



CONSUMER INFORMATION AND SCHOOL REPORTS

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Where and How to Locate Consumer Information

All required consumer information can be found electronically on our website at www.nysmda.com, under the *About Us* tab and by clicking on [For General Disclosures Including Campus Security Click Here](#). All hard copies can be obtained from the Title IX Coordinators who are also the acting Co-Chairmen; Mr. Douglas Jordan and/or Mr. Clinton Arnaboldi. In addition, the Campus Director has been appointed as an additional Title IX Coordinator who can further assist students in Policy, Procedures, Complaint Resolutions, and Campus Crime Awareness and Prevention.

Institutional Approvals and License Information

ACCREDITATION

NYSMDA is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission's address is:

ACCSC

2101 Wilson Blvd. Suite 302
Arlington, VA 22201 (703) 247-4212

www.accsc.org

APPROVALS

NYSMDA is licensed by the New York State Education Department, Bureau of Proprietary School Supervision (BPSS). The New York State Education Department, Bureau of Proprietary address is:

The NYSMDA's Dental Assisting Program is a licensure qualifying program approved by the New York State Education Department ***Office of the Professions***

BPSS/OP

New York State Education Department
The Office of Adult Career and Continuing Education Services
Bureau of Proprietary School of Supervision
99 Washington Avenue, Room 1613 OCP Albany, New York 12234
Phone: (518) 474-3969

Branch Campus

American Institute of Clinical Massage
4365 Inverness Drive
Post Falls, Idaho 83854
208-773-5890
www.aicm.edu

Facilities

Our Campus is defined as the second floor of our building, the two stairwells within our building, the two (2) parking lots on the ground floor and basement levels, and the foyer entering our building. The space totals approximately 20,500 sq. feet, consisting of seven instructional classrooms, two dental laboratories and one computer lab. The Lecture rooms are equipped with multimedia equipment and have appropriate space and area of study. The laboratories are complete with work stations, clinical equipment, instruments, and supplies. A maximum number of 30 students are typical for a lecture room and 22 students for a laboratory. Our student library provides a quiet space to study offering individuals student cubicles, internet access, reference books, and periodicals. Individual lockers are also provided as well as a large student lounge for the students to interact. Classrooms are large, light and airy providing an enjoyable learning environment.

Medical Assistant Program (900 HOURS)

Theory Hours.....	405
Skill Development Hours.....	220
Externship.....	275

Dental Assistant Program (900 HOURS)

Theory Hours	435
Skill Development Hours	165
Clinical Externship	300

Instructional Personnel

Dental Assisting Department

Interim Program Chair

Jennifer Lopez

D.D.S.; Pontifical Catholic University Madre of Maestra, Dominican Republic

Instructors

Chukwuemeka Nwaboku

D.D.S.; University of Benin, Nigeria

Fancy Jesudhas

D.D.S.; Bangalore University, India

Jennifer Lopez

D.D.S.; Pontifical Catholic University Madre of Maestra, Dominican Republic

Howard Usher

Dental Assistant, Department of the Navy

Ilia Garcia

D.D.S.; University of Puebla, Mexico

Medical Assisting Department

Program Chair

Robert Curran

D.C.; Chiropractic, University of Bridgeport, CT; B.A., History of Philosophy of Science, University of Pittsburgh, PA

Instructors

Rafeeqe Ahmad

M.D.; King George's Medical University, India

Kazi Ahmed

M.D.; University of Chittagong, Bangladesh

Anthony Garcia

M.D.; Autonomous University of Guadalajara, Mexico

Elsa Mora

M.D.; Southwestern University, Philippines

Larissa Pena

M.D.; Technological University of Santiago, Dominican Republic

Natasha Shpak
Magloire, Cheryl
Sookram, Chanadaye

M.D.; St. Matthew's University, Cayman Islands
M.D.; Ross University School of Medicine
A.A.; Borough of Manhattan Community College

Liberal Arts & Sciences

Instructors

Emel H. Taskakan
Jonathan Parreno

B.A.; Psychology and English, SUNY Stony Brook
B.S.; Marketing, Lentrans College, Philippines
M.S.; Library and Information Science, Long Island University; B.A.;
English, SUNY Stony Brook
B.A.; Economics, Jinan University, China

Teddy Fung

Transferability of Credits Disclaimer

Decisions concerning the acceptance of credits by any institution other than the granting institutions are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Students who are considering continuing their education at or transferring to other institutions must not assume that coursework completed at our school will be accepted for credit by the receiving institution. An institution's accreditation does not guarantee that coursework completed at this institution will be accepted for transfer by any other institution. Students must contact the office of the Registrar at the receiving institution to determine what credits, if any, that the institution will accept.

