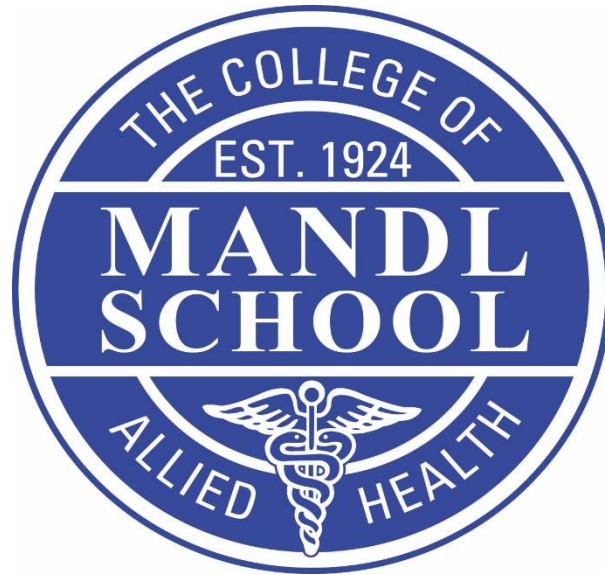


**MANDL SCHOOL
THE COLLEGE OF ALLIED HEALTH**



**STUDENT HANDBOOK
2024-2025**

September 2024

STUDENT HANDBOOK

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INTRODUCTION

Welcome to Mandl School - The College of Allied Health!

We are thrilled to have you as part of our vibrant community dedicated to excellence in allied health education. This handbook has been compiled to provide you with essential information about our academic policies and to clearly outline what is expected of you as a valued member of Mandl's academic community.

While this handbook offers a structured guide to help you navigate your academic journey, it is not intended to dictate your daily behavior rigidly. Our primary goal is to inspire you to develop a professional mindset towards your studies and future career. By embracing this approach, you will cultivate the skills and knowledge necessary to excel as an allied health professional, fully prepared to achieve your career aspirations.

The guidelines and policies outlined in this handbook are designed to allow you and your instructors to focus on acquiring the critical competencies that will underpin your professional success. Please note that some information contained in this handbook may be subject to updates or revisions. Any changes will be promptly communicated by email and posted throughout the College. Additionally, all policies detailed in this handbook, as well as those in the 2024-2025 Mandl Catalog, are enforceable by our faculty and staff.

It is also essential that you regularly check your Mandl-issued email account. Important information regarding everything from college closures due to inclement weather to policy changes will be communicated to you via email. Developing the habit of checking your email regularly is a good practice that will not only keep you informed but also help you develop professional communication habits that are crucial in your future career.

We also want to draw your attention to important publications available on our official website, Mandl.edu, under the Consumer Information link. These resources are crucial for your understanding of the broader institutional policies and your rights as a student.

Furthermore, we encourage you to familiarize yourself with Mandl's Title IX Coordinator, who plays a critical role in ensuring compliance with Title IX, which protects against gender discrimination in educational programs and activities. In addition to Title IX, the Coordinator is also responsible for overseeing Mandl's adherence to the Clery Act, which mandates the reporting and disclosure of campus safety information, and New York State Education Law 129-B, which focuses on the prevention of sexual assault, domestic violence, and other forms of interpersonal violence on college campuses.

The Title IX Coordinator is available to support you with any concerns related to these matters, providing guidance and resources to ensure a safe and equitable environment for all students.

If you have any questions or need further clarification, please do not hesitate to reach out. Your cooperation and engagement are vital as you embark on this journey within our community of allied health professionals.

Once again, welcome to Mandl. We are excited to support you as you pursue your goals!

Academic Administration

GENERAL EXPECTATIONS FOR STUDENTS ENTERING THE HEALTH PROFESSIONS:

As a Mandl student, you are stepping into the role of an allied health professional in training. With this opportunity comes a set of critical responsibilities that mirror the expectations you will encounter in your future career. These responsibilities include adhering to the following standards, which are essential not only for maintaining professionalism but also for ensuring the safety and well-being of our entire college community:

- **Integrity:** Upholding honesty and integrity is vital in all your academic and clinical activities. This includes submitting your own work, accurately reporting clinical experiences, and being truthful in all interactions with faculty, peers, and later with patients during externships or in the workplace. Academic dishonesty, in any form, is strictly prohibited. This includes, but is not limited to, cheating on exams, sharing or receiving unauthorized information, using tests or assignments from former students, and plagiarism. Such behavior undermines the trust essential to the healthcare profession and will be met with severe consequences.
- **Respect for Diversity:** The healthcare field serves a diverse population, and it is essential to demonstrate respect for all individuals, regardless of their background, beliefs, or lifestyle. Discriminatory behavior or language will not be tolerated. Embrace diversity and strive to provide culturally competent care in all professional settings.
- **Accountability:** Take responsibility for your actions and their consequences. This includes being accountable for your own learning, arriving prepared for classes and clinical assignments, and promptly addressing any errors or mistakes you may make. Accountability is a hallmark of professionalism and is crucial for patient safety as you begin your careers.
- **Professional Boundaries:** Maintain clear and appropriate boundaries in all professional relationships. This includes interactions with peers, faculty, staff, and later with patients. Avoid relationships that could compromise your professional judgment or lead to conflicts of interest. If the behavior or action you are about to take seems like a bad idea or something that wouldn't be condoned, it's a strong signal to refrain from doing it. Trust your instincts and always prioritize professionalism and ethical conduct.
- **Decision-Making:** Begin practicing ethical decision-making by considering the impact of your actions on your school colleagues and the college community. This includes engaging in respectful communication, which is essential for fostering a supportive and professional environment. Always speak and listen with consideration for others, ensuring that your words and actions reflect the ethical standards expected in the healthcare profession.

Before taking any action, take a moment to think it through. Consider the potential consequences and whether your behavior aligns with the values and expectations of both Mandl and the healthcare field. Thoughtful decision-making is the foundation of acceptable behavior and is key to maintaining the trust and respect of those around you.

When faced with difficult decisions, seek guidance from ethical principles, instructors, and your academic advisors. Respectful communication is particularly important in these situations, as it allows for open dialogue and informed decision-making. Once at externships or work, continue to prioritize the well-being and dignity of those in your care, ensuring that your communication with patients, colleagues, and other professionals is always compassionate, clear, and respectful.

- **Teamwork and Collaboration:** Healthcare is a team-oriented field, and collaboration is essential for providing high-quality care. Demonstrate a spirit of teamwork by actively participating in group projects, respecting the contributions of others, and communicating effectively and respectfully with your instructors and peers.
- **Conflicts of Interest:** Be mindful of situations where your personal interests could conflict with your professional responsibilities. Disclose any potential conflicts to your instructors or externship supervisors and avoid situations that could compromise your ethical standards.
- **Confidentiality:** As a future health professional, you will be entrusted with sensitive patient information. It is crucial to begin practicing confidentiality now. Do not share any personal or medical information about classmates, patients, or others that you may encounter in your training. Always respect privacy in all forms of communication.
- **Substance Use and Professionalism:** As a future healthcare professional, it is imperative that you understand the impact of substance use, including recreational drugs, on your ability to perform your duties effectively and safely. The use of recreational drugs, including marijuana, is not compatible with the standards of professional behavior expected in the healthcare field. This includes not only the use of these substances but also the presence of their odor, which can be perceived as unprofessional and may raise concerns about your ability to perform safely and competently.

Students must refrain from the use of any substances, including alcohol, medications, or drugs, that are not prescribed for their personal use, especially when attending classes, externships, or any college-related activities. Arriving at any educational or professional setting under the influence of substances, or with the smell of substances such as marijuana on your person, is strictly prohibited and will be treated as a serious breach of professional conduct.

Healthcare professionals are held to high standards of behavior, including the responsibility to present themselves in a manner that upholds the trust and confidence of patients, colleagues, and the community. This includes maintaining a professional appearance and demeanor at all times, free from the influence or perception of substance use. Violations of this standard can result in disciplinary action, up to and including dismissal from the program.

By adhering to these standards, you demonstrate your commitment to the ethical and professional responsibilities that are central to a successful career in healthcare.

- **Continuing Education and Self-Improvement:** The healthcare field is constantly evolving, and lifelong learning is a necessity. Cultivate a habit of seeking out new knowledge and staying informed about developments in your field. Embrace feedback and use it to improve your skills and understanding.

In addition to these general standards, it is vital to be aware of your rights and responsibilities under Title IX, the Clery Act, and New York State Education Law 129-B. These laws are designed to protect you and your peers from discrimination, ensure campus safety, and promote a secure learning environment. Adherence to these standards is not just a reflection of your professionalism but a commitment to the safety and well-being of our entire community.

GENERAL INFORMATION

MISSION STATEMENT

Mandl is dedicated to educating men and women, regardless of their backgrounds, to serve ably and effectively in the allied health industry. To accomplish this mission, Mandl offers academic programs specifically designed:

- To provide educational and employment opportunities through concentrated, highly structured programs of study that prepare students for entry-level positions within the broad and varied field of allied health.
- To provide curricula in allied health that reflects the needs of a changing job market.
- To provide an opportunity for students to acquire the skills for occupational growth, including the understanding of employer expectations.
- To provide graduates with assistance in securing employment within allied health.
- To provide students with the skills and attitudes to continue learning throughout their lifetimes.

INSTITUTIONAL GOALS

- **Curricula:** To offer academic programs of high quality that emphasizes the integration of theory and practical application.
- **Faculty:** To develop an outstanding faculty consisting of individuals who are highly qualified by experience and training and who are dedicated to the individual development of their students.
- **Student Services:** To maintain a wide range of student services, including academic advising, financial aid and career placement.
- **Resources:** To support the academic programs by providing appropriate facilities, equipment, and learning resources.

HISTORY

The first students enrolled in The Mandl School for Doctor's Assistants were in 1924. Mr. M.M. Mandl, a biology teacher, established the school to fill the need for trained assistants to work in physician's offices. This training was not being provided by nursing or public schools. Mr. Mandl believed a school that could train students to work in the medical world would prove to be a benefit for young people entering a highly competitive, work force. As a long time, educator, he knew that education needed to lead to jobs, as well as intellectual development and personal growth.

Mr. Mandl realized that physicians required personnel trained in routine medical procedures, the operation of medical apparatus, and in office management. With an assistant in the office, physicians were free to devote more time to the examination and treatment of patients. By providing thorough and comprehensive schooling, Mr. Mandl was able to free the physicians from the time and expense of training personnel.

As the demand for trained health care professionals grew, so did the school. Programs were added to meet the ever-changing needs of the medical world. Currently, the curricula include a range of career training options in the allied health industry.

GENERAL STANDARDS

As a Mandl student, you now have the opportunity to be trained to conduct yourself as an employed allied health professional. You therefore have the following RESPONSIBILITIES:

- Smoking is prohibited in the college. If you are caught smoking, you may be subject to sanctions, up to and including termination from the college.
- While on campus, children must not be left unattended without adult supervision. While attending classes, you may not bring children to any of the classrooms including lecture rooms, medical laboratories, computer labs, the library, the Learning Resource Center, or the student lounge.
- Food, drinks and their containers are permitted only in the Student Lounge located on the third floor. They are not permitted anywhere else in the facility. The sole exception is: one may bring a bottle of water, closeable with a cap, to class.
- Students are not allowed to wear hats (except as a requirement of documented religious belief), shorts, or open-toe sandals at Mandl.
- All students are expected to arrive to class on time.
- Use professional, courteous language in speaking with fellow students, faculty, or administrative staff. Address all faculty or administrative staff by Dr., Professor, Mr., Mrs., Miss, or Ms.
- When in uniform, whether on or off campus, do not possess or use alcoholic beverages, medications or drugs not prescribed for your use.

As a Mandl student, you now have the opportunity to attend classes in a safe environment. You therefore have the following RESPONSIBILITIES:

- Enter lab areas and handle equipment only under the supervision or permission of an instructor. Allied health equipment is expensive. If you break an item, you will be responsible for its repair or replacement. This also applies to any other Mandl equipment including the computer laboratories and the library.

As a Mandl student, you now have the opportunity to achieve high academic standards. You therefore have the following RESPONSIBILITIES:

- Bring all assigned textbooks and supplies to class every day.
- Attend all classes and carefully address all assigned work. Complete and submit all work on time.
- During in-class tests, remove all notes, notebooks, cell phones, and any other electronic devices from view. Observe the faculty's instructions and procedures for testing including, but not limited to special seating during the testing period.

As a Mandl student, you now have the opportunity to cultivate professional relations with fellow students, instructors and administrative staff. You therefore have the following RESPONSIBILITIES:

- Address faculty, fellow students, and Mandl administrative staff civilly and with professional courtesy. Profane language, violence, or any actions that are explicitly unprofessional in nature, are utterly unacceptable under any and all circumstances, anywhere on the college campus. Violations of this requirement will be subject to immediate sanction, up to and including termination from the college.
- Immediately notify the Registrar's Office located on the ninth floor of any change in your address, phone number, and/or e-mail.
- Keep labs, classrooms, the Library, and Student Lounge clean and orderly at all times.
- If you expect to be tardy to class, notify your instructor before classes begins.
- Do not use cell phones or electronic devices while classes are in session, in the Library, or in the Learning Resource Center. You are absolutely required to shut off cell phones while classes are in session.
- No classes will be interrupted to deliver messages to students except in an emergency.
- Respect the property of others. Do not lean or sit on college property or furniture unless it is designed for that purpose.
- Mandl does NOT accept responsibility for your personal property, so please be cognizant at all times of the location of your personal belongings.
- Female students must notify the Dean of Academic & Student Affairs should a pregnancy be confirmed. This is for YOUR protection.
- Books and other possessions are YOUR responsibility. In case of loss students are expected to pay for replacements.
- Mandl is NOT your place of employment. We are not responsible for verification for employment while you are enrolled here as a student.

