



Immunization

Policy EM008

Responsible Administrator(s): Assistant Vice President and Dean of Students, and
Director of Health Services

Responsible Office: Department of Health Services

Issue Date: 2006

Last Updated: October 2020

Policy Statement

New York State Public Health Law requires that all students enrolled for at least six (6) credits:

1. Provide proof of immunity against measles, mumps, and rubella (MMR);
2. Receive information from FIT regarding meningococcal meningitis disease and immunization(s), and complete a meningococcal meningitis response form certifying either that the student has received a meningococcal vaccine, or that they have received the information about meningococcal disease and immunization. The signed response form reflects that the student understands the risks of meningococcal meningitis disease but has chosen not to be immunized against it.

Students are allowed 30 days from the date of enrollment to present certification of adequate immunization. Students who fail to comply with this policy who are not otherwise exempt will be de-enrolled and will not receive a refund.

Reason for the Policy

To comply with New York State Public Health Law § 2165 and § 2167 so as to proactively address emerging health threats to the student population, and protect the overall health, safety, and welfare of the FIT campus and community.

Who is Responsible for this Policy

- Department of Health Services
- Office of Admissions

Who is Affected by this Policy

- All FIT students born on or after January 1, 1957 and enrolled for at least six (6) credits on campus

Definitions

N/A

Principles

Students enrolled for at least six (6) credits on campus must provide the proofs listed below to FIT Health Services. Students who are enrolled for less than six (6) credits, or students who are registered



for online courses only and do not take classes on campus, are not required to meet the immunization requirements. All documents that are not in English must be submitted with a translation.

- **Measles requirement:**
 - Proof of two doses of live measles vaccine: the first dose given no more than 4 days prior to the student's first birthday and the second at least 28 days after the first dose;
OR
 - Serological evidence of immunity to measles

- **Mumps requirement:**
 - Proof of one dose of live mumps vaccine given no more than 4 days prior to the student's first birthday;
OR
 - Serological evidence of immunity to mumps.

- **Rubella requirement:**
 - Proof of one dose of live rubella vaccine given no more than 4 days prior to the student's first birthday;
OR
 - Serological evidence of immunity to rubella.

- **Meningitis requirement:**
 - Vaccine record indicating at least one dose of meningococcal ACWY vaccine within the last 5 years or a complete 2- or 3-dose series of Meningitis B without a response form (form available at Health Services); **OR**
 - A signed response form (form available at Health Services) with a vaccine record; **OR**
 - A signed response form (form available at Health Services) indicating that the student will not obtain immunization against meningococcal disease and understands the risks of not being immunized.

Exemptions:

- Students may be exempt if a licensed medical provider certifies in writing that the immunization(s) may be detrimental to the student's health, or is otherwise medically contraindicated.
- Students who hold genuine and sincere religious beliefs against immunization may apply for religious exemption by completing the Request for Religious Exemption to Immunization form. Applications for religious exemptions are reviewed by Health Services. Additional documentation may be requested by the College.
If there is an outbreak of any of these diseases on FIT campus, students with religious exemption will be required to leave the campus until such outbreak has passed and it is judged safe for such students to return.
- Students born prior to January 1, 1957 are exempt from the immunization requirements and must provide proof of date of birth.



Responsibilities

- **Admissions staff**
 - Provide information regarding immunization requirements and required health forms to students upon their enrollment at FIT.
- **Health Services staff**
 - Review and process submissions by students in accordance with the immunization policy in a timely manner.

Procedures

Upon acceptance to FIT, students receive admissions packets with information regarding the immunization requirements and the following required health forms: Health History form, Notice of Privacy Practices and Consent form, Parental Consent form (for students under the age of 18 years). [Immunization forms](#) are available for download at the FIT Health Services website. Health forms are to be completed online at the [FIT Health Portal](#).

Immunizations are due on August 1st for the Fall semester and January 15th for the Spring semester. Students who have not completed all immunization requirements by the deadline will receive Health Services holds. A Health Services hold will block the student from registration, and from receiving official transcripts.

Immunization documentation can be submitted four ways:

- Upload to the [FIT Health Portal](#). Students must log in to the Health Portal with their FIT credentials. (*Recommended method of submission*)
- Mail to FIT Health Services at:
227 West 27th St, Room A402
New York, New York 10001
- Drop off at Health Services in room A402 at the Dubinsky Center
- Fax to (212) 217-4191

Health Services reviews and processes immunization documentations.

- Students who submit documentation that satisfy all immunization requirements will receive an immunization status of Complied. Any Health Services hold on students' accounts will be lifted upon compliance with all immunization requirements.
- Students who submit documentation that show they are in the process of completing the immunization requirements will receive an immunization status of "Follow-up." Students who submit proof of honorable discharge from the armed services within ten years from the date of application will also receive an immunization status of "Follow-up" pending actual receipt of immunization records from the armed services. Students with the status Follow-up will be given 30 days from the day they first submitted documentation to complete all requirements. If all requirements are not satisfied within 30 days, students will have a Health Services hold placed on their student accounts. The holds will not be lifted until all immunization requirements are satisfied.



- Students who have not submitted any immunization documentation by the due date will have a Health Services hold placed on their student accounts. The holds will not be lifted until students submit documentation.

Immunization documents are stored in student's individual record in the Health Services electronic health record (EHR) system. These documents are subject to the Health Services' Confidentiality Policy and Retention, Storage and Destruction of Medical Records Policy.

Notifications:

- Students will receive email notifications if Health Services holds have been placed on their student account.

Violations

Students attending classes for more than 30 days from the first day of scheduled classes for a semester without having completed any immunization requirements, will be de-enrolled from classes and/or prohibited from entering any campus buildings/facilities, including residence halls, until they have submitted the required documentation.

Students with a status of "Follow-Up" will have 45 days from the first day of scheduled classes for that semester to complete all immunization requirements. Such students who fail to comply within 45 days will be de-enrolled from classes and/or prohibited from entering any campus buildings/facilities, including residence halls, until they have submitted the required documentation.

Related Policies

- [Religious Accommodations](#)

Related Documents

- [Immunization Handbook for New York State Post-Secondary Institutions](#)
- [Meningococcal Disease Fact Sheet](#)
- [Immunization FAQs - Health Services](#)
- [FIT Health Forms – FIT Health Portal](#)
- [New York State Department of Health Bureau of Communicable Disease Control Immunization Program](#)

Contacts

- **Director of Health Services**
Department of Health Services, Enrollment Management and Student Success
(212) 217-4190