization event policies are subject to disciplinary action in accordance with College policies and judicial procedures.

Additional information regarding photocopies, scheduling of events, club mailboxes, bulletin board postings, fund raising, creation and use of business cards, solicitation for funding, and use of the College logo/seal, can be found on the student portal within the office of Student Engagement section in the Clubs/Organizations folder.

D. CORPORATE RELATIONS

Northeast College of Health Sciences works with industry leaders to establish mutually beneficial relationships through corporate sponsorships. Accordingly, approval from the Vice President of Stakeholder Engagement is required prior to engagement in any activities by Northeast students, employees, groups, or clubs where their affiliation with the College

may generate promotional exposure for another's commercial or political interests.

XII. Residence Life

Northeast College of Health Sciences maintains a full-service Residence Life program. Students may choose to live on campus in one of the modern and convenient residence halls when they enter into a Housing License Agreement with the College.

A. RESIDENCE LIFE PHILOSOPHY

The Northeast Residence Life philosophy is based on the principles of providing students with a safe, healthy, and attractive living-learning environment that supports the academic mission of the College. Hence, the policies that have been established by Northeast have been created in order to promote the welfare and protection of individuals as well as the College community.

The residence halls provide an opportunity for interaction among peers of various cultural and ethnic backgrounds. Many aspects of residence hall living occur simply by the nature of the environment; however, many are shaped by the goals of the institution. Northeast places a high priority on the concepts of our halls serving as living/learning environments. **Mutual respect and consideration combined with an awareness and sensitivity to the needs of other students must be the standards for group living.** Any student who is found to be disruptive to the communal arrangements of a residence hall, or who conducts himself/herself in an irresponsible or unethical fashion, will be sanctioned in a manner consistent with policies and processes noted in the Student Guide.

Northeast places a high priority on maintaining our campus in a good physical condition. To assist in meeting this objective, we work in partnership with the Facilities and Securities departments.

On-campus living offers convenience as well as the opportunity to live near friends and other members of the academic community. On-campus living places students closer to their classrooms, the Library, Health & Fitness Center activities, and various other important locations and events. Such a living arrangement enhances the feeling of belonging to the College.

B. RESIDENCY REQUIREMENTS AND WAIVERS OF RESIDENCY

General Requirements

1. Residence Hall License Agreements will run on a trimester-by-trimester basis, with the exception of the first license agreement. All first-trimester students who choose to live on campus are required to live on campus for two consecutive trimesters. Students may move off campus following their residency obligation by following the procedure that is posted each trimester at office of Student Engagement.
2. New students are assigned rooms on a first-come, first-served basis after they have been accepted to the College and have paid the required housing deposit. Returning students will have the choice of (a) requesting a room change, or (b) living in their current room.
3. All residents must sign, via the Student Portal, a Residence Hall License Agreement with the College. After each trimester, or after the second trimester for incoming students, residents have the opportunity to move off campus or reserve their present room assignment.
4. All residents must comply with all health and safety requirements and inspections, including the New York State fire inspection.
5. The Residence Hall License Agreement is a legal agreement between the student and Northeast College of Health Sciences. It entitles the student to use residence hall accommodations only in such a manner as described in this agreement. It is not a lease.

Failure to observe any of the terms and conditions of the Residence Hall License Agreement will be deemed an immediate violation. Such violation(s) may subject a student to disciplinary actions, which may include, but are not limited to, fines, eviction from the residence halls, or room transfer to another location within the residence hall system.

The Residence Hall License Agreement has been prepared in accordance with New York State law. A student's electronic check mark on the portal is

considered a valid response of acceptance of his/her obligations under the law of the Residence Hall License Agreement.

C. RESIDENCE LIFE CONTRACT DURATION AND OBLIGATIONS

Upon moving into a residence hall on campus, students must sign a Residence Hall License Agreement covering two full trimesters, after which time the student may request to terminate the agreement by submitting written notice to the office of Student Engagement by the date posted.