STUDENT SERVICES

ORIENTATION

Before classes begin, all new students receive a comprehensive orientation to the college. During the orientation, which typically lasts from two to three hours, all relevant aspects of the college are covered, including academic programs, facilities and resources, faculty and staff, and rules and regulations.

Contents of the Student Handbook are reviewed during this session. The Handbook includes sections on student services, dress code, college rules and regulations, grading system, internships, financial aid, disciplinary action, readmission, and other College policies.

ACADEMIC ADVISING AND COUNSELING

The Academic Advisement Center is the College's main resource center and the primary academic advisement provider for all students: new, currently attending or returning to the College. The Center is led by the Dean of Academic & Student Affairs and staffed by a core of trained professional advisors and teaching faculty who serve on a rotating basis. Current and returning students are seen on a walk-in basis and via appointments. The Office of Academic Advisement located on the fifth floor is responsible for the overall coordination and direction of the advising program at the College. (If required, students may be referred to the Learning Resource Center (LRC) for tutorial assistance.)

The mission of the academic advising program at Mandl is to assist students in the development of meaningful educational plans that are compatible with their academic goals. Further, it is to fully inform students regarding requirements in their areas of concentration and to expose students to the variety of course and degree options offered by the College.

Earning a college degree requires the student to make a commitment to academic achievement and to make the necessary educational decisions. Academic Advisors assist all students with wide range of concerns from educational decision-making to personal, social or family problem solving. The Advisement Center advisors listen to students and offer help in the following areas: • counsel students with low grade point averages • educational planning • study skills enhancement • changing area of concentration (major) • review of academic standing • test anxiety and relaxation techniques • life skills balancing life, work and home • clarifying goals and decision-making.

CAREER DEVELOPMENT CENTER

Mandl has an experienced Placement Department with extensive contacts among employers that will further assure a successful employment outcome for our students. The college provides free placement services to its graduates, and these services include advice concerning interviewing techniques, referrals to employers, and help with setting up appointments. Placement staff counsels and advises students throughout the placement process, records all job leads, develops new employment opportunities, surveys graduates and employers, and keeps placement records.

TUTORING

Tutoring is available to all students experiencing academic difficulties. Faculty may recommend that a student seek tutoring services if the student requires additional academic assistance outside the classroom. Further information regarding tutorial assistance can be found in the Learning Resource Center located on the seventh floor.

MEDICAL PROBLEMS

Mandl is unable to dispense medication, including over-the-counter preparations such as aspirin. Emergency First Aid can be administered by one of our staff; however, extreme emergency care must be handled by your own physician. You have the RESPONSIBILITY to register all current medical problems with your department chair and/or the Dean of Academic & Student Affairs. This is for your own protection.

STUDENT BULLETIN BOARD

Bulletin boards are posted throughout the building. They contain vital information about tutorial office hours, mandatory meetings, workshops, important student announcements, and rules and regulations. It is the student's responsibility to keep oneself informed by making sure to check the bulletin boards on a consistent basis.

LOST AND FOUND

Lost and Found is located on the sixth floor where the Campus Coordinator's office is situated. Items will be held for a period of thirty (30) days unless otherwise identified.

PRIVACY ACT-FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, the Registrar shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Mandl to amend a record should write the Registrar or other designated College official who is responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Mandl decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before Mandl discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Unless written objection is received 30 days after the commencement of the academic year, Mandl will treat name, address (permanent and mailing), telephone (land and cell), email address, date and place of birth, major field of study, dates of attendance, grade level, photograph, degrees and awards/recognitions received, the name of the undergraduate college(s) attended, post-graduation employer, job title, most recent previous secondary and post-secondary educational institution attended by the student and marital status as directory information. In addition, information on all students offered admission to Mandl may be submitted to the

state police for checking against the sexual offender registry as required under the Wetterling Act. Students are not entitled to inspect and review financial records of their parents. If the student is classified as dependent for financial purposes, parental access to a student's records will be allowed without prior consent.

Mandl also discloses education records without a student's prior written consent under the FERPA exception for 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 (including law enforcement unit personnel and health staff); a person or company with whom Mandl has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or 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.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Mandl. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Students concerned about the confidentiality of records are requested to bring their concerns first to the attention of the Vice President of Records & Registration located on the ninth floor. Complaints regarding alleged violations of rights accorded students by or regulations promulgated by the Act, may be directed to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-5920.

Consumer Complaints

Complaints regarding alleged violations of rights accorded students by or regulations promulgated by the Act, may be directed to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-5920. Student can also direct their grievances by contacting authorities thru this link or by contacting our accrediting agency (ABHES) at <https://complaintsabhes.com>.

NON-DISCRIMINATION & NO HARASSMENT POLICY

Mandl School, The College of Allied Health, is committed to providing an educational and work environment free from discrimination and harassment, in accordance with New York State laws, federal laws, and the new Title IX regulations effective as of August 1, 2024. The college does not tolerate any form of discrimination or harassment against students, employees, or applicants for employment or admission.

Non-Discrimination Policy

Mandl prohibits discrimination against any individual based on race, color, national origin, ancestry, religion, creed, sex (including pregnancy, sexual orientation, gender identity, and gender expression), age, disability (physical or mental), genetic information, marital status, veteran status, citizenship status, or any other status protected by applicable federal, state, or local law.

This policy applies to all areas of the college's operations, including admissions, employment, access to programs and activities, and all other aspects of college life.

No Harassment Policy

Harassment is defined as unwelcome conduct based on a protected characteristic that creates a hostile, intimidating, or abusive environment. Harassment may include, but is not limited to, verbal, physical, or visual conduct that unreasonably interferes with an individual's work or academic performance or creates an offensive environment.

Mandl prohibits all forms of harassment, including sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's academic performance, or creates a hostile or intimidating environment.

Title IX Compliance

In compliance with Title IX of the Education Amendments of 1972 and its implementing regulations, including the updated regulations effective August 1, 2024, Mandl prohibits discrimination on the basis of sex in all education programs and activities, including admissions and employment. Title IX ensures that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity operated by the college.

The college's Title IX Coordinator is responsible for ensuring compliance with Title IX and overseeing the investigation of any complaints related to sex discrimination, including sexual harassment. Any inquiries or complaints regarding Title IX may be directed to:

Title IX Coordinator
Ms. Ana Tejada
Address: 254 W 54th St, 5th Floor, New York, NY 10019
Phone: 212.247.3434 ext.136
Email: atejada@mandlacademics.com

Reporting Discrimination or Harassment

Mandl encourages anyone who believes they have been subjected to discrimination or harassment to report the incident promptly. Reports may be made to the Title IX Coordinator, the VP of Institutional Effectiveness, or any senior college official. All complaints will be taken seriously and investigated promptly and impartially.

The college will take appropriate corrective action, up to and including dismissal or expulsion, against any individual found to have violated this policy. Retaliation against any person who files a complaint or participates in an investigation is strictly prohibited and will result in disciplinary action.

ALCOHOL, DRUGS, AND SUBSTANCE USE POLICY

Mandl has a zero-tolerance policy regarding the use of alcohol, marijuana, and other controlled substances that may impair your ability to learn, participate, or maintain professionalism in class, on school premises, or while fulfilling externship hours.

1. **Prohibited Substances:** The use, possession, distribution, or being under the influence of alcohol, marijuana (regardless of legality in New York State), or any illegal or controlled substances on school grounds, during school hours, or at any school-sponsored event is strictly prohibited.
2. **Marijuana and Alcohol Odor:** Students are not permitted to attend classes, externships, or any school activities while smelling of marijuana or alcohol. This includes any residual scent on clothing, hair, or personal items. Such behavior is unprofessional and will be addressed as a serious conduct violation.
3. **Health and Safety:** Arriving at school, at externship sites, or at any clinical settings under the influence of alcohol or drugs compromises the safety of peers, faculty, and patients. Such behavior will not be tolerated and may result in disciplinary action, up to and including suspension or dismissal without recourse from the program.
4. **Drug Testing and Compliance:** Mandl School reserves the right to request random drug testing or screenings at any time during your enrollment. Positive tests for prohibited substances may result in immediate disciplinary action.

Review of Legal Ramifications

Students are strongly encouraged to review the [Alcohol and Other Drugs](#) (AOD) publication on Mandl's [website](#). This resource provides comprehensive information regarding the legal ramifications of alcohol and controlled substances, including marijuana, at both the federal level and in New York State. It is crucial for students to understand how the use or possession of certain substances may impact their legal standing, professional licensure, and eligibility for employment in the healthcare field.

Consequences of Non-Compliance

- Any student found in violation of this policy may face disciplinary actions, which could include:
- Written warnings
- Required counseling or participation in a substance abuse program
- Suspension or expulsion from Mandl
- Ineligibility for participation in externships

Students are encouraged to seek help if they struggle with substance use and are urged to use the resources available at Mandl for guidance and support. We are dedicated to ensuring that our students are prepared to enter the health professions with the highest standards of professionalism, competence, and ethical conduct.

ACADEMIC POLICIES

REQUIREMENTS FOR GRADUATION

- A minimum cumulative GPA of 2.0
- Complete all coursework, files and examinations as necessary
- Comply with all regulations of Mandl
- Fulfill all financial obligations to the college
- Complete a student loan Exit Interview if applicable
- Successfully complete an externship (if required)
- Submit a completed Graduation Application in a timely fashion to the Registrar's Office

GRADING SYSTEM

The grading system, which is utilized by faculty and used to compute a student's grade point average (GPA), is as follows:

Grade	% Equivalent	GPA
A	95-100 (excellent)	4.00
A-	90-94	3.67
B+	87-89	3.33
B	84-86 (very good)	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-76 (satisfactory)	2.00
C-	70-73	1.67
C.	Fail (RCP courses only)	0.00
C-.	Fail (MAS courses only)	0.00
D	65-69 (low pass)	1.00
D.	Fail (MAS courses only)	
F	Below 65 (fail)	0.00
F*	Failed course subsequently repeated successfully	N/A
WU	Withdrew unofficially	0.00
WU*	Withdrawn course subsequently repeated successfully	N/A
W	Withdrawal officially	N/A
WL	Withdrawal late	N/A
I	Incomplete	N/A
P	Passing grade	N/A
F	Failing grade	N/A
AU	Audit, no credit	N/A

Please note that suspension(s) may appear noted on your academic transcript, but do not carry a grade, nor does it carry quality points. For information on appealing this notation, please see Student Appeal Procedure for Transcripts.

No credit will be granted for incomplete work. A grade of I (Incomplete) will only be awarded in exceptional circumstances, such as illness or family emergency and only in the case of work due at the end of the term, such as a final paper or final examination. Documentation of the illness or emergency must be presented to the instructor or Department Chairperson. In order to inform students of their academic progress, transcripts are provided to all students at the end of each semester.

Examinations that are missed for a valid reason must be made up within five days unless permission for an extension is received from the Department Chairperson. Students who wish to appeal a grade must follow the policy outlined in the following paragraphs.

FINAL COURSE GRADE APPEAL POLICY AND PROCEDURE

An Appealable Grade is a final course grade that the student claims does not reflect what he/she has earned according to the criteria for grading as outlined by the instructor of the course and indicated in the course syllabus. In all cases, the student may not appeal the professional judgment of the faculty member, and the policy in the course syllabus shall prevail in determining the grade.

Reasons that constitute an Appeal of final grade are as follows:

Arbitrariness

An appeal based on an arbitrary evaluation must address seemingly random actions or an evaluation based upon chance. It is seen as an unreasonable act of will on the part of the instructor.

Caprice

An appeal based on a capricious evaluation must address the grading method and outcome as being impulsive and governed by no apparent reason.

Prejudice

An appeal based on a prejudicial evaluation must address a preconceived judgment, directed towards an individual, a group, a race, a gender, or their supposed characteristics.

Error

An appeal based on simple human error.

Student Grade Appeal Procedure

Step 1: A student who believes a final grade is in error should first discuss the issue with the instructor (in person or by written letter) or, if the instructor is unavailable, with the head of the department. If the student and instructor fail to reach an agreement, he/she shall proceed to the next step.

Step 2: The student must submit a written appeal to the Department Chairperson by the end of the second week of the subsequent semester. The Department Chairperson may contact the instructor for further documentation. If the student is dissatisfied with the decision of the Department Chairperson, the student may take his/her appeal to the next level.

Step 3: The student may appeal (again, in writing) with all relevant documentation to be forwarded to the Vice President of Academic Affairs. The Vice President may ask the Student Grievance Committee to review the case. Based on the committee's recommendations, the Vice President of Academic Affairs will make the final decision and that decision concludes the appeal process.

Please note that by appealing your grade opens an investigation into a grade change. This may result in receiving a LOWER grade than the one given.

TRANSCRIPTS

In compliance with the Family Educational Rights and Privacy Act (FERPA) and New York State Education Department regulations, students must submit a written, signed request to the Registrar to obtain a transcript, whether it is a student copy or an official transcript. The student's signature is required to authorize the release of their academic record.

Requesting a Student Copy: A request for a student copy must include the following details:

- Full name, including any previous names used while attending Mandl.
- Dates of attendance at Mandl.
- The program attended and date of graduation or last attendance.
- Current mailing address, daytime telephone number, and email address for communication purposes.

Requesting an Official Transcript: For an official transcript, the request must also include:

- The full name and address of the institution, organization, or agency to which the transcript should be sent.
- Any specific office or department within the receiving institution, if applicable.