Program Cost, Completion and Placement Rates

Dental Assisting

Cost

Tuition: \$14,365.00

Registration Fee: \$100.00

Books: \$435.00

Total: \$14,900.00

On-Campus room & board: *not offered*

*** The amounts shown above include costs for the entire program, assuming normal time to completion.**

Financing

Financing for this program may be available through grants, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$8,778

Private education loans: \$0

Institutional financing plan: \$0

The school has elected to provide the following additional information: 94% of program graduates used loans to help finance their costs for this program.

Success

The program is designed to take 10 months to complete. Of those that completed the program in 2014-2015, 86% finished in 10 months. Both the institution's State Education Department and Accreditor require the calculation of a job placement rate.

ACCSC Rate: The job placement rate for students who completed this program is 89%.

NYSED Rate: The job placement rate for students who completed this program is 81%.

Placement Statistics Reported to NYSED for Fiscal Year Ending June 30, 2015

Related Field Placement	82	81%
Slightly Related Field	0	0.0%
Unrelated Field	4	4.0%
In Military	0	0.0%
Seeking Employment	8	8.0%
Pursing Additional Education	2	2.0%
Other, Unavailable for Employment	0	0.0%
Status Unknown	5	5.0%
Total Graduates	101	

Medical Assisting

Cost

Tuition: \$13,965.00

Registration Fee: \$100.00

Books: \$435.00

Total: 14,500.00

On-Campus room & board: *not offered*

*** The amounts shown above include costs for the entire program, assuming normal time to completion.**

Financing

Financing for this program may be available through grants, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$8,728

Private education loans: \$0

Institutional financing plan: \$0

The school has elected to provide the following additional information: 93% of program graduates used loans to help finance their costs for this program.

Success

The program is designed to take 10 months to complete. Of those that completed the program in 2014-2015, 89% finished in 10 months.

Both the institution's State Education Department and Accreditor require the calculation of a job placement rate.

ACCSC Rate: The job placement rate for students who completed this program is 80%.

NYSED Rate: The job placement rate for students who completed this program is 79%.

Placement Statistics Reported to NYSED for Fiscal Year Ending June 30, 2015

Related Field Placement	96	79%
Slightly Related Field	0	0.0%
Unrelated Field	4	3.0%
In Military	0	0.0
Seeking Employment	18	15.0%
Pursing Additional Education	0	0.0%
Other, Unavailable for Employment	0	0.0%
Status Unknown	3	3.0%
Total Graduates	121	

Completion of Programs

Based on Student-Right-to Know Disclosures 80.1% (334 of 417) of NYSMDA's first time students who started between 07/01/2013-06/3/2014 graduated from the school.

Family Education Rights and Privacy Act (FERPA) of 1974 Statement of Compliance

General Policy

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to examine certain files, records, or documents which are maintained by the school pertaining to them. The school must permit students to examine such records within forty-five (45) days after submission of a written request, and to obtain copies of such records upon payment of the cost of reproduction. Students may request the school to amend their education records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy.

Education Records

Education Records are all files, records, or documents which contain information directly related to students. Examples are student placement and financial aid files. Such records are maintained by and are in custody of the school. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

Exemptions

The following items are exempt from the Act:

- Parent's Confidential Statement, Financial Need Analysis Report, Federal Grants, Student Eligibility Report
- Confidential letters of recommendations received after 1974. The Act permits students to waive their rights of access if the letters are related to admissions, employment, or honors.
- Records about students made by instructors and/or administrators which are maintained by and accessible

only to them.

- School security records.
- Employment records for school employees who are not also current students.
- Records compiled or maintained by physicians, psychiatrists, psychologists, and/or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to the persons providing the treatment.

