

HEALTH AND WELLNESS SERVICES **TOMPKINS CORTLAND**

IMMUNIZATION COMPLIANCE PROCESS

Public Health Laws 2165 and 2167 Compliance

To protect the health and well-being of the Tompkins Cortland campus population, all students enrolled in six (6) or more credits on any campus location are required by New York State to have immunization records on file with the Student Health Center within 30 days of the first day of the semester.

According to the New York State Department of Health, students who take fewer than 6 credits on campus classes do not have to comply with these requirements. The NYSIIS Coordinator will submit the State Compliance Report online by the due date stated by the NYS DOH.

MMR and Meningitis forms are available on our website at:

<https://www.tompkinscortland.edu/campus-life/forms>

The following immunization requirements are mandatory:

1) Meningitis

- Meningitis- ACWY vaccine within the last 5 years or a complete 2- or 3-dose series of MenB without a response form
- Information Response Form – must be completed and returned.

2) MMR

- Measles- Students must have proof of having had two doses of the live measles vaccine on or after their first birthday and at least 30 days apart.
- Mumps- Students must have proof of one mumps vaccine on or after their first birthday.
- Rubella- Students must have proof of one rubella vaccine on or after their first birthday.
- Positive blood titer
- Physician verification of having had measles or mumps. A history of rubella is not valid proof.

Students need two MMRs. The first MMR must be done prior to registration with an appointment made with a health care provider or their local health department for the second MMR in order to be considered in compliance with state law.

3) Submitting documentation

Immunization requirements are included in admission packets, posted on the Health Center website, and communicated by Enrollment Services staff.

Students should upload their immunization documentation via their Health and Wellness Portal.

- [Student Health Portal](#)
- [Immunization Record Form \(Meningitis/MMR/COVID\)](#)

- Students may also submit immunization documentation by emailing them to HealthCenter@tompkinscortland.edu or faxing them to 607.844.6533.

Students whose records are not on file with Health and Wellness will be withdrawn from all on-campus classes 30 days after the first day of classes, 60 days for international students.

4) Upon receipt of immunization forms and records, HWS staff will review documentation to determine compliance with the two applicable laws and enter information into HWS Electronic Health Record - PyraMed. Immunization records will be maintained confidentially in PyraMed. Hard copies of documents will be destroyed.

5) HWS staff (Health Center nurse and NYSIIS Coordinator) continuously search the NYSIIS database for records of enrolled students.

6) Delinquent students:

- A list is obtained from the report server which shows non-compliant students taking into account registered credits and modality. Refreshed daily.
- An administrative hold is placed on their Self-Service account.
- Students receive welcome and reminder letters weekly up to the first day of classes.
- After classes begin, students are emailed to College and personal accounts, if on record, and called weekly.
- At the end of the 3rd week of classes a request is made to the Provost to send messaging to faculty to announce in class that students will be withdrawn if they do not provide immunization records.
- Students receive text message reminders throughout this process
- Academic Records notifies instructors of students who will be withdrawn in the morning of the 30th day for failure to provide required documentation for either or both 2165 & 2167 compliance
- **Registrar is notified and the student is removed from class.**
- Faculty members are notified by Academic Records of administrative withdrawals via email. From this point, Academic Records is notified when a student becomes compliant. Academic records and faculty determine students' reinstatement of classes.

Note: Immunization noncompliance is listed in Self-Service via Power Campus.

[Exemptions from NYS Immunization Requirements in accordance with NYS PHL 2165.](#)

Medical Exemption:

“If a licensed physician, physician assistant, or nurse practitioner or licensed midwife caring for a pregnant student certifies in writing that the student has a health condition which is a valid contraindication to receiving a specific vaccine, then a permanent or temporary (for resolvable conditions such as pregnancy) exemption may be granted. This statement must specify those immunizations which may be detrimental and the length of time they may be detrimental. Provisions need to be made to review records of temporarily exempted persons periodically to see if contraindications still exist. In the event of an outbreak, medically exempt individuals should be protected from exposure. This may include exclusion from classes or campus.”

Religious Exemption:

Persons who hold genuine and sincere religious beliefs which are contrary to immunization may be exempt after submitting a statement to that effect. Requests for exemptions must be written and signed by the student if 18 years of age or older, or parent(s), or guardian if under the age of 18. The institution may require supporting documents. It is not required that a religious exemption statement be notarized. In the event of an outbreak, religious exempt individuals should be protected from exposure. This may include exclusion from classes or campus. Exemption forms are available in the Health Center (Room 118A) and online. Application for a religious exemption must be received before the first day of the student's first on-campus class.

https://www.tompkinscortland.edu/sites/default/files/documents/health_religious_exemption.pdf

Veteran Exemption:

“Proof of honorable discharge from the armed services within ten years from the date of application to an institution shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services. If while awaiting the receipt of actual immunization records a health risk shall arise at an institution, a student presenting a certificate under the terms of this subdivision shall be removed from the institution if proper immunization cannot be proven or otherwise rectified.”

Veterans are still required to complete the meningitis response form.