Transcripts will not be released without the student's written authorization. Please allow approximately 5-10 business days for the processing of transcript requests by the Registrar's Office.

Fees:

- There is no charge for transcripts for students currently enrolled at Mandl.
- For graduates or students no longer enrolled, there is a \$15 fee per transcript request. Payment must be made by money order payable to Mandl School or by cash at the Bursar's Office, which will issue a receipt.

Withholding of Transcripts: While New York State law (S.5924-C/A.6938-B), effective May 2022, prohibits higher education institutions from withholding transcripts as a method of debt collection, students remain obligated to meet all their requirements, including resolving any outstanding balances, to graduate. Students are encouraged to promptly settle their financial obligations with the Bursar's Office to ensure a smooth path to graduation.

Mandl may still charge a nominal fee for processing transcript requests, but the release of transcripts will not be denied due to unpaid balances, nor will higher fees be charged for students with outstanding debts. It is important to note, however, that students must fulfill all academic, financial, and administrative requirements in order to graduate.

TASC PREPARATION PROGRAMS

If you did not complete secondary coursework, and receive a diploma from high school, you have the option of applying and sitting for a Test Assessing Secondary Completion (TASC) exam. There are various locations that offer TASC preparation courses to help a student successfully pass the examination and receive a TASC diploma.

Examinations are given at various times throughout the year, and throughout the state. Listed below are some TASC preparation sites:

Manhattan Sites

Manhattan Learning Program 317 West 52nd Street 212-247-4307 x1081
PHASE: Piggy Back, Inc. 262 West 145th Street 212-694-0107

Midtown Community Court
314 West 54th Street, 6th Fl.
646-264-1314

The Door
555 Broome Street
212-941-9090 x3237

Stanley Isaacs Neighborhood Center
415 East 93rd Street
212-360-7625

For more information on GED prep locations throughout the five boroughs, please visit the New York City Department of Education's website at: <http://www.acces.nysed.gov/hse/what-hsetasc-test> and <http://schools.nyc.gov/Offices/District79/SchoolsProgramsServices/default.htm>. You can also call the Literacy Assistance Center's (LAC) Literacy Referral Hotline at 212.803.3333 for TASC prep courses.

MANDL SURVEILLANCE POLICY

Mandl is committed to maintaining a safe and secure environment for all students, faculty, staff, and visitors. As part of our safety measures, we reserve the right to employ electronic surveillance in common areas across the campus.

This policy applies to all students, faculty, staff, and visitors of Mandl. It covers all common areas, including but not limited to:

- Classrooms
- Hallways
- Student Lounge
- Cafeteria
- Elevators
- Library
- Laboratories

Students and other members of the Mandl community should not expect privacy in the common areas of the campus. The college reserves the right to conduct electronic surveillance in these areas to ensure the safety and security of everyone on campus.

The college may employ various forms of electronic surveillance, including but not limited to:

- Video
- Audio recording devices

Surveillance will be conducted in a manner that is consistent with applicable laws and regulations.

Mandl is committed to complying with all relevant federal and state privacy laws, including but not limited to:

- Federal Laws:
 - The Family Educational Rights and Privacy Act (FERPA): While FERPA protects the privacy of student education records, it does not apply to security camera footage, provided it is not part of a student's educational record.

- New York State Laws:
 - New York Civil Rights Law, Section 50-a and 50-b: Mandl will not record audio where individuals have a reasonable expectation of privacy, such as restrooms, and will ensure that video surveillance does not infringe on personal privacy more than necessary.
 - New York Labor Law, Section 203-c: The college will not use surveillance to monitor areas where students and staff have a reasonable expectation of privacy, and surveillance will be used exclusively for security purposes.

Surveillance footage may be used in the investigation of incidents, to provide evidence in disciplinary actions, or to comply with legal obligations. Footage will not be disclosed to third parties except as required by law.

This policy will be made available in applicable college publications to ensure awareness.

Any surveillance footage will be retained for a period consistent with mandated data retention policies and applicable laws. After this period, the footage will be securely deleted unless required for an ongoing investigation or legal proceeding.

The college will regularly review surveillance practices and this policy to ensure compliance with legal standards and to address any emerging security needs. Any changes to this policy will be communicated to the college community promptly.

STUDENT CONDUCT - ATTENDANCE

Students are expected to attend class regularly in every course for which they have registered. Regular attendance is necessary to ensure continuity of the educational process and to develop proper work habits, a feeling of success through mastery of skills, interest in college and a sense of responsibility. Excessive absences may result in a lowered achievement rating and an undesirable record, as most courses grade you on class participation.

Veteran Students who receive educational benefits and require school certification of attendance and cost (i.e. 19-2222 Forms) **must** verify attendance regularly (at least once a month) with the Veteran Certifying Officer (VCO) located in the Financial Aid Office.

STUDENT CONDUCT - DRESS CODE

All students enrolled in and attending courses during the day are required to wear a full-dress white uniform (Medical Assisting), green uniform (Dental Assistant), purple uniform (Diagnostic Sonography), burgundy uniform (Health Care Administration), light blue uniform (Surgical Technologist) or navy-blue uniform (Respiratory Therapy) along with the appropriate footwear which is closed, nursing type shoes. For specific shoe color, please speak with your department chair. Flip-flops and Crocs are not considered to be in accordance with the dress code and are prohibited from being worn on campus.

White lab coats must be worn by all students during clinical courses. Students enrolled in evening and Saturday courses must wear a white lab coat over their “street clothes.” This policy is in effect on field trips and externships as determined by the location.

STUDENT CONDUCT - BEHAVIOR

Commensurate with the academic atmosphere that prevails throughout Mandl, all students are expected and required to conduct themselves in keeping with the highest standards. Any unseemly behavior that tends to distract other students and disrupt routine class procedure, *such as eating in class, using unauthorized electronic devices during class, or bringing young children onto the college's premises or into the classroom*, will not be tolerated. Such conduct will be considered just cause for student disciplinary action, including termination.

- Specific behaviors that may cause immediate termination from Mandl include, but are not limited to:
- Willful destruction or defacement of college or student property.
- Entering and Exiting the College from non-Mandl entrance.
- Improper or illegal conduct including, but not limited to, failure to comply with the directives of faculty or senior administrative officers in the rightful discharge of their duties on behalf of the college.
- Use, sale, or possession of alcoholic beverages, marijuana, or control substances drugs.
- Cheating, plagiarism, or any act of academic dishonesty.
- Theft of student or college property.
- Zero tolerance towards any acts of violence against another student, visitor, and/or College staff.

A student who is terminated from the college may be considered for readmission on the President's review of the reason(s) for termination.

ACADEMIC INTEGRITY

The principles of academic integrity entail simple standards of honesty and truth. Each member of the college has a responsibility to uphold the standards of the community and to take action when others violate them.

Faculty members have an obligation to educate students about the standards of academic integrity, proper conduct, and to report violations of these standards. Students are responsible for knowing what the standards are and for adhering to them. Students should also bring any violations of which they are aware to the attention of their instructors, Department Chairpersons and/or the Vice President for Academic Affairs.

STUDENT GRIEVANCE PROCEDURES

Students who have a complaint or wish to lodge a grievance against an employee of the college should:

1. Contact the head of the department who supervises the staff member in question and verbally outline the grievance. If the issue is still not resolved, proceed to the next step – number two (2).
2. Submit a written grievance to the Vice President for Academic Affairs (VPAA) within 30 days of the end of the semester during which the alleged offense took place.
3. The VPAA will refer the written grievance to the Student Grievance Committee for review and a recommendation.
4. The VPAA will prepare a written response within 15 business days after receipt of the student's written grievance and Committee recommendation. This decision is final.

PLAGIARISM POLICY

Mandl considers academic honesty to be one of its highest values. Students are expected to be the sole authors of their work. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Use of another person's work or ideas must be accompanied by specific citations and references in the appropriate APA or MLA format.

Though not a comprehensive or exhaustive list, the following are some examples of dishonesty or unethical and unprofessional behavior:

- without giving proper credit to that person, thereby giving the impression that it is the student's own work;
- Any form of cheating on examinations;
- Altering academic or clinical records.
- Falsifying information for any assignments;
- Submitting an assignment that was partially or wholly completed by another student.
- Copying work or written text from a student, the internet, or any document without giving proper credit to the source of the information.
- Submitting the same assignment for more than one class without first receiving instructor permission. In cases where previous assignments are allowed to be submitted for another class, it is the responsibility of the student to enhance the assignment with additional research and to also submit the original assignment for comparison purposes; and
- Assisting another student in any act of academic dishonesty. This offense would include, but would not be limited to, providing an assignment to another student to submit as his/her own work or allowing another student to copy answers to any test, examination or assignment. Plagiarism: using another person's works, ideas, or results

In summary, plagiarism is the theft of someone else's ideas and work. Whether a student copies verbatim or simply rephrases the ideas of another without properly acknowledging the source, it is still plagiarism. In the preparation of the work submitted to meet course requirements, whether a draft or a final version of a paper or project, students must take great care to distinguish their own ideas and language from information derived from other sources. Sources include published primary and secondary materials, electronic media, and information and opinions gathered directly from other people.

A discussion outline, computer program, plan, presentation, and other similar work produced to satisfy a course requirement are, like a paper, expected to be the original work of the student submitting it. Copying documentation from another student or from any other source without proper citation is a form of academic dishonesty, as is producing work substantially from the work of another. Students must assume that collaboration in the completion of written assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all submitted coursework. Students are subject to disciplinary action if they submit as their own work a paper purchased from a term paper company or downloaded from the internet.

An academic violation, such as academic dishonesty, is a serious offense and may result in sanctions as outlined

in the Student Handbook. Faculty or administrative staff who suspects that violations have occurred should immediately contact the Vice President for Academic Affairs. Students who suspect that others students are involved in acts of academic dishonesty or student misconduct should speak to the instructor of the course or the Department Chairperson.

- **First Violation:** Student will receive an “F” on the assignment or test in question. The “F” will be averaged in with the other grades in the course to yield the final grade.
- **Second Violation:** This will result in mandatory expulsion from the college for one or more semesters and /or a failing grade in the course, depending on the severity of the violation. Extreme willful acts of academic dishonesty or student misconduct may lead to permanent expulsion and separation from the college.

Students dismissed from Mandl due to violations of academic integrity or other forms of misconduct, but who wish to be reinstated, may apply to the Vice President of Academic Affairs or the President for reinstatement. Upon review, a determination will be made. The decision of the Vice President of Academic Affairs and/or the President of the college are final and without further appeal. Students terminated from the college shall not receive a certificate or diploma unless they are readmitted under review.

The following are also unacceptable actions, whether inside or outside of the classroom, that can result in severe penalties and sanctions:

- Cheating, plagiarizing, cooperating with or assisting others to cheat or plagiarize, stealing or circulating evaluation materials, or participating in any other breach of academic integrity which gives an unfair advantage to a student(s).
- Failing to comply with the directions of authorized college officials as they engage in the proper performance of their duties.
- Failing to identify oneself to a college official when directed to do so.
- Failing to address faculty, fellow students, and Mandl administrative staff civilly and with professional courtesy. Profane language, violence, and/or any actions that are explicitly unprofessional in nature are utterly unacceptable under any and all circumstances, anywhere on the college campus.
- Smoking anywhere on the campus or in the building, including hallways, stairways, or elevators.
- Possessing any dangerous instrument or material that can be used to inflict injury on any individual or damage to property on the college premises or in the building.
- Using, selling, or distributing drugs and substances prohibited by state and federal law.
- Practicing any form of bigotry or discrimination.
- Behaving in a disorderly manner or using words or actions that is likely to encourage or incite physical violence against any individual on the premises of the campus.
- Violating regulations relating to entry or use of the premises, facilities, or resources of the campus, including unauthorized entry or occupancy, blocking access, or removing, relocating, or using property without permission.
- Stealing, damaging or defacing of campus property or the property of any other individual on the campus or in the building.
- Being on the campus under the influence of alcohol or illegal drugs.
- Refusing to appear before personnel or committees of the institution in performance of proper official duties.

- Knowingly providing false information to the institution; forging, altering or using college documents with the intent to deceive; or using another individual's ID.
- Interfering with the institution's educational processes or facilities.
- Using duress, intimidation, threat of, or actual physical or verbal abuse that interferes with others on the campus or in the building who are exercising their rights to pursue their legitimate activities.
- There is zero tolerance concerning violence committed by students on – or near – school grounds.
- Acting in any way that endangers the safety or security of any individual on the premises of the campus or in the building.
- Gambling on the premises of the campus or in the building.
- Misuse, mutilation, or defacing of educational materials, college records or forms, or college property.
- Misuse of or tampering with fire alarms, firefighting equipment, safety equipment, or electrical equipment on the college premises or anywhere in the building.
- Violation of any college regulation as stated in this *Student Handbook*, the 2020-2021 Mandl Catalog, Mandl website, and/or posted on the college bulletin boards.
- Distribution of unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the institution's information technology system for the purpose of those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.*

*The Copyright Act provides for both civil and criminal liability for acts of copyright infringement.

Criminal Infringement is defined as follows:

(1) In general. — Any person who willfully infringes a copyright shall be punished as provided under section 2319 of title 18, if the infringement was committed—

(A) for purposes of commercial advantage or private financial gain;

(B) by the reproduction or distribution, including by electronic means, during any 180-day period, of 1 or more copies or phone records of 1 or more copyrighted works, which have a total retail value of more than \$1,000; or

(C) by the distribution of a work being prepared for commercial distribution, by making it available on a computer network accessible to members of the public, if such person knew or should have known that the work was intended for commercial distribution (17 U.S.C. § 506[a]).