Student Records

It is the policy of the school to monitor educational records to ensure that they do not contain information which is inaccurate, misleading, or otherwise inappropriate. After seven (7) years, the school may destroy records that are deemed no longer useful or pertinent to the student's educational role at NYSDMDA. However, the school feels that maintaining these records for ten (10) years after the students' completion date is a more reasonable timeframe.

Directory Information

Directory information may be unconditionally released without the consent of the student unless the student has specifically requested otherwise. The school requires such requests be made in writing to the relevant Department Chair within fifteen (15) days after the program start date. Directory Information includes student's name, address(es), telephone number(s), date and birth place, course of study, extracurricular activities, diploma(s)/certificate(s) and award(s) received, last school attended, post-graduation employer(s), job title(s), post-graduation job(s), and dates of attendance.

Access Without Student Consent

The school may release student information without students' consent to:

- Other schools which have legitimate interests
- Other schools where students have applied for admission. *In this case, students must be advised that the records are being sent; they may receive a copy, and have an opportunity to review and challenge the records.*
- Authorized representatives of the Department of Health, Education and Welfare, or the Comptroller General of the United States.
- State and local authorities where required.
- Accrediting agencies.
- Parents of students who are their dependents for purposes of the Internal Revenue Code. However, the school is not required to release such records.
- Appropriate persons or agencies in connection with student applications for, or receipt of, financial aid.
- Courts in compliance with a court order or subpoena, with appropriate notification to the student.
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

In all other cases, the school shall obtain the written consent of the student prior to releasing such information to any person or organization.

Preferred Lender List

NYSMDA recognizes the use of Private Lenders to assist students in financing the cost of education. However, we have determined that the most affordable option is provided through the Federal Direct Loan program. If a student requests information about an outside Lender, a financial aid representative will further advise you accordingly.

Immunizations/ Vaccinations/Health Records

MMR - Measles, Mumps and Rubella

Students born on or after January 1, 1957 must submit proof of receiving vaccination, or immunity, to mumps, measles and rubella no later than thirty (30) days from the start of the program. Students may be dismissed from class if they fail to provide this proof of immunity in a timely manner.

Measles

The student must submit proof of receiving two doses of live measles vaccine: the first dose given no more than four (4) days prior to the student's first birthday and the second at least 28 days after the first dose; **or**

The student must submit serological proof of immunity to measles. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory; **or**

The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had the measles disease.

Mumps

The student must submit proof of receiving one dose of live mumps vaccine given no more than four (4) days prior to the student's first birthday; **or**

The student must submit serological proof of immunity to mumps. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory; **or**

The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had mumps disease.

Rubella

The student must submit proof of receiving one dose of live rubella vaccine given no more than four (4) days prior to the student's first birthday; **or**

The student must submit serological proof of immunity to rubella. This means the demonstration of rubella antibodies through a blood test performed by an approved medical laboratory.

Meningococcal Disease

If the student has been immunized for meningitis, then evidence must be provided to the school. If a student has not been vaccinated for meningitis, and will not undergo such a vaccination, the student must sign documentation stating that they have been provided information regarding the disease and have elected not to be immunized.

Students may be dismissed from class if they fail to provide this documentation within thirty (30) days of the start of the program.

Purified Protein Derivative (PPD) - Current with Negative result

Within thirty (30) days of starting the program students must have either a negative result on a PPD test done within one year **or**

Have a chest x-ray and a current physician's note attesting that the student's chest x-ray demonstrates that he/she does not have tuberculosis **or**

In cases where the student has a history of testing positive for tuberculosis, the physician must provide a current note about your positive history, any treatment you received and that you are clear of a tuberculosis (TB) infection **or**

Have a QuantiFERON - TB Gold Blood test performed, within one year, with a negative result.

The PPD test is implanted into your arm and you must return 48 hours after implantation for a professional reading of the PPD skin test. The PPD skin test is a method used to diagnose silent (latent) tuberculosis (TB) infection or exposure to the infection.

Failure to submit this documentation **in a timely manner** may result in dismissal from class.

Hepatitis B Inoculations

A student who has received Hepatitis B vaccinations within the previous ten years must provide the school with proof that three (3) doses of Hepatitis B Vaccine were administered.

A student who has received Hepatitis B vaccinations greater than ten years ago must submit serological proof of continued immunity to Hepatitis B, with a lab report indicating that the student is immune to Hepatitis B infection.