When the student's initial Residence Hall License Agreement expires, the student may choose to continue living on campus on a trimester-by-trimester basis. The student can also terminate the Residence Hall License Agreement at the end of any trimester thereafter by notifying the office of Student Engagement in writing by the dates posted by the office. If a student misses the deadline, (s)he may still apply. If the request is honored, (s)he will be assessed a housing contract release fee.

If a student's academic course load falls below full-time, (s)he must notify the office of Student Engagement within three days of his/her change from full-time status. The College reserves the right to review/terminate on-campus housing for persons not engaged in full-time study.

D. LICENSE TERMINATION AND REFUNDS

All Residence Hall License Agreements are binding for one full trimester, with the exception of the first license agreement for incoming students, which is binding for two full trimesters. New students and students moving on campus for the first time are required to pay a \$100 room deposit at the time of room sign-up. The deposit will be applied to that trimester's room fee. Students will be billed for the cost of the room when they receive their tuition bill. If a student changes his/her mind about living on campus before (s)he moves in, that student is entitled to a full refund of room deposit and room fees. To receive this refund, written notice must be given within two working days following the beginning of the commencing trimester. Once moved in, no housing refunds are granted unless the student separates from the institution. Early termination of the license agreement will also result in an early-termination fine.

Students returning to the halls for the next trimester are allowed to keep belongings in the residence halls during each trimester recess with permission. Students must vacate the residence halls and remove items from the premises by the advertised deadline if they are not returning to the halls the following trimester or be charged.

Permission must be granted for any student remaining on campus over break. Requests will be considered on an individual basis. Students granted permission may be moved to another location over break. See Housing Agreement for details.

Storage for personal belongings may be provided as space permits. Students may also wish to take any personal valuables home with them for the break, as the College strongly recommends that no valuables be left in the residence halls during vacation periods. Northeast is not responsible for the loss or damage of property of any resident or individual due to theft, fire, or other causes. The College does not accept any responsibility for student possessions, including those stored in the building.

When a student moves off campus, (s)he must take all possessions. Any items left behind become the property of the College to dispense as deemed appropriate. Signing this agreement authorizes the College to remove and properly store or dispense any belongings not properly removed or stored after the time of hall closing, as determined by the Executive Director of Student Engagement. Acceptance of the license also means that the student agrees to pay such fees as are assessed by the College for the labor involved in moving and storing the student's personal belongings, and that the College shall not be responsible for any resulting loss or damage.

E. WITHDRAWAL REFUNDS

If a student separates from the College for any reason, (s)he may be entitled to a full or partial refund in accordance with the College's published refund policy. To be eligible for any refund, (s)he must submit an appropriate written request to terminate the housing license as part of the withdrawal procedures. Sign-out procedures must be completed. Refunds that are approved are based on the College's published Refund Policy.

F. ROOM ASSIGNMENTS

The College reserves the right to assign residents to rooms that need to be filled before any preferences will be honored. The office of Student Engagement may change a room assignment based on the College's need to consolidate and/or to accommodate for the good of the residence hall room assignment needs.

Room assignments for students will be made every trimester for new students. Students residing in the halls may have the option to remain in the rooms they currently occupy or request a room change. Once a room assignment has been made, changes of that assignment must be approved by the office of Student Engagement and processed by the residence hall director.

The College provides a variety of housing options comprised of single rooms and family housing. Each building has a kitchen facility located in the basement, recreation and laundry facilities, cable television, and a wireless Internet service available to the students.

Limited family housing is assigned to students whose spouses accompany them to Seneca Falls to live full-time during their tenure as a resident. Married students and their spouses are eligible for two-bedroom suites, and those whose dependent minor children live with them on campus are eligible for four- and five-bedroom family suites. Eligibility for family housing must be proven by submitting a copy of a marriage license (for spouses) or birth certificate (for children). Additionally, non-student family members may be asked to submit immunization records to the office of Student Engagement.