The penalties for criminal infringement are determined by the extent of infringement, e.g.

the number of copies made, or the value of the material infringed. They range from a misdemeanor penalty of up to one year imprisonment and/or a fine up to \$25,000 for individuals, to a felony penalty of up to 5 years imprisonment and/or a fine of up to \$250,000 for individuals and \$500,000 for organizations (18 U.S.C. § 2319).

There are exceptions to the Copyright Law which include ideas, facts, U.S. government works, works for which copyright has expired, works in the public domain, and live performances which are not "fixed."

DISCIPLINARY PROCEDURES

SANCTIONS

In order to promote and maintain an appropriate learning environment and to cultivate professionalism and adherence to Mandl policies, rules and regulations, Mandl reserves the right to impose penalties on students who violate policies as articulated in this Handbook, in the Mandl Catalog, on the College's website, or as publicly posted on the college's bulletin boards. [NOTE: this is exclusive of the sanctions outlined under **Title IX Information** and **Campus Safety/Clery Act/VAWA** sections of this publication.]

Mandl may impose four different sanctions, depending on the severity and/or persistence of the violation(s), in the following increasing order of severity:

1. Verbal Warning:

Student is verbally advised that he/she has violated a policy, regulation, or rule and is directed to correct or otherwise refrain from continuing in violation.

2. Probation:

Student is given a written letter indicating the nature of the violation and advised that any additional policy violation during a specified time period may lead to either suspension from class or termination from the college.

3. Suspension:

Student is given a written letter indicating the nature of the violation and advised that the student is suspended from attending class for a certain specified amount time, typically three days. The letter may indicate other actions required of the student to enable the removal of suspension.

4. Termination:

Student is given a written letter indicating the nature of the violation and advised that the student is terminated immediately from his or her academic program and from the college.

DISCIPLINARY MEASURES

Mandl has established the following stages for assessing and imposing penalties in response to any student violation of Mandl policies, rules, and regulations *exclusive of Title IX procedures* outlined in this publication:

Stage 1 - Complaint

A member of the faculty or an administrative staff member, upon observing a student violation, may submit, either verbally or in writing, a complaint about the student to the Dean of Students & Academic Services. Upon his or her investigation of the complaint, disciplinary sanctions may be imposed given the nature of the offense. In conducting the investigation, the Dean of Students & Academic Services may elect to interview the issuer of the complaint, the alleged student violator, or any other member of the Mandl community who may have information pertinent to the complaint.

Stage 2 – Appeals Process (Verbal Warnings; Probations; Suspensions)

The student may appeal any sanction imposed by the Dean. To appeal, the student must write to the Vice President for Academic Affairs within ten calendar days of the imposition of the sanction, requesting a formal meeting and indicating the reasons for requesting the appeal. If the letter is not sent within ten days, the sanction remains in effect and without any further opportunity for appeal.

Upon receipt of the letter, the Vice President or his/her designee will schedule a meeting with the student within five calendar days to hear the reasons for granting the appeal either to lessen or remove the imposed sanction. Upon hearing the verbal presentation, the Vice President or his/her designee will send a letter to the student indicating his/her decision within five calendar days.

Except for terminations, all decisions of the Vice President for the Academic Affairs are final and without further appeal. Moreover, a student may receive any sanction that the Vice President may deem appropriate, beyond the sanction previously imposed by the Dean of Students & Academic Services, if in his/her judgment the evidence so warrants.

Stage 3 – Appeals Process (Terminations)

In cases of termination, and if such sanction is affirmed by the Vice President during the Appeals Process during Stage 2, the student wishing to appeal the termination must submit his/her appeal in writing to the President of the college within five calendar days of receiving the Vice President's letter. (If the letter from the student is not received within five calendar days, the termination stands without any further opportunity for appeal.) The President will then review the matter and decide whether to reverse or affirm the sanction. In matters of termination, the President's decision is final and without further appeal. Written notice of the President's decision will be provided to the student within five business days.

GRIEVANCE AGAINST FACULTY

Mandl is dedicated to fostering a supportive and respectful academic environment. To uphold high standards of teaching and learning, we have implemented a comprehensive policy for addressing concerns related to faculty conduct. This policy applies to all modes of instruction and outlines various behaviors that may require attention and intervention. The following categories provide examples of conduct that could be subject to review (note, this list is not exhaustive):

1. Gross Incompetence or Neglect of Duty:

Failure to Meet Instructional Responsibilities: Faculty members are expected to adhere to the highest standards of teaching and professional conduct. Instances of gross incompetence or neglect of duty may include:

- **Arbitrary Denial of Access to Instruction:** Unjustifiably preventing students from accessing educational materials or opportunities necessary for their academic progress.
- **Significant Intrusion of Unrelated Material:** Introducing content into the curriculum that is irrelevant to the course objectives, thereby disrupting the learning process.
- **Failure to Adhere to Teaching and Supervision Requirements:** Not following established rules and guidelines for teaching and supervising students without legitimate reasons.
- **Inappropriate Evaluation Criteria:** Assessing student work based on criteria that do not accurately reflect course performance, leading to unfair grading practices.
- **Undue Delay in Evaluation:** Failing to provide timely feedback or administrative processing of student work, which can hinder academic progression.

2. **Physical or Mental Incapacity:**

Faculty members must be capable of performing their teaching duties effectively. Physical or mental health issues that significantly impair a faculty member's ability to meet their responsibilities and the needs of students and the institution will be addressed. The school is committed to supporting faculty through appropriate accommodations and resources while ensuring that students receive a quality education.

3. **Disruption, Interference, or Intimidation:**

- **Disruptive Behavior:** Engaging in or encouraging behavior that disrupts the learning environment, making it difficult for students to focus and participate in class activities. *Engaging in conduct unbecoming a member of the faculty.*
- **Interference with Academic Processes:** Actions that interfere with the smooth functioning of academic processes, such as administrative tasks, course delivery, and student evaluations.
- **Intimidation:** Using language or behavior that intimidates or threatens students, creating a hostile or uncomfortable learning environment.

Addressing Complaints

Mandl encourages students to address any concerns related to faculty conduct through a structured process designed to ensure fairness and confidentiality:

1. **Initial Communication:**

Students are encouraged to communicate their concerns directly with the faculty member involved. This approach often leads to an expedient and satisfactory resolution.

2. **Academic Advising Assistance:**

If direct communication is not feasible or does not resolve the issue, students should seek assistance from the Academic Advising Office. Advisors are trained to mediate conflicts and help students navigate their concerns effectively.

3. **Escalation to Academic Administration:**

If the issue remains unresolved, students may escalate the matter to the Dean of Academic & Student Affairs. The Dean may suggest further informal resolution efforts or refer the issue to the Vice President of Academics or the Vice President of Distance Education and Institutional Effectiveness for additional review.

Upholding Academic Freedom

Mandl respects the academic freedom of its faculty, particularly regarding the presentation of course material and teaching styles and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance; however, the institution also prioritizes mutual respect and a positive learning environment. Complaints about faculty treatment of students that fall outside the protections of academic freedom will be addressed promptly and thoroughly.

Formal Complaint Procedure

If a student has attempted an informal resolution but did not achieve a satisfactory outcome, or if pursuing an informal resolution is not feasible, they may file a formal written complaint with the Vice President of Academics. Only students in a faculty member's class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.

Timeline for Filing:

Formal complaints should be filed within 45 calendar days of the alleged behavior/incident. If an attempt at informal resolution made meeting this deadline impossible, an exception may be granted by the Dean of Academic & Student Affairs. In the absence of a conflict of interest, the Vice President of Academics, the Vice President of Institutional Effectiveness, or an appropriately ranked designee may assist in the investigation.

The written complaint must be as detailed as possible. The Dean, or a designated representative, will initiate the investigation process. This will involve meeting with the faculty or staff member in question.

Neutral Investigation:

Filing a formal grievance does not automatically imply wrongdoing. The accused will be informed of the complaint and that an open investigation does not presuppose any wrongdoing.

In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the individual handling the complaint may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the Vice President of Academics.

Protection Against Retaliation:

The accused will be explicitly informed that no retaliatory action may be taken against the student.

Impartiality in Investigation:

Either party may object in writing to the individual conducting the investigation if they believe the process may be biased. The letter must provide detailed reasons for requesting a new investigator. The Dean will then consult with the Vice President of Academics, the Vice President of Distance Education and Institutional Effectiveness, or the President of the College. If the request is deemed legitimate, a new investigator will be appointed.

Investigation Meetings:

The investigator will meet with both the accused faculty or staff member and the student, either separately or together, as appropriate. The investigator will exercise full discretion and professional judgment to protect the student from any adverse actions. The goal of these meetings is to discuss the facts of the complaint and seek a mutually acceptable resolution, if possible. If a resolution is not feasible, the investigator may need to interview other individuals familiar with the situation or behavior being investigated. These individuals may include other students, faculty members, or any college community members with knowledge of the alleged incident/behavior. The investigator will maintain confidentiality and not reveal the identity of the student filing the complaint when questioning relevant parties.

Follow-Up Meetings:

The investigator may request additional meetings with the student or faculty member to clarify any points of their accounts as needed.

Support Person:

The student filing the complaint may request to have a support person present during meetings with the investigator.

Academic Freedom:

The investigator will determine if the conduct in question is protected by academic freedom. The investigator will then compile a written report outlining the findings of the investigation and recommendations.

A comprehensive written report will be prepared based on the investigation's findings.

Timely Completion:

Unless there are well-documented and substantiated extenuating circumstances, the final report should be completed within 30 calendar days of initiating the investigation.

By adhering to these guidelines, Mandl ensures a fair and thorough process for resolving formal complaints, upholding the integrity and respect within the academic community.

Appeal Process

If either party is dissatisfied with the findings of the report, they may file a written appeal to the Vice President of Academics within 14 calendar days of receiving the notification. The Vice President will assemble a panel of senior faculty and staff members, consisting of no fewer than five members (three faculty members and two staff members).

This appointed group will thoroughly review the findings and recommendations of the report. Their primary responsibility is to determine whether the conduct in question is protected by academic freedom. The group will not conduct a new investigation; instead, they will evaluate the existing facts to ascertain the correctness of the initial conclusions and determine if they should be upheld or overturned.

If, during their review, the group identifies factual errors, they will instruct the original investigator to reconsider the case or may appoint a new person to assist in rectifying the factual inaccuracies. The group will issue a written decision within 14 calendar days of receiving the appeal. This written decision will be communicated to the student, the faculty member, and the Vice President of Academics.

This process ensures that appeals are handled with fairness, impartiality, and thoroughness, providing a structured avenue for addressing concerns about the initial findings.

Upon receiving the written reports, the Vice President of Academics will determine the appropriate next steps. If the reports indicate that the faculty member acted inappropriately and outside the protections of academic freedom, the Vice President may place the investigation report in the faculty member's HR file. Additionally, the Vice President of Academics may initiate further disciplinary action against the faculty member based on the investigation's findings.

In cases of particularly egregious misconduct, the college may expedite the process by suspending the investigation and initiating disciplinary proceedings against the faculty member immediately. All disciplinary actions will be conducted in accordance with the procedures outlined in the faculty handbook.

This approach ensures that the resolution process is thorough, fair, and consistent with institutional policies and standards.

ADA & ACCESSIBILITY STATEMENT

Mandl School, the College of Allied Health, is committed to fostering an inclusive and accessible learning environment for all students, faculty, staff, and visitors. In accordance with the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA), Section 504 of the Rehabilitation Act of 1973, and New York State Human Rights Law, Mandl ensures that individuals with disabilities receive reasonable accommodations to participate fully in all educational programs, services, and activities.

Requesting Accommodations:

Students with disabilities who require accommodation are encouraged to contact the Dean's Office as early as possible to discuss their needs. The office will work collaboratively with students to determine reasonable accommodations, which may include academic adjustments, auxiliary aids, or physical accessibility modifications. Accommodation is tailored to meet individual needs, ensuring that students have equal access to Mandl's educational opportunities and services.

Accommodation Process:

1. Initiating a Request:

Students seeking accommodation must initiate the process by contacting the Dean's Office. Students are required to submit a formal written request and provide appropriate documentation to support their accommodation request.

2. Documentation Requirements:

In line with the ADA and Section 504, Mandl may request documentation to substantiate the need for accommodations. Documentation must come from a qualified professional (e.g., physician, psychologist, or other licensed healthcare provider) and should include:

- A diagnosis of the disability or condition.
- The functional limitations caused by the disability.
- Recommendations for specific accommodation, if applicable.

The documentation should be recent enough to reflect the current impact of the disability and should provide sufficient information to allow Mandl to determine the appropriate accommodation. Please note that the college is not permitted to ask for excessive or unrelated documentation, and we will only request the information necessary to evaluate the accommodation request.

3. Interactive Process:

After receiving the documentation, a designated Accessibility Officer will engage in an interactive process with the student to discuss the requested accommodations. This process ensures that both the student's needs and Mandl's ability to provide reasonable accommodations are fully considered. If the requested accommodations are deemed reasonable and do not impose an undue burden or fundamentally alter the nature of the program, they will be granted.

4. Implementation of Accommodations:

Once approved, accommodations will be implemented as soon as possible. The Dean's Office will notify the relevant faculty and staff members to ensure that the necessary support is in place.

Appeals and Grievances:

If a student believes that their accommodation request has been unfairly denied or is not being adequately implemented, they have the right to appeal the decision through the college's grievance procedures. The Dean's Office will provide guidance on the appeals process.