A student who has never received the Hepatitis B vaccination must submit proof of receiving the first vaccination dose within the first thirty days of enrollment, and the last dose must be administered prior to the start of the externship.

Failure to submit this information in a timely manner may result in dismissal from class.

Satisfactory Academic Progress

In order to make satisfactory progress, a student must both maintain the specified grade averages and proceed through the program at a specified minimum pace. Every student's satisfactory progress will be evaluated at the intervals listed below:

Evaluation Periods

- ¼ point of the in-school portion of the program
- Midpoint of the in-school portion of the program
- Midpoint of the program
- Completion of the in-school portion of the program

Required Grades

At the end of each evaluation period every student's cumulative grade point average will be evaluated. If the student has less than a 1.5 average, he/she will be deemed to not be making satisfactory progress. Students must achieve a cumulative average of 2.0 to graduate, unless otherwise specified in the Student Handbook.

Attendance Requirements

In addition to maintaining the grades specified above, students must have attended ninety (90) percent of the scheduled class hours at each evaluation point. If a student has not attended ninety (90) percent of the class hours at one of the evaluation points listed above, then the student will not be deemed to be making satisfactory progress. However, the student may achieve compliance by attending future regularly scheduled classes so that their attendance meets or exceeds the 90% at the evaluation point. For example, if a student in a 900 hour program reaches the midpoint (450 hours) the student would have to have attended 90% of the class hours or 405 (450*90%) hours to achieve satisfactory progress. If a student were only in attendance for 395 hours then the student would not be deemed to have achieved satisfactory progress. However, if this student attends an additional 10 hours of regularly scheduled class time then the student would be deemed to have achieved satisfactory progress. Make-up time is also an acceptable way for students to achieve compliance. If a student is not making satisfactory progress at the midpoint of the program, then he/she will not be eligible for the second financial aid disbursement until he/she is in compliance.

Student Rights and Responsibilities of Assembly

NYSMDA recognizes and implements the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views. However, that right must not interfere with the same rights and freedoms of others. In addition, NYSMDA recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the institution. Any recognized student organization, after receiving approval of time and space from the appropriate Department Chair, may hold group meetings within specified areas of the institution.

All students are expected to act with dignity, decorum, and professionalism appropriate to the healthcare community. Without limiting the generality of the forgoing, the following specific rules apply:

- There shall be no loud, disorderly, violent, indecent behavior or violating any law or regulation.
- Student dress shall be neat, conservative, adhere to acceptable standards of cleanliness and uniform code.
- No student shall use or possess any weapon, alcoholic beverage, or controlled substance (including narcotics, marijuana, or drugs, unless prescribed by a physician).
- Students shall use socially acceptable language and conduct themselves in a socially acceptable manner at all times.
- Students shall give due consideration to the persons and property of their fellow students, the faculty, and the administration at all times.
- No student shall interfere with the conduct of the affairs of the institution or the educational process.
- Students shall obey all instructions of faculty and administrative personnel, even if they may disagree

with them.

- Students shall not occupy any facilities without prior permission and shall not block entrance or exit.
- Students shall comply with the usual standards of academic conduct. Cheating and plagiarism will not be tolerated.
- Smoking is not permitted anywhere in the school or on school grounds. This includes the elevators, stairwells, parking garages, and within 30-feet of the building.
- Visitors and guests are not permitted without prior permission from the Department Chairs and/or Campus Director.
- Children are not permitted in the school.
- The school reserves the right to take appropriate action with respect to any student who, in its sole judgment, appears to be suffering from an illness or ailment.

Disciplinary Procedures

Any student in violation of the School's Policies, Procedures and/or Principles is subject to any or all of the following sanctions:

1. Warning
2. Probation
3. Suspension
4. Expulsion

In all instances where it is practicable and there is no immediate need for imposition of the sanction, no sanction shall be imposed unless the following procedures have been followed:

The student will receive written notice of the charges against him/her. A hearing is then held before the Academic Affairs Committee, which consists of faculty, students, and administrative personnel. These individuals will be selected at random by the Title IX Coordinators who are also the acting Co-Chairmen; Mr. Douglas Jordan and/or Mr. Clinton Arnaboldi, to ensure impartiality during the hearing.