For additional information regarding the license agreement, policies, and fines, please refer to the Residence Hall License Agreement which can be found on the student portal within the office of Student Engagement section. Individuals may also contact the office of Student Engagement with questions.

Fines related to Residence Life issues can be charged to students based on what violation has occurred. Any individual who has been cited with a violation may be subject to judicial action and/or eviction from the residence hall.

XIII. Center for Career Development and Professional Success

The Center for Career Development and Professional Success provides applicants, students, and alumni from all of Northeast's programs with assistance needed to identify and pursue career goals. In collaboration with other departments of the College, the Center provides lifelong career services to its clientele.

Specific services include the following:

A. UNITED STATES CHIROMAP™

The ChiroMap™ is a demographics program for the United States that identifies areas of high potential for a successful integrated healthcare practice. Available in the office and through the Center's Student Portal page, the program helps to pinpoint focused areas of population that correspond with the profile of the type of person most likely to utilize integrated healthcare. The program provides students with powerful tools for choosing locations that will lead to career success.

B. PRACTICE LAWS & REGULATIONS

Information regarding scope of practice and licensure requirements for each state is available for each of our degree programs to assist students in determining their ability to practice as they wish in their state(s) of choice.

C. ONLINE CAREER OPPORTUNITIES DATABASE

An online database enables students and graduates to locate career opportunities worldwide. Advertisement of opportunities in this database is freely available to Northeast students, faculty, staff, and alumni. The database places clients in direct contact with employers and provides information on contact data, position requirements, and other pertinent specifications. Containing over 2,000 listings, the database is widely used by Northeast students, staff, alumni, and the professional community.

D. STUDENT AND ALUMNI PORTAL PAGES

Housed on our campus intranet, our Portal pages enable us to offer most of our services online, providing access for students and alumni 24 hours a day, wherever they may be. A diverse collection of online, video/audio, and printed reference materials enables students to access career, job-search, and practice management information for all our degree programs. Our Student and Alumni portals serve as virtual libraries of resources available to students from the point of matriculation through to practicing professional. Links to scope of practice information, access to the U.S. ChiroMap™ program and other demographics, and Northeast's online career opportunities database are among the key resources found here. Also included are links to templates for résumés, cover letters, thank-you letters, business plans, and a sample associate contract. Business information, information on job-search and interviewing strategies, and salary information are also available here. These pages are available on both our Student and Alumni portals, enabling the Center to continue to offer its services to graduates. A developing section of practice start-up and practice building resources on the Alumni Portal supports our graduates at any stage of their careers.

E. CAREER COACHING/COUNSELING

Through individual career counseling, students are assisted in identifying and clarifying career options and evaluating these in light of their own abilities and interests. In addition, workshops and seminars are available on topics of common interest related to the career development of Northeast students. Center services are taken to the outpatient health centers every trimester to assist students with transitioning to professional practice. The Myers-Briggs Type Indicator is also offered to help students identify and learn to utilize interpersonal style as it relates to career development and the establishment of successful interpersonal relationships.

XIV. College Bookstore

For information on items in the Bookstore, visit www.bkstr.com/newyorkchiropracticstore/home.

XV. Health Services

A. CAMPUS HEALTH CENTER – SENECA FALLS CAMPUS

The Campus Health Center is available on an appointment basis to serve the chiropractic healthcare needs of the College community, which includes students, faculty, and staff. Its hours of operation vary from trimester to trimester. Participation in the Campus Health Center provides valuable learning experience for Northeast students, as well as partial fulfillment of their clinical education requirements.

B. STUDENT ACCIDENT AND HEALTH INSURANCE

Information on how to obtain insurance is available on the student portal within the Student Engagement section. A copy may also be requested electronically or from the office of Student Engagement, located on the first floor of the Academic I Building (Suite 114). Accident and health insurance are the sole responsibility of the student. Please take this responsibility seriously. Health emergencies do occur in everyone's lifetime.