Contact Information:

For assistance with accommodations or for more information about your rights under the ADA and Section 504, please contact:

Ms. Ana Tejada
atejada@mandlacademics.com
212.247.3434 ext. 136

Mandl is dedicated to creating an environment of equal opportunity, inclusivity, and support for all members of our community, ensuring compliance with all applicable federal and state laws regarding disability access.

RELIGIOUS ACCOMMODATION POLICY

Mandl School, the College of Allied Health, is committed to fostering an inclusive environment that respects and honors the religious beliefs and practices of all students, faculty, and staff. In compliance with applicable laws, including **Title VII of the Civil Rights Act of 1964**, Mandl will provide reasonable accommodations for individuals whose sincerely held religious beliefs or practices conflict with academic, employment, or campus responsibilities, unless doing so would create an undue hardship or fundamentally alter the nature of the institution's operations.

1. Requesting Religious Accommodations

Students, faculty, or staff members who require a religious accommodation must submit a request in writing to the appropriate office. The request should include:

- A description of the religious belief or practice requiring accommodation.
- The specific accommodation being requested.
- The dates or time period when the accommodation is needed.

Students should submit requests to the **Dean's Office**. Faculty should submit their requests to the VP of Academics and staff members should submit requests to their immediate supervisor. Requests should be made as early as possible to allow sufficient time for review and implementation.

2. Examples of Religious Accommodations

Religious accommodations may include, but are not limited to:

- Observance of religious holidays and practices (e.g., excused absences from classes or work).
- Adjustments to class schedules, exams, or assignment deadlines to observe religious practices.
- Modifications to workplace policies, such as dress codes or scheduling, to accommodate religious dress or prayer times.
- Providing access to designated spaces for prayer or reflection.

3. Evaluation of Requests

Mandl will review all requests for religious accommodations on a case-by-case basis. In determining whether to grant a religious accommodation, the institution will consider:

- The sincerity of the individual's religious belief.
- The reasonableness of the requested accommodation.
- Whether the accommodation would cause an undue hardship to the institution (i.e., more than a minimal burden on the operations of the institution).

The institution will engage in an interactive process with the individual to find a mutually acceptable accommodation whenever possible.

Mandl may request additional information or documentation to verify the need for a religious accommodation. This may include a letter from a religious leader or organization that explains the nature of the belief or practice for which the accommodation is being requested. However, the institution will accept the student's good faith statement about their sincerely held religious beliefs in most cases.

Documentation requests are intended to help the institution understand the accommodation need and are not meant to question the legitimacy of an individual's religious beliefs. Mandl will work collaboratively with the student to assess the request fairly and promptly, ensuring respect for privacy and religious practices.

4. Appeals

If a request for religious accommodation is denied, the individual may submit an appeal in writing to the VP of Academics (students) or VP of Institutional Effectiveness (faculty and staff). The appeal must be submitted within 10 business days of the denial and should include any additional information that may support the request.

5. Non-Retaliation

Mandl strictly prohibits retaliation against any individual for requesting a religious accommodation or for participating in the accommodation process. Any individual who feels they have been subjected to retaliation should report the incident to the **Dean's Office** or **the VP of Institutional Effectiveness** immediately.

6. Further Information

For more information about religious accommodations, please contact:

Ms. Ana Tejada

Dean of Academics & Student Affairs

atejada@mandlacademics.com

212.247.3434 ext. 136

Mandl is committed to ensuring that all students, faculty, and staff can practice their religious beliefs while participating fully in the academic and professional environment.

EXTERNSHIPS AND EXTERNSHIP TRAINING

EXTERNSHIPS AND THE CURRICULUM

Your externship is the capstone experience of your academic career at Mandl. Due to its critical importance in the completion of your education, the Externship Director/ Coordinator is responsible for and has the authority to determine the student's externship site. Every effort will be made to accommodate a student's request, but the Externship Director/ Coordinator decision is final.

As a Mandl student you now have the opportunity to apply the skills you have learned in your program during an Externship or period of clinical training. You therefore have the following RESPONSIBILITIES:

- Complete all classroom requirements prior to the beginning of Externship or clinical training.
- You must have all documents (health forms, etc.) in your student file.
- Be up to date with your financial obligations to the program prior to beginning externship.
- Accept the assigned facility and provide your own transportation during training.
- Maintain an accurate time sheet, as well as a copy of one for your own records, complete your evaluation form, and ensure that your training supervisor also completes the appropriate evaluations. **SUBMIT ALL FORMS INCLUDING TIMESHEETS TO THE REGISTRAR'S OFFICE.**
- Respect the policies of the Externship facility but remember that you are still a student and must comply with the standards of conduct and dress as established by Mandl.

EXTERNSHIP POLICIES

The student is responsible for:

1. Transportation to and from the externship site.
2. Personally, notifying Mandl and the Internship site if unable to report to your site for that day. **FAILURE TO DO SO MAY RESULT IN TERMINATION.**
3. The only reasons for absence from site are personal illness or extreme family emergency; Excessive tardiness and/or absences may result in immediate termination.
4. Abiding by all rules and regulations established by the site Supervisor and/or other person(s) in charge, including but not limited to: uniform requirements, hair and make-up requirements, hours of attendance, and deportment.

EXTERNSHIP GRADING

Externships are awarded a grade based upon a combination of factors including practical performance, demonstration of theoretical understanding, work habits and professional conduct.

PAYMENT & RETURNED CHECK POLICY

It is Mandl's policy NOT to accept personal checks for the payment of tuition, fees, and related charges, except under special circumstances, and only with the prior permission of the Executive Vice President or his designee. If payment by personal check is permitted, a charge will be made as follows for all checks returned uncollectible from the bank for any reason:

\$35.00 – first returned check

After a check is returned, all future payments must be made in cash, money order, or certified check.

The College does not accept credit cards for payment – only cash, money order, or check. Also, the College does not engage in the marketing, advertising, and/or merchandising of credit cards to students, nor does the institution have an official college credit card to offer students. If a student is interested in learning more about credit management, as well as financial literacy, please check our website and/or the onsite school bulletin boards for information on upcoming seminars.

FINANCIAL AID

Mandl is committed to providing educational opportunities for all qualified students regardless of financial need. A variety of financial aid programs makes it possible for even the neediest student to gain a college education. The college participates in Federal and State financial aid programs.

The amount of money available is based upon the student's financial need, which is determined by subtracting the amount of the family's resources available for college expenses from the estimated cost of attending the college. Financial need for all programs —State, Federal, and institutional— is measured by a comprehensive financial statement, the Free Application for Federal Student Aid Form (FAFSA).

The college will defer any tuition payments due from a student upon application by the student for a grant for the expected amount. Funds received by the college on behalf of a student will first be applied towards the student's tuition. After the student's tuition is paid in full, the remaining balance will be refunded to the student.

Financial aid decisions are made for the full academic year on the basis of financial need and the availability of funds. It is important to note that the availability of and eligibility for aid from Federal programs are not guaranteed from one academic year to the next and that students must reapply every year. Also, enrolled students must meet federal, state, and institutional academic progress standards to continue qualifying for financial aid awards. All financial aid is awarded on the basis of need, regardless of race, color, religion, sex, sexual orientation, age, national or ethnic origin, handicap, marital, parental, or veteran status. Students are encouraged to apply for financial aid at least four weeks before the beginning of the term in order that the funds will be available in the first month..

APPLICATION PROCEDURES

To apply for financial aid, an applicant is required to complete the Free Application for Federal Student Aid (FAFSA), which is used to determine eligibility for all Title IV programs and for New York State aid through the Tuition Assistance Program (TAP).

The FAFSA can be found on-line at www.fafsa.ed.gov. It is used to determine eligibility for the Federal Pell Grant Program and apply for Federal Student Loans. The Financial Aid Office will provide assistance to students in completing the form and securing the necessary documentation.

ELIGIBILITY FOR FEDERAL STUDENT AID PROGRAMS

To be eligible for Title IV assistance, a student must meet the following requirements:

- Be enrolled as a regular student in an eligible program of study on at least a quarter-time & half-

time basis for federal student loans;

- Be a United States citizen, or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need as determined by a need analysis system approved by the United States Department of Education;
- Provide required documentation for the verification process and determination of dependency status when required;
- Not owe a refund on Federal Pell Grant, FSEOG, or state grant previously received from any college;
- Not be in default on any Federal Loans such as Direct, Perkins, PLUS, etc... or an Income Contingent Loan previously received from any college;
- Not have borrowed in excess of annual aggregate limits for the Title IV programs;

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR MAINTAINING ELIGIBILITY FOR FEDERAL FINANCIAL AID

All students are required to make satisfactory progress toward the completion of a degree or certificate. Academic progress standards must also be met to continue qualifying for financial aid awards. Academic progress is reviewed at the end of each semester or grading period and is measured both qualitatively by grade point average, and quantitatively, by the amount of time required to complete the program of study.

The college's satisfactory academic progress requirements may be found in the 2024-2025 Mandl Catalog or by speaking with the Dean of Academic & Student Affairs, and/or the Registrar.

RADIATION SAFETY POLICIES

Mandl's Dental and Ultrasound programs operate under the ALARA principle. AS LOW AS REASONABLY ACHIEVABLE (ALARA). All operating parameters employed shall result in the lowest possible radiation dose. Every reasonable effort will be made to maintain radiation exposures as low as is reasonably achievable (ALARA). Students are required to consider the ALARA philosophy in establishing radiation safety/quality assurance program involving the use of your x-ray or ultrasound equipment. The success of an ALARA program depends on the cooperation of each person at the facility.

In many of Dental Assistants practices, the duties may be more specialized. Many assistants are qualified to take X-rays. In most dental offices, the dental assistant is in charge of infection control procedures, which are closely regulated by OSHA (the federal Occupational Safety and Health Administration). The complexity and importance of this task is a real challenge for any professional, requiring constant updates to remain current with registrations.

A typical ALARA program in a dental setting may include:

- Commitment from management and staff
- Implement procedures for holding the patient or image receptor
- The manufacturer's instructions on the proper use of image receptor holding devices
- The manufacturer's instructions for proper image development
- Implementing site specific radiation safety procedures
- Implementing site specific quality control procedures

Pregnant students: According to New York State Sanitary Code, the student/employee has the right to decide whether to declare her pregnancy or not. The written declaration must be voluntary and can be withdrawn any time. In the case of pregnant women or women who might be pregnant, the following must occur:

- a. The student must inform the instructor prior to every class.
- b. The student must obtain a letter from their doctor (OBGYN) containing these two things.
 - authorization to participate in class, with safety precautions
 - a list of safety precautions that need to be taken while in class

In most dental offices, the dental assistant is in charge of infection control procedures, which are closely regulated by OSHA (the federal Occupational Safety and Health Administration). The complexity and importance of this task is a real challenge for any professional, requiring constant updates to remain current with registrations. The Dental Assistant works on behalf of the patient as well as the dentist in helping to assure a high level of professional excellence in oral health care delivery. Helping this health care professional to do a better job is the goal of the American Dental Assistants Association (ADAA).

DENTAL RADIATION SAFETY PROTOCOL

Students shall adhere to Mandl's Dental clinic dress code.

The following are to be disinfected before and after each patient/student:

- Chair
- Tube head and PID
- Control panel
- Mouse/keyboard
- Activating switch
- Countertops
- Lead apron

- Sensors

Protective barriers are placed on:

- Headrest of chair
- Control panel
- Mouse/keyboard
- Activating switch
- Sensor
- Computer screen

During patient exposure:

- patient must be covered with appropriate lead apron/thyroid collar
- Student must announce X-RAY when exposing in operatories 1 & 2
- Student must remain behind protective barrier or 6 feet from source radiation
- Student will not obtain retakes without an instructor.

It is the responsibility of the student exposing images to follow through with image approval and all sterilization and clean up procedures for each patient.

Important Radiation Safety instructions:

1. The radiation exposure to the patient shall be the minimum exposure required to produce images of good diagnostic quality.
2. The speed of film or film-screen combinations shall be the fastest speed consistent with diagnostic objectives of the radioactive examination producing the clearest image.
3. Lead aprons should be available for staff and patient use, in order to achieve teaching objectives.
4. Film holding devices should be supplied for student education
5. Standard operating procedure is for the operator of the x-ray unit to remain in the corridor, outside of the x-ray room, for the duration of the x-ray exposure.
6. During a standard radiographic procedure, no one shall remain in the room except the patient receiving the exposure.
7. For radiographic equipment that is not contained in a well enclosed area, patient and staff traffic should be restricted during the operation of equipment. This would include panoramic systems in hallways, alcoves, and office areas.
8. Personnel monitoring devices will be issued to any individual who is possibly or likely to receive more than 10% of the permissible dose limit.
9. When protective clothing or devices are worn on portions of the body and a monitoring device is required, at least one such monitoring device shall be utilized as follows:
 - a. When an apron is worn and only one monitoring device is in use, the device shall be worn at the collar outside the apron.
 - b. The dose to the whole body or the maximum dose attributed to the most critical organ shall be recorded. If more than one device is used, each dose shall be recorded and identified with the area where the device was worn on the body.
 - c. The position of the body at which a particular monitoring device is worn and used **SHALL NOT** be changed during any calendar quarter.
 - d. Exposing personnel monitoring devices to deceptively indicate a dose delivered to an individual is prohibited.
10. Individuals shall not be exposed to the primary x-ray beam except for teaching purposes.
11. Students should wear PPE (personal protective equipment) while in radiology lab class.
12. Disinfection and sterilization techniques should be practiced during radiographic procedures.
13. The settings on the control panel of the x-ray units can **ONLY** be set by the instructors, not the students.
14. Only one student and instructor(s) exposing film or sensors in the x-ray lab should be in the room, prior to exposure,

15. All students can be present in the radiology lab during the teaching of film placement, as long as, no exposure is done.
16. The handling of processing chemicals can either be handled by the instructor or by a student that is supervised.
17. The chemicals used for processing (developing) of film must be stored in a cool, dark place.
18. Attention to expiration dates of the processing chemicals need to be observed and dealt with appropriately.
19. Exposure of a dental film or sensor cannot occur unless state inspection is current and up to date.
20. There must be proof of current inspection passing mounted on a wall or door near the radiology area.