The determination of the Academic Affairs Committee shall be final. Any penalty imposed after a hearing shall be noted on all appropriate student records. Any disciplinary procedure taken without following the procedure outlined above, at the written request of the student, shall be further reviewed. Any student refusing to obey instruction given as to conduct and/or behavior may be instructed to leave the premises forthwith. Failure to comply shall be grounds for immediate disciplinary action.

If, in the judgment of the administration of the school, continued attendance by the individual charged with misconduct will endanger the safety and well-being of the individual and/or members of the school, the above procedures shall not be applied.

Reasonable Accommodations for Individuals with Disabilities

NYSMDA does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations. *“The Department of Justice’s revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 (ADA) were published in the Federal Register*

on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design, "2010 Standards." On March 15, 2012, compliance with the 2010 Standards was required for new construction and alterations under Titles II and III. March 15, 2012, is also the compliance date for using the 2010 Standards for program accessibility and barrier removal." Currently, NYSMDA is ADA compliant equipped with elevators, ramps, sufficiently sized hallways, classrooms and restrooms.

Annual Security Report

Emergency Response and Evacuation

NYSMDA does not maintain on-campus student housing therefore, it is not required to prepare an Annual Fire Safety Report. However, an Emergency Response and Evacuation plan has been implemented. There will be a Point Person from both the Administration and Faculty personnel. These individuals are under the direct supervision of the Title IX Coordinators who are also the acting Co-Chairmen; Mr. Douglas Jordan and/or Mr. Clinton Arnaboldi. These individuals will be responsible to notify the school community in the event and confirmation of an emergency and/or dangerous situation that poses an immediate threat to the health and safety of the school's students and its employees.

In the event of an emergency, the campus community will follow the guidance provided by the administration through classroom announcements and personal communications. Each instructor will be responsible for the students within the assigned lecture room or laboratory. Once the emergency details are delivered the instructors are expected to interrupt class activity and advise the students to either evacuate the building or to remain within the classroom on lockdown.

At the sounding of the Fire/Carbon Monoxide Alarm, all building occupants are expected to evacuate the building immediately. Instructors should close any windows, turn-off lights, take the attendance sheet, and make certain that every student is accounted for and is ready to be led to one of the clearly marked Emergency Exits in the main corridor. Once everyone has made it safely to the ground level, the instructor will lead the students away from building, immediately ensure each student is accounted for, and will remain with students until further instructions are provided.

Periodically, fire drills and other emergency drills will be conducted at the school in order to familiarize the Title IX Coordinator, the Point-Persons, faculty, staff and students with fire/Carbon Monoxide and emergency evacuation procedures.

Campus Safety and Security Policies

NYSMDA prohibits the offenses of dating violence, domestic violence, sexual assault, stalking and/or crimes involving alcoholic beverages and/or illegal drugs on Campus before, during or after classroom instruction.

In the common interest of the safety of its students and employees, also in accordance with Federal Regulations, NYSMDA has established the following policies and procedures regarding Campus Safety and Security. The purpose of these regulations is to serve in the prevention of Campus Crime as well as protection in the event of such crime.

Ongoing Crime Awareness and Prevention Campaigns

Student Awareness

During the admissions process students are directed to the website to review the Consumer Disclosure Information and School Reports. They are also informed where the Title IX Coordinators, Mr. Douglas Jordan and/or Mr. Clinton Arnaboldi, can be located. In addition, the students are informed that the Campus Director has been appointed as an additional Title IX Coordinator and can further assist with any issues the student may endure during its career at NYSMDA.

Also, during each orientation a portion is devoted to a Crime Awareness and Prevention presentation. This presentation includes but is not limited to, a review of the Violence Against Women Act, Crime Reporting Procedures, Internal Complaint Procedures, Complaint Resolution, Campus Crime Statistics, Risk Reductions and Campus Crime Awareness and Prevention Resources.

Students are required to sign a form signifying they have read these policies and statements and will adhere to such terms. The signed agreements are collected by the Title IX Coordinators and are placed within the respective student file.

Administration Awareness

On an annual basis the faculty and staff are instructed to visit the Consumer Disclosure Information on the website and/or a hard copy is distributed by the Title IX Coordinators who are also the acting Co-Chairmen; Mr. Douglas Jordan and/or Mr. Clinton Arnaboldi.