C. SENECA FALLS HEALTH CENTER

The Seneca Falls Health Center is located on the campus, across from the Health & Fitness Center. This facility offers a wide range of services that include chiropractic, medical, acupuncture, and massage therapy. Additionally, this facility provides medical infirmary services to residential program students while taking courses on the Seneca Falls campus.

XVI. Dining Services

No on campus services are currently available.

XVII. Health & Fitness Center

A. HEALTH & FITNESS CENTER PHILOSOPHY

The Northeast Health & Fitness Center seeks to promote, conduct, and administer organized aquatics, fitness programs, and informal recreational sports activities for the patrons of the Standard Process Health & Fitness Center by

1. providing an opportunity for interesting and rewarding sports competitions and recreation;
2. providing varied recreational activities so that all students have an opportunity to participate, regardless of athletic ability; and
3. emphasizing the importance of establishing a habit of lifetime involvement in recreational activities.

The Health & Fitness Center encourages suggestions concerning policies, equipment, programs, facilities, conditions, personnel, or any other aspect of the department's program that may be beneficial to the overall services provided. The College looks forward to continuing to meet patrons' recreational needs.

B. TYPES OF PROGRAMS OFFERED

1. Open Recreation

Open court time in the gymnasium and open swim time in the Olympic-size pool are available daily. Facility calendars and pool schedules are located across from the Health & Fitness Center's office.

2. Instructional, Fitness, and Wellness Programs

The Health & Fitness Center's instructional, fitness, and wellness programs are a different approach toward total fitness. The programs' objectives are (a) to help improve personal wellbeing by providing a variety of challenging opportunities designed to improve overall personal health at a pace that is designed for each individual; and (b) to introduce the student to fitness and recreational activities that will promote physical, emotional, and social benefits.

C. HEALTH & FITNESS CENTER FACILITIES AVAILABLE FOR USE

1. Multi-Purpose Gymnasium

The 32,000-square-foot gymnasium in the Northeast Health & Fitness Center features a resilient athletic surface equipped with four interchangeable basketball, pickle ball, and tennis courts; and a 150-meter, four-lane walking/jogging track encircling the gymnasium. Please check the schedule for availability of times of the various activities.

2. Fitness Center

The Health & Fitness Center is home to a 3,699-square-foot, state-of-the-art strength and cardiovascular fitness center featuring top-of-the-line equipment: rowing machines, treadmills, stair climbing machines, upright bikes, and recumbent bikes. The free-weight area contains an extensive number of fitness products, including over 2,100 pounds of Olympic plates and dumbbells.

3. Racquetball/Handball Courts

The two racquetball/handball courts are scheduled on a reservation basis. Standard safety equipment such as eyewear, plastic racquet frames, and wrist lanyards is required when using the courts

4. Pool

A six-lane, 25-meter pool ranging in depth from 3.5 to 13 feet is located in the Health & Fitness Center. A wide range of aquatic programming, including water walking and aquacise classes, is available in both a structured and unstructured format.

5. Locker Facilities

Lockers may be rented by purchasing a locker permit in the Health & Fitness Center office, Room 102 of the Health & Fitness Center, between the hours of 8:30 a.m. and 4 p.m. Monday through Friday (unless posted otherwise).

6. Outdoor Facilities

The landscaping of the campus provides the potential for a large variety of recreational athletic facilities. The Northeast outdoor facilities consist of two softball

diamonds, a multipurpose athletic field designed to accommodate soccer, flag football, and lacrosse.

D. HEALTH & FITNESS CENTER CLOSINGS

The Health & Fitness Center closes during certain periods of the year, most notably during National Board examinations, commencement, and major holidays. Every effort is made to notify the student population well in advance concerning these dates. However, all students are encouraged to consult the schedules posted throughout the Health & Fitness Center, the Student Portal, and the Northeast website.

Additionally, the Health & Fitness Center will close in the event the campus closes due to a snow storm, or for any other reason related to weather conditions that would jeopardize the safety of our students and employees.