INFECTION CONTROL POLICIES

The premise of infection control is that precautions minimize the risk of exposure to pathogens, thereby protecting health care professionals from occupationally acquired infections. Infection control should be the environment in which client care occurs.

The goal of infection control in all programs is to prevent transmission of disease during training. Using standard precautions for all clients prevents cross-infection among professionals and clients.

OBJECTIVES:

- Protect yourself from occupational acquired infections
- Reduce the numbers of cross-infecting pathogens
- Break the chain of cross infection
- Apply standard precautions
- Treat every case as if the client had a positive diagnosis for Hepatitis B infection, or Aids, Tuberculosis and other serious infectious disease.
- Protect clients from cross-infection
- Protect professionals from liability for negligence and or non-compliance with federal and state laws.

Components of Infection Control:

1. Medical screening
2. Personal protection including prevention
3. Instrument sterilization
4. Surface and equipment disinfection
5. Xray asepsis
6. Laboratory asepsis
7. Liability

Safety & Security:

The over arching goal of Mandl is the safety and security of the campus, faculty, staff, and its students. In general,

- It is the responsibility of the student to reveal any conditions which might be contraindicated or require special precautions to the course instructor. Information given in confidentially will be kept confidential. The student shall not participate in any procedure that would be considered contraindicated for their particular condition.
- Students will practice procedures with safety being of greatest concern.
- Students will utilize equipment in a manner in which it was intended and will report any malfunctioning equipment to the instructor immediately so that it can be removed from student access.

- Students should be familiar with the college's safety procedures as outlined in the college's student handbook and follow the guidelines as indicated in the catalog or student handbook.

Health and Safety: Classroom Policies

While a student is in the program, students understand that they will be practicing techniques on each other in order to become competent in those skills. Students should refrain from coming to class when an illness may be contagious or endanger the health or safety of the student or other students. Students may be asked to get a doctor's release prior to participation in classroom activities if the health and safety of the student or other students is in question and for the absence to be excused a credible documentation has to be provided.

Equipment safety is checked by an outside vendor on an annual basis, however, if students note that a piece of equipment is functioning improperly, it should be immediately set aside, labeled, and the instructor notified.

Students will be instructed on safe application of all equipment, contraindications, precautions and methods of reducing transmission risks of communicable diseases and will be expected to adhere to this knowledge during lab procedures.

A student should advise the instructor of any conditions that may need special consideration during lab participation, in order to assure student safety. Such information given in confidentiality will be kept confidential.

Students will practice procedures with safety being of greatest concern.

Students should not be practicing techniques or using program equipment with students that are not enrolled in the program

POLICY FOR HEALTH CARE PERSONNEL INFECTED WITH BLOODBORNE PATHOGENS:

More than a decade into the AIDS epidemic, all available evidence indicates that human immunodeficiency virus (HIV) transmission from an infected worker to a patient is a highly unlikely and rare event. Nevertheless, Mandl recognizes that minimizing the transmission of bloodborne and other nosocomial pathogens from infected providers to their patients is of paramount concern. After careful analysis of the risks of transmitting bloodborne infections, including hepatitis B virus and HIV, from infected workers to patients during the performance of invasive procedures or other patient care activities, Mandl concludes that enforcing a high standard of infection control applicable to all health care personnel is the best strategy for protecting patients from accidental infections.

Mandl has determined that:

1. the risk posed by infected health care personnel who comply with mandated infection control policies and practice standards is minimal, and does not warrant exclusion from patient care activities; and
2. routine screening of health care personnel for the presence of bloodborne infections is not recommended. In reaching this decision, the following factors were considered: the safety and concerns of the general public, relevant NY state laws regarding privacy of patients in regard to HIV testing; policy decisions made by other organizations; the fact that the blood test to determine exposure to HIV may not be conclusive; epidemiologic evidence estimating the magnitude of transmission risks; the potential impact on access to care among patients at risk for bloodborne infections; and the relative risks posed by other hazards associated with patient care activities.

II. Premises:

1. A bloodborne infection is defined as an infection caused by any pathogen present in blood or other body fluids transmissible via the parenteral, mucosal, or non-intact skin route.

2. For the purpose of this policy, an exposure is defined as an incident in which an individual is exposed to the blood or blood contaminated body fluid of another individual by the parenteral, mucosal, or non-intact skin route.
3. It is the ethical and professional responsibility of health care providers whose blood is the source of a patient exposure to report the exposure and to undergo testing for bloodborne pathogens.
4. Health care personnel include but are not limited to hospital employees, clinicians, laboratory workers, researchers, house staff, students, and volunteers.
5. Invasive procedures are defined as procedures in which the integrity of the skin, mucous membrane, or tissue is interrupted by needles, instruments, or other devices, and where the potential for bleeding exists.
6. Health care workers at risk for bloodborne infections should be encouraged to seek diagnostic testing and medical care when indicated.
7. Health care personnel are entitled to privacy and are not obligated to disclose their bloodborne infection status to patients, colleagues, or administrators.

It is the policy of Mandl to protect the privacy and confidentiality of any faculty members, students or staff members who have tested positive for an infectious disease. All personnel who pose a risk of transmitting an infectious disease must consult with appropriate health-care professionals to determine whether continuing to provide professional services represents a material risk to the patient.

If a faculty member, student, or staff member learns that continuing to provide professional services represents a material risk to patients, the person should so inform the director. If so informed, the director will take steps consistent with the advice of appropriate healthcare professionals and with current federal, state, and/or local guidelines to ensure that such individuals not engage in any professional activity that would create a risk of transmission of the infection to others. The director will facilitate the availability of testing of faculty, staff, and students for those infectious diseases presenting a documented risk to dental personnel and patients. Hepatitis vaccine and appropriate vaccine follow-up to employees such as faculty and staff will be available in accordance with Occupational Safety and Health Administration (OSHA) regulations.

Also, in accordance with Centers for Disease Control and Prevention (CDC) guidelines, all students should (1) demonstrate proof of immunity, (2) be immunized against the hepatitis B virus as part of their preparation for clinical training, or (3) formally decline vaccination. Students who decline to be vaccinated will be required to sign a formal declination waiver form, consistent with procedures promulgated by OSHA for employees. Appropriate faculty, staff, and students are strongly encouraged to be immunized against not only hepatitis B, but other infectious diseases such as mumps, measles, and rubella, using standard medical practices.

To ensure compliance and promote safety, Mandl will implement the following:

- ✓ Sharp items (needles, scalpel blades and other sharp instruments) shall be considered as potentially infective and should be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA (Occupational Safety and Hazard Administration), guidelines shall be followed.
- ✓ Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries. Needles shall not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
- ✓ When the possibility of exposure to blood or other body fluids exists, routinely recommended is universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids or may also require gowns (PPE – Personal Protective Equipment), mask and eye coverings, when performing procedures where splashing is possible. Hands should be washed thoroughly and immediately washed if they accidentally become contaminated with blood or body fluids.

- ✓ To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.

For students, additional measures will be explained during the lab orientations, in particular the following:

- Hand washing is an extremely effective procedure for the prevention of many infections that are acquired from the transmission of organisms on the hands. Cool water prevents cornstarch from penetrating the skin pores and minimizes the shedding of microorganisms from the subsurface layers of the skin.
- Personal Protection Routine use of barrier devices such as gloves, masks, and protective eyewear significantly reduces the possibilities for blood and salivary exposure between patients and dental health care workers).
- Impressions and prostheses must be rinsed under cold gently running water to remove debris, saliva, and blood. Do not splash water excessively because droplet spatter can carry microorganisms. (Appliances with a buildup of calculus/plaque must be ultrasonically cleaned before being disinfected. Place temporary crowns/dentures etc., in zip lock bag with cleaning agent, prior to placement in ultrasonic cleaner.). If the impression is an alginate, it must remain wrapped with a damp paper towel at all times.
- Following the disinfecting procedure, impressions and prostheses must be immediately rinsed under copious amounts of cold running water to avoid surface damage.
- Impression Trays • Metal trays must be sterilized by autoclaving prior to each use. They are stored in individual sterilization bags until use. Cleaning the tray immediately after separating the impression from the cast will simplify the procedure.
- Plastic trays should not be reused. Discard after use. Custom trays must be disinfected prior to use. They should be washed with a detergent and water and then immersed in a disinfectant solution. The trays must be completely dry before application of adhesive

PREGNANCY POLICIES FOR STUDENTS IN DMS AND DA WITH POTENTIAL TO RADIATION EXPOSURE

A number of studies suggest that during the first three months of gestation, the embryo/fetus may be more sensitive to ionizing radiation than an adult. The National Council on Radiation Protection and Measurements (NCRP) recommends that the maximum permissible dose due to the fetus from occupational exposure of the expectant mother should not exceed 100 millirems. This is approximately one-tenth of the maximum permissible occupational dose limit. Pregnant students are, therefore, allowed to work in and frequent radiation areas. Pregnant students may also operate radiography equipment.

Procedures

A student who becomes pregnant while enrolled in the Dental Assisting or DMS/Ultrasound programs may elect to divulge her condition or may choose to keep her condition undisclosed to program faculty. A student who initially disclosed a condition of pregnancy may, at any time, resend this disclosure. This statement of resending must be made in writing and given to the Department Chair.

The student will meet with the clinical program coordinator for counseling and advisement regarding radiation safety. At this time the student will be informed of all of the available options for program completion. If the student chooses to continue in the regular program sequence the clinical assignments may be adjusted, if necessary, to reflect specific contingencies required by individual hospital pregnancy policies. Supplemental radiation monitoring of the embryo / fetus and additional counseling will be required for the duration of the pregnancy. If a student chooses not to complete the program while pregnant they would have the option to complete the program the following year.

The program encourages each student to reflect on the demands of this rigorous academic and clinical program in the event that she should become pregnant while enrolled in the program. All students are

required to complete specific clinical competencies in their clinical courses. Due to the physical nature of these competencies and the associated potential for radiation exposure, the pregnant student is advised to consult their physician about the advisability of continued participation in the program.

Students who disclose their pregnancy are required to:

1. Disclose their estimated due date. Failure to inform the course coordinator and program director/lead instructor in writing as soon as the pregnancy is confirmed may result in potential harm to the fetus; therefore, it is the responsibility of the student to inform the department and the department will assume no liability.
2. Provide to the program coordinator a letter, signed by their obstetrician, stating that they have no medical restrictions and are cleared to continue their participation in the program. This letter needs to be sent to the program coordinator in a timely manner as soon as pregnancy is disclosed.
3. Wear a second dosimeter provided by the program to monitor fetal radiation exposure monthly.
4. Maintain a radiation exposure fetal dose at or below 0.1 Rem.

Pregnant student continuing in the program would require to:

- a. Turn in letter from her obstetrician (as mentioned above), disclose their due date.
- b. Demonstrate all competencies necessary for graduation the same as is expected of every student.
- c. Meet regular attendance requirements for all courses. Exceeding the absence policy or excessive tardiness cannot be excused due to a pregnancy.
- d. To accept personal responsibility for protection of the embryo/fetus during the pregnancy. An operator's lead apron and dosimeters are available for the student to wear during radiographic exposures should she so choose to do so.
- e. A requirement that liability is waived thereby releasing Mandl, faculty, staff, administration, clinical affiliates, and all other individuals involved with the Dental Assisting Program from all liability related to the use of ionizing radiation while the student is enrolled in the Dental Assisting Program.
- f. Acknowledge that Dental Assistants/ultrasound technicians are classified as occupationally exposed dental health care workers to ionizing radiation.

Mandl's Policies and Procedures in Compliance with Title IX, Clery Act, Campus SaVE Act, Title VII of the Civil Rights Act, Violence Against Women Act (VAWA), and NYS Article 129-B

Mandl School, the College of Allied Health, is dedicated to fostering a safe, inclusive, and respectful environment for all students, faculty, staff, and visitors. To uphold this commitment, Mandl has established policies and procedures that align with federal and state laws, including **Title IX, the Clery Act, the Campus SaVE Act, the Violence Against Women Act (VAWA), Title VII of the Civil Rights Act, and New York State Education Law Article 129-B.**

These regulations provide comprehensive guidelines to prevent and address issues such as discrimination, sexual misconduct, harassment, domestic violence, dating violence, stalking, and retaliation. Mandl's policies ensure that all individuals on campus are treated with fairness and respect, and they outline clear reporting, investigation, and resolution procedures for addressing incidents of misconduct.

Mandl's Annual Security Report (ASR) and the NYS Article 129-B Publication contain essential information about campus safety, student rights, and the procedures and resources available for addressing violations of these policies. Both the ASR and the Article 129-B publication are accessible on the Mandl website under the [Consumer Information link](#). Students, faculty, and staff are strongly encouraged to familiarize themselves with the contents of these documents to stay informed about their rights, responsibilities, and the resources available to them.

By adhering to these laws and maintaining transparent, effective policies, Mandl is committed to creating a secure and equitable campus where all members of our community can thrive both academically and personally.