Staff and Administrators are required to sign a form signifying that they have read these policies and statements and will adhere to such terms. The signature also indicates that they understand the Campus Director has been appointed as an additional Title IX Coordinator to further assist in sensitive issues regarding Filing Compliant(s), and obtaining Campus Crime Awareness and Prevention resources. The signed agreements are collected by a Title IX Coordinator and are placed within the respective personnel file.

Violence Against Women Reauthorization Act Crime Reporting Procedures (VAWA)

NYSMDA aims to educate its current and prospective staff and student population about services available to victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking. During each orientation, within the Crime Awareness and Prevention presentation, the specific topic of the Violence Against Women Act is thoroughly addressed. This presentation includes, but is not limited to, the recognition of the crimes associated with: Domestic Violence, Sexual Assault, Dating Violence, Stalking and Hate Crimes.

- A. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- B. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- C. Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

- D. Sexual Assault is a sexual act in which a person is coerced or physically forced to engage against their will, or non-consensual touch of a person.
- E. Hate Crime(s) means a crime, usually violent, motivated by prejudice or intolerance toward an individual’s national origin, ethnicity, color, religion, gender, gender identity, sexual orientation, or disability.

Crime Reporting Procedures

In the event of any suspected criminal activity on the Campus of NYSMDA;

- A. The incident must be immediately reported to the Title IX Coordinators who are also the acting Co-Chairmen; Mr. Douglas Jordan and/or Mr. Clinton Arnaboldi.
- B. The Coordinator and the individual(s) who are allegedly involved will fill out an “Incident Report” in great detail and if deemed necessary will;
- C. Notify the proper authorities.
 - 1) In the event the witness and/or victim(s) disclosing such information requests the incident remain confidential, the Coordinator(s) will properly document the incident, and also appropriately document such Crime on the Annual Security Report Crime Statistics Chart. Certain precautions will need to be utilized when recording sensitive information. Names of victims and/or witnesses may be withheld to keep the confidence of these parties.
 - 2) In the event the report involves the Title IX Coordinator (Co-Chairmen), the individual will then be directed to the Campus Director.

The same **Disciplinary Procedures** apply to individuals who are found in violation of the criminal misconduct policy.

Campus Crime Statistics

Campus Crime Statistics are currently generated on a yearly basis for the reporting periods of the first day in January until December 31st.

Chart 1, lists the statistics relating to the criminal offenses, which occurred on the school campus and were reported to the school owners and/or local police agencies during the past three (3) years.			
Offense	1/1/13- 12/31/13	1/1/14- 12/31/14	1/1/15-12/31/15
Murder	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	
Burglary	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

Hate Crimes	0	0	0
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Chart 2, lists the statistics concerning the number of arrests for the crimes which occurred on the school campus during the past three (3) years.

Offense	1/1/13- 1/1/13	1/1/14- 1/1/14	1/1/15-12/31/15
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon(s) Possession	0	0	0

Chart 3, lists the disciplinary referrals which are required to be reported.

Offense	1/1/13- 1/1/13	1/1/14- 1/1/14	1/1/15-12/31/15
Liquor Based	0	0	0
Drug Based	0	0	0
Weapon(s) Based	0	0	0

Risk Reductions

Within the scope of its available resources, NYSMDA aims to educate all students and employees on an annual basis about Campus Crime and also the importance of Prevention Awareness. NYSMDA has experienced approximately four (4) theft-crimes within the past ten (10) years, and 0 substance abuse instances amongst its students and employees. In addition, there have been 0 Domestic Abuse and 0 crimes related to Sexual Misconduct that have taken place on Campus. However, in the event that a student and/or staff member has been a victim of a crime that took place on or off Campus, NYSMDA will provide additional resources for the individual.

Resources

Below is a list of available web and/or community resources for victims and/or treatment centers for those individuals currently experiencing issues related to Substance Abuse, Dating Violence, Domestic Violence, and/or Sexual Assault/Misconduct. All hard copies of the listed information can be obtained from the Title IX Coordinators, who are also the acting Co-Chairmen; Mr. Douglas Jordan and/or Mr. Clinton Arnaboldi. If the student would prefer speaking to a different party than the ones listed above, the Campus Director has been appointed as an additional Title IX Coordinator who can further assist providing information based on Policy & Procedures, Complaint Resolutions, and Campus Crime Awareness and Prevention.