E. HEALTH & FITNESS CENTER ACCESS

A Northeast Student Identification card or a Health & Fitness Center membership photo identification card is required for entry into the facility.

F. MEMBERSHIP FOR SPOUSES AND DEPENDENTS

Student, faculty, and staff spouses and dependents are eligible to utilize the Health & Fitness Center facilities upon purchasing a Health & Fitness Center Community membership. All memberships are for one year, effective the date of purchase. Members (except children under 5) will be issued a photo identification card that must be presented upon entering the Health & Fitness Center. Information regarding the categories and cost of memberships is available from the Health & Fitness Center.

XVIII. Other Campus Services

A. MAIL SERVICES

The Mail Services Department's hours of operation are 8:30 a.m. to 4:30 p.m. Monday through Friday.

Mailboxes are located on the lower level of the Administration Building. All students share a mailbox with one other student.

Mail is delivered to students' mailboxes daily by approximately 3 p.m. For oversized items, a package slip will be placed in the mailbox. The package slip may be presented at the Mailroom window during regular business hours for package pickup. The following information is vital to ensuring that mail is delivered in a timely manner. Mail sent to the College that does not have the appropriate mailing address will take longer to be delivered.

1. Address for UPS, Fed Ex and USPS

Name – Box #
Northeast College of Health Sciences
2360 State Route 89
Seneca Falls, NY 13148

2. Mail Delivery Address Change Form

A change-of-address form is available from the Mail Services Department for the following uses:

- moving on or off campus;
- attending an off-campus health center during the eighth, ninth, and tenth trimesters;
- withdrawal or leave of absence; and
- graduation.

Filing this form promptly ensures that mail will be forwarded in a timely manner. Without such notification, mail may be returned to the sender.

USPS shipping is also available.

B. STUDENT MAILROOM USAGE

Students wishing to distribute fliers or other notices through student mailboxes must follow the procedure noted below:

1. Take the items to the office of Student Engagement for approval.

2. The office of Student Engagement will review the items for compliance with the College posting policy.
3. If the request is approved, the office of Student Engagement will be responsible for having the items placed in mailboxes. Students are not to take them to the mailroom themselves.

Students may not distribute personal ads through mailboxes.

C. DUPLICATION CENTER

All students wishing to use the College's Duplication Center for club or activity purposes must receive approval from the office of Student Engagement. Students may not use the College duplicating services for personal or academic business. Use is restricted to clubs and activities only. All duplication requests must conform with the College's copyright policy.

D. MONITOR ANNOUNCEMENTS

Campus overhead monitors are used to inform the student body of academic and administrative matters, as well as to make announcements of professional, cultural, and social interest. Student groups may use these monitors for announcements with the approval of the office of Student Engagement.

E. LOST AND FOUND

Lost and Found is located in the Facilities office, room L01, on the lower level of the Administration Building. Hours of operation are Monday through Friday, 8 a.m. to noon and 1 p.m. to 4 p.m.

F. EMERGENCY CALLS

College staff will make every effort to locate students for emergency calls. Callers with requests that are not of a serious nature will be advised that the message will not be delivered.

G. STUDENT LOCKERS

All matriculated students at Northeast are issued a locker on campus for storing their possessions while attending classes. Lockers are located in the tunnels connecting the Library, the Academic Building, and the Administration Building. Locker assignments and combinations are issued during student orientation.

Students are responsible for removing all contents from their lockers by the end of the seventh trimester or their last date of attendance at the Seneca Falls campus. Items not removed from lockers will be removed by the Facilities Department and kept in the Facilities office for 90 days. Any items not claimed within 90 days will not be retained by the College.

Questions regarding locker assignment and usage may be directed to the Facilities office. Northeast is not responsible for lost, stolen, or damaged property.

Contact Northeast College of Health Sciences representatives for more information.
2360 State Route 89 • Seneca Falls, NY 13148 • 800.234.6922 • www.northeastcollege.edu