Role and Functions of the Title IX Coordinator

The **Title IX Coordinator** plays a crucial role in ensuring that Mandl School, the College of Allied Health, complies with **Title IX of the Education Amendments of 1972**, as well as other federal and state laws related to gender-based discrimination, harassment, and violence. The Title IX Coordinator is responsible for overseeing the institution's efforts to prevent and respond to sexual harassment, sexual assault, dating and domestic violence, stalking, and other forms of discrimination based on sex.

In compliance with the 2024 Title IX regulations, the Violence Against Women Act (VAWA), the Clery Act, and New York State Education Law Article 129-B ("Enough is Enough"), the Title IX Coordinator at Mandl School, College of Allied Health, is responsible for ensuring institutional adherence to legal requirements regarding sex discrimination, sexual harassment, sexual violence, and related offenses. The coordinator oversees policies, procedures, and efforts to create a safe, respectful, and equitable environment for all students, faculty, and staff.

Key Responsibilities of the Title IX Coordinator

- 1. Oversight and Implementation of Title IX, VAWA, Clery, and NYS 129-B Policies**
The Title IX Coordinator is tasked with developing, implementing, and enforcing institutional policies and procedures that comply with Title IX, VAWA, the Clery Act, and NYS 129-B. This includes responding to cases of sexual harassment, sexual violence, domestic violence, dating violence, and stalking, as well as providing a transparent and fair grievance process.
- 2. Compliance with the Violence Against Women Act (VAWA)**

Under VAWA, the Title IX Coordinator ensures:

- Compliance with the enhanced reporting, prevention, and response requirements related to sexual assault, domestic violence, dating violence, and stalking.

- Coordination of VAWA-mandated prevention programs and awareness campaigns aimed at reducing instances of sexual violence on campus.
- Proper training for staff and faculty on how to respond to and report cases of sexual violence, domestic violence, dating violence, and stalking, ensuring that victims are informed of their rights, options, and available resources.
- Collaboration with law enforcement and victim advocacy organizations to provide appropriate referrals and support services.

3. Compliance with the Clery Act

The Title IX Coordinator ensures that the institution remains compliant with the Clery Act by:

- Collecting and reporting campus crime statistics, particularly for crimes such as sexual assault, domestic violence, dating violence, and stalking.
- Collaborating with the college president and the members of the campus safety and security committee to issue timely warnings or emergency notifications in the event of a significant threat to the campus community.
- Ensuring that the institution's Annual Security Report (ASR) accurately reflects all reported crimes and outlines the school's prevention and response efforts related to sexual violence and other Clery Act offenses.

4. Compliance with NYS Education Law Article 129-B (Enough is Enough)

In accordance with NYS 129-B, the Title IX Coordinator must:

- Implement the institution's sexual misconduct policies, including the Student Bill of Rights, which informs students of their rights to report incidents and access support services.
- Facilitate prevention programs, reporting channels, and fair and impartial adjudication processes for sexual harassment, dating violence, domestic violence, and stalking, as required by NYS 129-B.
- Ensure all students and staff are trained on their rights and responsibilities under this law, and that disciplinary proceedings adhere to New York State guidelines for fairness and due process.

5. Investigation and Response

The Title IX Coordinator oversees the intake, investigation, and resolution of complaints related to Title IX, VAWA, Clery, and NYS 129-B. Responsibilities include:

- Ensuring a prompt, thorough, and impartial investigation into complaints.
- Coordinating with investigators, decision-makers, and facilitators for any informal resolutions.
- Ensuring that both the complainant and respondent have equitable rights during the investigation and resolution process.

6. Supportive Measures and Accommodations

The Title IX Coordinator is responsible for providing supportive measures to both complainants and respondents, including:

- Academic, workplace, and other appropriate accommodations.
- No-contact orders, changes in class or work schedules, and counseling services.

- Ensuring that supportive measures are provided without placing an undue burden on any party and that they comply with Title IX, VAWA, Clery, and NYS 129-B regulations.

7. Training and Education

The Title IX Coordinator oversees training programs for students, faculty, and staff in compliance with Title IX, VAWA, Clery, and NYS 129-B requirements. These programs must:

- Educate the campus community on recognizing, preventing, and reporting sexual harassment, sexual violence, domestic violence, dating violence, and stalking.
- Provide comprehensive training on the rights and resources available to individuals under VAWA and NYS 129-B, including options for reporting to law enforcement and accessing victim services.

8. Campus Safety and Reporting

In collaboration with campus security, the Title IX Coordinator ensures that:

- Crimes involving sexual violence, domestic violence, dating violence, and stalking are accurately reported in compliance with the Clery Act and VAWA.
- Timely warnings or emergency notifications are issued to the campus community when a threat arises.
- Awareness programs and safety resources are readily available to students and employees, promoting a secure and supportive campus environment.

9. Grievance Process Management

The Title IX Coordinator manages the grievance process for complaints of sexual misconduct, ensuring that:

- The process is prompt, impartial, and compliant with Title IX, VAWA, and NYS 129-B.
- Both parties have equal opportunities to present evidence, cross-examine witnesses, and appeal decisions.
- Appropriate accommodations, such as the presence of an advisor, are made available during proceedings.
- Disciplinary procedures are transparent and in line with VAWA and NYS 129-B requirements for fairness and due process.

10. Confidentiality and Privacy

The Title IX Coordinator ensures that the confidentiality and privacy of all parties involved in Title IX and VAWA-related complaints are protected in accordance with federal and state laws, including FERPA and the Clery Act. The coordinator must balance the need for confidentiality with legal obligations to ensure safety and transparency in investigations.

11. Collaboration with Campus and External Partners

The Title IX Coordinator works closely with other campus departments, the members of the safety and security committee, as well as external organizations like law enforcement and victim support services, to provide a comprehensive response to cases of sexual harassment, sexual violence, and stalking.

12. Record-Keeping and Reporting

The Title IX Coordinator is responsible for maintaining records of all Title IX and VAWA-related complaints, investigations, and outcomes. This includes:

- Documenting the provision of supportive measures, disciplinary actions, and any accommodations provided.
- Ensuring that records are kept in accordance with Title IX, VAWA, Clery, and NYS 129-B regulations, and are available for compliance audits or legal review when necessary.

Title IX Coordinator Contact Information:

Ms. Ana Tejada
 Address: 254 W 54th St, 5th Floor, New York, NY 10019
 Phone: 212.247.3434 ext.136
 Email: atejada@mandlacademics.com

For detailed information about policies and procedures pertaining to Title IX, Clery, NYS-129B, and VAWA, please refer to the [Annual Security Report \(ASR\)](#) and the [129-B policy document](#) located on the college website.

Definitions Under Relevant Laws

1. Title IX Regulations

Title IX prohibits discrimination on the basis of sex in educational programs and activities that receive federal financial assistance. This includes sexual harassment, sexual violence, and any conduct that denies or limits a student's ability to participate in or benefit from educational programs.

- **Sexual Harassment:** Unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature.
- **Sexual Violence:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to incapacitation, coercion, or force.

2. Clery Act

The **Clery Act** requires colleges and universities to track and report campus crime statistics, including incidents of sexual assault, domestic violence, dating violence, and stalking. The Title IX Coordinator ensures that these crimes are properly reported and addressed, and that the institution provides timely warnings and emergency notifications when necessary.

- **Sexual Assault:** Any non-consensual sexual act, including rape and sexual battery.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.
- **Domestic/Dating Violence:** Physical, sexual, or psychological harm caused by a current or former partner or spouse.

3. New York State Education Law 129-B (Enough is Enough)

New York State Education Law 129-B, also known as "Enough is Enough," sets forth standards for how colleges and universities must address sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking. The Title IX Coordinator ensures that Mandl is in full compliance with this law by overseeing policies and procedures that protect the rights of both complainants and respondents.

- **Affirmative Consent:** A knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Silence or lack of resistance does not imply consent.

- **Reporting:** Mandl’s Title IX Coordinator must ensure that students are informed of their rights to report incidents of sexual violence and the procedures for doing so.

4. Violence Against Women Act (VAWA)

The **Violence Against Women Act (VAWA)** requires institutions to develop policies that address sexual violence, domestic violence, dating violence, and stalking. VAWA also mandates that colleges provide prevention and awareness programs. The Title IX Coordinator is responsible for ensuring Mandl meets these requirements.

- **Dating Violence:** Violence committed by someone who is or has been in a romantic or intimate relationship with the victim.
- **Domestic Violence:** Violence committed by a current or former spouse or intimate partner.
- **Stalking:** Repeatedly following, harassing, or threatening an individual in a way that causes fear or distress.

Summary of Responsibilities Across Laws

The Title IX Coordinator’s role encompasses responsibilities related to multiple legal frameworks, ensuring compliance with:

- **Title IX**, which prohibits sex-based discrimination.
- The **Clery Act**, which mandates the reporting of crimes and campus safety statistics.
- **New York State Education Law 129-B**, which strengthens protections against sexual misconduct.
- **VAWA**, which focuses on preventing and addressing gender-based violence.

The Coordinator works to ensure that all investigations, reporting procedures, and campus responses meet the standards set by these laws, providing a safe and equitable educational environment for all students.

TITLE IX POLICY

Mandl School, the College of Allied Health is committed to fostering an educational environment free from discrimination, harassment, and violence. This policy aligns with the Title IX regulations effective August 1, 2024, ensuring protection against all forms of sex discrimination, including sexual harassment and discrimination based on pregnancy or related conditions.

This policy applies to all students, faculty, staff, and visitors at Mandl, covering sex discrimination, sexual harassment, and providing specific provisions for pregnancy accommodations.

Definitions:

Sex Discrimination: Any action that denies or limits a person’s ability to participate in or benefit from the College's educational programs or activities based on sex, sexual orientation, gender identity, or sex characteristics.

Sexual Harassment: Under the expanded Title IX regulations, sexual harassment now includes any unwelcome sex-based conduct that is so severe or pervasive that it limits or denies a student’s ability to participate in or benefit from the College’s educational programs or activities. This broader definition replaces the previous requirement that conduct be severe, pervasive, and objectively offensive. The College is committed to addressing all forms of harassment that meet this new standard to ensure equal access to education for all students.

Pregnancy and Related Conditions: Conditions related to pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions.

Complaint: An oral or written request made to the College that can be objectively recognized as a request for the institution to investigate and make a determination about alleged sex discrimination. A formal written and signed complaint is no longer required.

Hostile Environment: Under the updated Title IX regulations, a hostile environment is created by conduct that is both subjectively and objectively offensive and is either severe or pervasive enough to limit or deny a person's ability to participate in or benefit from the College's educational programs or activities. This is a broader standard than previous regulations, which required harassment to be severe and pervasive. The College will consider several factors when determining whether a hostile environment exists, as outlined in the regulations.

Prohibited Conduct: Mandl prohibits all forms of sex discrimination and sexual harassment, including but not limited to: Discrimination based on sex, sexual orientation, gender identity, or pregnancy.

- Sexual harassment, including quid pro quo, hostile environment, sexual assault, dating violence, domestic violence, and stalking.
- Off-Campus Incidents: Title IX protections extend to off-campus incidents that occur in the context of an educational program or activity, provided that the institution exercises substantial control over the respondent and the context, impacting the victim's educational access.

Reporting and Grievance Procedure: Students and employees are encouraged to report any incidents of sex discrimination, sexual harassment, or related misconduct. The College will respond promptly and effectively, ensuring a fair, transparent, and bias-free investigation and adjudication process.

Pregnancy Accommodations

Mandl provides the following accommodations for pregnant and parenting students:

- Reasonable Adjustments: Including additional breaks, seating, or rescheduling of exams and deadlines.
- Lactation Breaks: Provision of reasonable breaks and access to a private, non-bathroom space for expressing breast milk.
- Medical Leave: Entitlement to medically necessary leave.
- Protection from Discrimination: Strict prohibition against discrimination based on pregnancy or related conditions.

Expanded Protections Against Gender Harassment and Discrimination

- **Supportive Measures:** Available to any individual involved in a Title IX complaint, regardless of whether a formal complaint is filed. These measures include counseling, academic accommodations, and modifications to class schedules.
- **Confidentiality and Privacy:** Protection of the confidentiality of all parties, with limited disclosures necessary for investigation and resolution.

Standard of Proof: Mandl uses the “preponderance of the evidence” standard in adjudicating cases of sexual harassment and sex discrimination, meaning a finding is made if it is more likely than not that the alleged conduct occurred. This standard is applied consistently across all Title IX proceedings.

Live Hearings and Cross-Examination: While live hearings may take place, the College does not mandate in-person cross-examinations. To protect survivors, the College allows alternative arrangements, such as using separate rooms, screens, or virtual platforms, to prevent direct confrontation while ensuring effective questioning.

Retaliation Prohibited: Retaliation against individuals who report sex discrimination or sexual harassment, or who participate in the investigation, is strictly prohibited.

Title IX Coordinator: The Title IX Coordinator oversees the College's compliance with Title IX, including responding to reports of sex discrimination and providing training and resources to the College community.

Title IX Coordinator Contact Information:

Ms. Ana Tejada

Address: [254 W 54th St, 5th Floor, New York, NY 10019](#)

Phone: 212.247.3434 ext.136

Email: atejada@mandlacademics.com

Filing a Complaint: Students and employees who believe their Title IX rights have been violated may file a complaint with the College's Title IX Coordinator. If the grievance is not satisfactorily resolved, a complaint may also be filed with the U.S. Department of Education's Office for Civil Rights.

U.S. Department of Education, Office for Civil Rights

Address: [32 Old Slip, 26th Floor, New York, NY 10005](#)

Phone: 646-428-3900

Email: OCR.NewYork@ed.gov

Policy Review: This policy will be reviewed and updated regularly to ensure compliance with the latest federal regulations and to maintain a safe and inclusive educational environment for all members of the Mandl community.