Substance Abuse

Fortune Society
 29-76 Northern Blvd
 Long Island City, NY 11101
 (212) 691-7554
www.fortunesociety.org.

Foundation For a Drug Free World

<http://www.drugfreeworld.org/#/interactive>

Free DVD's and Information Kits, Testimonials, Free Booklets, Chat Rooms

Dating Violence

Love is Respect

<http://www.loveisrespect.org>

Resources, Chat Rooms and 24-hour Hotline and Survivor Blogs

Domestic Violence

National Domestic Violence Hotline

<http://www.thehotline.org/>

For Victims and Survivors, Recent Statistics, HOTLINE (chat by computer and/or by phone)

National Coalition Against Domestic Violence

<http://www.ncadv.org/>

Resources, Chat Rooms, Stories and Advocate Contact Information

Sexual Assault/Sexual Misconduct

RAINN

<https://www.rainn.org/national-resources-sexual-assault-survivors-and-their-loved-ones>

For Victims and Survivors, How to Find Local Support Groups and Printable Resources

The Women's Legal Defense and Education Fund

<https://www.legalmomentum.org/materials-for-judicial-education>

For those individuals requiring a legal consult or those who are interested in pursuing legal action

Internal Complaint Procedure

Current or former NYSMDA students that have a complaint about any aspect of the school have the right to file a written complaint. The complaint should be addressed in writing to the Title IX Coordinators (Co-Chairmen). The Coordinators will investigate the complaint within one week and will provide a written response to the complainant of any action taken as a result of the complaint. If the complaint involves the Coordinator, then the Campus Director shall investigate and resolve the complaint.

No adverse action will be taken against the student for filing a complaint. If the student is not satisfied with his/her response, then he/she is entitled to file a complaint with either of the following: Accrediting Commission of Career Schools and Colleges or the New York State Education Department

How to File a Complaint with the Accrediting Commission of Career Schools and Colleges

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact the Accrediting Commission. All complaints considered by the Commission must be in writing and should grant permission for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status

of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. , Suite 302
Arlington, VA 22201
(703) 247-4212 or www.accsc.org**

A copy of the Commission's Complaint form is available at the school and may be obtained by The Title IX Coordinators (Co-Chairmen) or online at www.accsc.org.

The New York State Education Department Complaint Procedure Content of Notice to Be Published by Institutions of Higher Education

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution may file a written complaint with the Department within three years of the alleged incident.

How to File a Complaint with the New York State Education Department

- A) The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The Department suggests that the complainant keep copies of all correspondence with the institution.)
- B) If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he/she may send a letter or telephone the Postsecondary Complaint Registry to request a complaint form. Please telephone (212) 643-4760 or write to:

**New York State Education Department
Postsecondary Complaint Registry
116 West 32nd Street
New York, NY 10001**

The Postsecondary Complaint Registry Form should be completed, signed, and sent to the above address.

The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes.

Copies of all relevant documents should be included.

After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.

NOTE: The Department will make every effort to address and resolve complaints within 90-days from receipt of the complaint form.

Complaint Resolution

Some complaints may fall within the jurisdiction of an agency or organization other than the New York State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the Department will refer the complaint to the institution in question and request that the matters receive a review and response.

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describing the resolution of the complaint.

The complainant may contact the Department evaluator directly for follow-up information or for additional assistance. The complaint form is also available at the school and may be obtained by contacting the Title IX Coordinators who are also the acting Co-Chairmen; Mr. Douglas Jordan and/or Mr. Clinton Arnaboldi.

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- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work.
- The effect of the use upon the potential market for or value of the copyrighted work.

Non Discrimination in Educational Programs

NYSMDA is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees.

NYSMDA does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability, physical, mental, emotional or learning disability, handicap or any other factor provided for by state and federal laws and regulations.

Voter Registration Information

Voting in public elections is not only a privilege in our country, but it is also our civic duty. For information regarding voter registration, please visit our website at www.nysmda.com and click on the voter registration link on our homepage.