NEW YORK STATE EDUCATION LAW 129-B (Enough is Enough)

Article 129-B of the New York State Education Law, commonly known as "Enough is Enough," requires institutions to adopt comprehensive policies to address sexual assault, dating violence, domestic violence, and stalking. This law strengthens protections for students and sets standards for how colleges handle allegations of sexual misconduct. Mandl's policies include procedures for reporting, investigating, and adjudicating cases involving sexual and interpersonal violence, all of which comply with state and federal law.

A detailed explanation of policies and procedures under **New York State Education Law 129-B (Enough is Enough)** can be found on Mandl's website under the [Consumer Information](#) link.

Student Bill of Rights

Mandl upholds the [Student Bill of Rights](#), as mandated by NYSED, which ensures that all students have the right to:

- Make a report to local law enforcement and/or the state police.
- Be protected by Mandl from retaliation for reporting an incident.
- Receive resources such as counseling and medical assistance.
- Report incidents of sexual violence without fear of retaliation.
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
- Be treated with dignity and respect by Mandl officials.
- Have access to at least one level of appeal of a determination.
- Be free from any suggestion that the reporting individual is at fault or should have acted differently to avoid violence.
- Be provided with clear and accessible information regarding disciplinary proceedings.

Disciplinary Proceedings and Further Information

For a complete overview of Mandl's policies on disciplinary proceedings, crime reporting, and student rights, please visit the [Consumer Information](#) section of our [website](#).

All students are strongly encouraged to familiarize themselves with these resources to fully understand their rights and the protections available to them under the law.

The Title IX Coordinator is:
Ms. Ana Tejada
atejada@mandlacademics.com
212.247.3434 ext. 136

Mailing address:
[254 West 54th street](#), 5th floor
New York, NY 10019

Free Resources for Support

If you or someone you know is in an abusive relationship, has experienced sexual violence, or is being stalked, there are free and confidential resources available to provide help and support:

- **National Domestic Violence Hotline:** 1-800-799-7233 or thehotline.org
- **Rape, Abuse & Incest National Network (RAINN):** 1-800-656-HOPE (4673) or rainn.org
- **NYC 24-Hour Domestic Violence Hotline:** 1-800-621-HOPE (4673)
- **Safe Horizon:** 1-800-621-HOPE (4673) or safehorizon.org
- **Stalking Resource Center (National Center for Victims of Crime):** victimsofcrime.org/stalking-resource-center

Mandl is committed to ensuring that all students have the support they need, both on and off campus. If you have any concerns or need assistance, please reach out to the Title IX coordinator or utilize the resources provided.

EMERGENCY RESPONSES & ACTIVE SHOOTER POLICY

Protocol for Armed Intruder or Active Shooter on Campus

Mandl School, College of Allied Health prioritizes the safety of all students, faculty, and staff. In the event of an armed intruder or active shooter on campus, it is critical to respond swiftly and follow established protocols based on guidelines provided by law enforcement agencies, including the FBI and New York State safety regulations.

Emergency Notification System

In the event of an armed intruder or active shooter, an **Emergency Notification** will be issued immediately via all available communication channels (email, text alerts, public address systems, and website updates) to inform the campus community of the threat. This notification will include the nature and location of the threat, and instructions on how to remain safe.

The response protocols herewith have been compiled using the best available guidance from the Department of Homeland Security (DHS), the Federal Bureau of Investigation (FBI), the Federal Emergency Management Agency (FEMA), and the U.S. Department of Education, incorporating best practices outlined in their active shooter preparedness materials, including "Run, Hide, Fight" protocols, emergency action plans, and school safety recommendations.

Protocol for Response to an Armed Intruder or Active Shooter

Following the **Run, Hide, Fight** guidelines, as recommended by the FBI and other law enforcement agencies, the following steps should be taken based on your proximity to the threat:

1. **Run (Evacuate)**

- **If there is a clear and safe escape route**, leave the area immediately.
- **Leave belongings behind** and do not wait for others.
- **Help others escape**, but do not attempt to move the injured.
- **Call 911** as soon as it is safe to do so. Provide details on the location of the shooter, the number of assailants, weapons, and any victims.

2. **Hide (Shelter in Place)**

- **If evacuation is not possible**, find a secure location away from the shooter's view.
- **Lock and barricade doors** with furniture or heavy objects, and close window blinds.
- **Turn off lights** and silence electronic devices to remain as quiet as possible.
- **Stay low to the ground** and hide behind large objects that offer protection.
- **Do not open the door** for anyone unless law enforcement verifies that it is safe to do so.

3. **Fight (Last Resort)**

- **If your life is in imminent danger** and you cannot run or hide, be prepared to defend yourself.
- **Act aggressively** by using any available objects as weapons, such as chairs, fire extinguishers, or books.
- **Work as a group** if possible, and attempt to incapacitate the shooter by overwhelming them with force.

Law Enforcement Response

Once law enforcement arrives on the scene, it is essential to:

- **Remain calm** and follow all officers' instructions.
- **Keep your hands visible** at all times, and avoid making sudden movements.
- **Do not stop** to ask officers for help while they are focused on neutralizing the threat.

Post-Incident Procedures

After the immediate threat has been neutralized, Mandl will initiate:

- **Emergency Medical Services (EMS)** to care for the injured.
- **Counseling and Support Services** for all affected students and staff.
- **Law Enforcement Investigation** to document the incident and assess further campus security needs.

Mandl will also provide regular updates to the campus community on safety measures and when it is safe to resume normal campus activities.

Annual Security Report (ASR) and Emergency Procedures

The detailed protocol for responding to an armed intruder or active shooter is included in Mandl's [Annual Security Report \(ASR\)](#), which can be found on the College's website under the **Consumer Information** section. Students and staff are encouraged to review this document for further details on campus safety policies and procedures.

Side 1



ACTIVE SHOOTER *Pocket Reference Card*

RUN

- Identify the location(s) of the threat
- Quickly escape from the threat (via windows, stairs, doors, etc.)
- Leave belongings behind

HIDE

- Block entry to hiding place and lock doors
- Hide in area out of the shooter's view
- Silence mobile communication devices

FIGHT

- Commit to decisive and aggressive action
- Your goal is to incapacitate the shooter
- Fight until the threat is neutralized

Consider all of your options: Run ↻ Hide ↻ Fight

Side 2

CALL OR TEXT 9-1-1 IF YOU CAN

STAY SAFE!

- Pay attention to emergency alerts
- Report **suspicious activity and individuals**
- Take note of the **two nearest exits** in any facility you visit
- **Help others** if you are able to do so safely
- If you are in a **secure location**, stay there until law enforcement enters

Contact your local security POC for additional information (name, phone, email, etc.):



WHEN LAW ENFORCEMENT ARRIVES

- **Remain calm** and follow instructions
- **Put down any items in your hands** (i.e., bags, jackets)
- **Keep hands visible** at all times
- **Avoid quick movements toward officers** such as holding on to them for safety
- **Avoid pointing, screaming, or yelling**
- **Follow responder's instructions** when evacuating



cisa.gov/active-shooter-preparedness

Source: <https://www.cisa.gov/sites/default/files/publications/CISA-Active-Shooter-Pocket-Card-052022-508.pdf>

Also, please see: <https://www.fbi.gov/how-we-can-help-you/active-shooter-safety-resources>

SUICIDE PREVENTION & MENTAL HEALTH RESOURCES POLICY

As part of Mandl's ongoing commitment to student well-being and mental health support, and in compliance with New York State's Student Lifeline Act, the College is required to provide critical mental health and suicide prevention information to all students, faculty, and staff. This policy outlines the requirements for disseminating information about the **988 Suicide and Crisis Lifeline** and other mental health services.

988 Suicide and Crisis Lifeline

The **988 Suicide and Crisis Lifeline** is a free, confidential service available 24/7 for individuals experiencing mental health crises, including **thoughts of suicide, substance use issues, or other forms of emotional distress**. Trained crisis counselors are available to provide immediate support and connect individuals with follow-up services.

What is Available Through 988?

The **988 Suicide and Crisis Lifeline** offers a wide range of services to provide immediate help during mental health crises, including:

1. **24/7 Crisis Support**

The 988 Lifeline is available 24 hours a day, seven days a week, for individuals experiencing a mental health crisis, suicidal thoughts, or emotional distress. **This service is free, confidential, and accessible via phone or text.**

2. **Trained Crisis Counselors**

Individuals who call or text 988 will be connected with trained counselors who specialize in de-escalating crises and providing support. These counselors can help assess the situation, provide emotional support, and develop a plan of action for immediate safety.

3. **Support for a Range of Mental Health Crises**

The Lifeline is not just for suicide prevention—it can also help with:

- Anxiety, depression, or panic attacks
- Substance use crises or addiction issues
- Emotional distress caused by trauma or grief
- Self-harm or other behaviors that indicate a mental health crisis

4. **Referral to Local Resources**

In addition to immediate crisis counseling, the 988 counselors can provide referrals to local mental health services, such as counseling centers, clinics, or other community-based services for ongoing support.

5. **Veterans Crisis Line**

By dialing 988 and pressing “1,” veterans, service members, and their families can connect directly to the Veterans Crisis Line, which offers specialized support for the unique challenges faced by military members and their loved ones.

6. **Text and Chat Options**

For individuals who may not feel comfortable speaking over the phone, **988 also offers the option to text or chat with a crisis counselor**, ensuring access to support in a way that feels safest for them.

When Should Someone Dial 988?

Knowing when to dial 988 for someone in distress is crucial, especially if they are unable to recognize the severity of their situation. Here are some signs that someone may need urgent support:

1. **Expressing Suicidal Thoughts or Behaviors**

If someone talks about wanting to die, harm themselves, or says they are feeling hopeless, they should seek immediate support from 988. This is one of the clearest indicators that a person is in crisis.

2. **Significant Mood Changes or Emotional Distress**

If a person is suddenly overwhelmed with anxiety, depression, anger, or despair, especially if it is out of character or persistent, it may be a sign that they need help from a crisis counselor.

3. **Withdrawal from Social Interaction**

If someone is isolating themselves, avoiding social situations, or cutting off contact with friends and family, it may indicate severe emotional distress, and 988 can offer immediate support.

4. **Sudden Risk-Taking or Dangerous Behavior**

Engaging in reckless behaviors such as substance abuse, self-harm, or other actions that put themselves or others in danger are serious warning signs that require intervention.

5. **Extreme Anxiety or Panic Attacks**

If someone is experiencing uncontrollable anxiety or panic attacks, 988 can provide tools and support to help them regain control.

6. **Trauma or Grief**

If someone is having trouble coping with the death of a loved one or has recently experienced trauma (e.g., abuse, assault, or a natural disaster), connecting with 988 can help them process their feelings and find resources.

7. **Concerns for Someone Else**

You can call 988 if you are concerned about a friend or loved one who is showing any of the above signs. Crisis counselors can offer advice on how to help and what steps to take next.

Summary of Common Warning Signs of a Mental Health Crisis

- **Changes in Mood:** Sudden shifts from extreme happiness to deep sadness or irritability.
- **Withdrawal:** Avoiding social interactions or previously enjoyed activities.
- **Self-Harm or Suicidal Talk:** Expressing a desire to die, harm oneself, or feelings of hopelessness.
- **Reckless Behavior:** Increased use of substances, risky actions, or aggression.
- **Physical Symptoms:** Lack of sleep, significant changes in eating habits, or unexplained physical pain.

When to Call 988

- Someone expresses thoughts of suicide or self-harm.
- They show signs of severe emotional distress, such as crying uncontrollably, showing rage, or acting impulsively.
- There is a drastic decline in functioning, such as failing to complete basic tasks or isolating themselves.
- Someone is engaging in dangerous behavior, such as excessive drinking or reckless driving.
- They express feelings of hopelessness or believe there's no way out of their situation.

MANDL VOTER REGISTRATION POLICY

Mandl School, the College of Allied Health, is committed to encouraging civic engagement and supporting our students in participating in the democratic process. As part of our obligations as a Title IV eligible institution, Mandl provides students with the information and resources necessary for voter registration.

In accordance with the Higher Education Act (HEA) of 1965, as amended in 1998, Mandl makes a good faith effort to distribute voter registration forms to students and ensure they are aware of their opportunity to register to vote.

Importance of Checking Mandl Email:

It is crucial for students to regularly check their Mandl email accounts, as this is the primary means of communication for important and time-sensitive information. Voter registration details, deadlines, and other critical announcements will be shared through Mandl email. Failure to check these communications may result in missed opportunities or important deadlines.

Voter Registration Distribution:

Mandl ensures that voter registration information is distributed to all enrolled students through the following methods:

- Each semester, students receive an email with voter registration information, including a link to the New York State Board of Elections website where they can register online or download a registration form.
- Voter registration forms are available in the campus library for students who prefer to complete a paper form.
- Voter registration resources are shared during new student orientation to encourage participation in the electoral process from the outset.

Mandl distributes voter registration forms:

- **At least 120 days prior to the registration deadline** for general and primary elections.
- **Within 30 days of the start of each academic term**, ensuring that both new and returning students have ample time to register before the next election.

Assistance with Voter Registration:

For the most up-to-date voter registration links, deadlines, and additional resources, students are encouraged to visit the **Consumer Information Section** on Mandl's website.

Non-Partisan Policy:

In accordance with federal law, Mandl does not endorse any political party, candidate, or political cause. All efforts to encourage voter registration are conducted in a non-partisan manner, solely to support student participation in the democratic process.