



# D SUNY DOWNSTATE Medical Center

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2017-2018  
Student Handbook

# SUNY Downstate Medical Center

## Student Handbook 2017-2018

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The information in this Handbook is as accurate as possible at the time of printing.

Front & Back cover Photos by Dr. Jeffrey S. Putman.

SUNY Downstate Medical Center reserves the right to alter existing rules and regulations, and academic programs, as deemed necessary by the institution. SUNY Downstate Medical Center expressly reserves the right, whenever deemed advisable: (1) to change or modify its schedule of tuition and fees; (2) to withdraw, cancel, or reschedule, or modify any course, program of study, degree or any requirement or policy in connection with the foregoing; and (3) to change or modify any academic or other policy. Essential changes of information in this Student Handbook concerning new academic regulations, policies, or programs will be published in newsletters or other University publications. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly with regard to satisfaction of degree requirements by consultation with the student's advisor, the student's program, the office of the student's dean, the Office of Student Affairs, the Registrar's Office, and other offices as appropriate. In preparing this Student Handbook, every effort has been made to provide pertinent and accurate information; however, SUNY Downstate Medical Center assumes no liability for errors or omissions.

Special thanks and acknowledgment to the following institutions for permitting the replication and use of sections from their student handbooks and publications: SUNY Upstate Medical University, SUNY Albany, and SUNY Binghamton.



SUNY  
**D**OWNSTATE  
Medical Center

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**Wayne J. Riley, MD, MPH, MBA, MACP**  
President

University Hospital of Brooklyn  
College of Medicine  
School of Graduate Studies  
College of Nursing  
College of Health Related Professions  
School of Public Health

Dear SUNY Downstate Students:

Welcome to SUNY Downstate Medical Center for the 2017-2018 academic year! Older than the Brooklyn Bridge itself, Downstate celebrates a long and prestigious history of being at the forefront of medical education going back over 150 years!

Downstate is a center of academic excellence where you can acquire a solid foundation of the sciences, a broad-based clinical education, and understanding of community and public health essential to being successful in the growing and changing medical, healthcare, scientific, nursing, and public health workforces. Our faculty believe strongly in developing each student's potential and in encouraging independence of thought based on knowledge, reason, and responsible judgment.

The journey at Downstate will help define you as a professional. You will be thoroughly prepared for the dizzying pace of scientific discovery and new technologies, along with the challenge of becoming emerging leaders in your respective fields. Downstate is a special place with time honored values of professionalism, respect, innovation, diversity, and excellence. We improve lives by providing education for healthcare professional, advancing research in biomedical science, health care and public health, and delivering high quality, patient-centered care.

Healthcare is a calling, not just a career. Compassionate, generous, humanistic, and empathetic towards others and the community are among the many qualities of individuals who chose healthcare as a profession. While at Downstate, you will find numerous inspiring examples in your classmates, in the other students across the professions, and in the preceptors, researchers, faculty, and staff with whom you will work closely.

This handbook provides valuable resources you can use to be successful. Take some time to read through carefully familiarizing yourself with the important information included herein. We strive to provide the best possible resources for you, but if ever you should encounter difficulties, I encourage you to seek assistance from your Academic Dean or the Office of Student Affairs. Your success is our success.

Once again, welcome to the 2017-2018 academic year at Downstate. I wish you the very best and hope that your experience is truly rewarding.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne J. Riley".

Wayne J. Riley, MD, MPH, MBA, MACP  
President





SUNY  
**DOWNSTATE**  
Medical Center

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**Division of Student Affairs**

University Hospital of Brooklyn

College of Medicine

School of Graduate Studies

College of Nursing

College of Health Related Professions

School of Public Health

Dear SUNY Downstate Student:

On behalf of the Division of Student Affairs, and our entire faculty, staff, and administration, welcome to SUNY Downstate Medical Center! Whether you are a new student or a returning student, we're pleased to have you as part of the Downstate community.

Your entry into a health care profession marks the beginning of an exciting journey. We offer many unique opportunities at SUNY Downstate, the most important being the ability to make an impact in the lives of those across the world who are in critical need of health care, along with those right here, in our own community. Your education provides valuable first-hand experience to those committed to promoting health in urban communities with underrepresented populations and little or no access to health care.

All of us look forward to helping to facilitate your journey toward a successful and rewarding career in healthcare. Professional education is rewarding, fulfilling and challenging, all at once. In the Division of Student Affairs, our job is to make this journey as seamless for you as possible by helping you navigate a rigorous academic curriculum. We provide guidance, support and administrative assistance for many of your academic and non-academic needs. The Division is full of people ready to help you with professional development, academic initiatives, financial education, student life and much more.

I encourage you to take full advantage of the many support services our division prides itself on, putting Students First! This Student Handbook provides information about many of the critical services designed to support your academic success during your tenure as a student at SUNY Downstate Medical Center. It also contains updated information, rules and regulations that pertain to this academic year. The Handbook is organized into a general information section and appendices which pertain to students in all colleges & schools, and then individual college/school sections specific to your academic program.

The Division of Student Affairs has also joined social media, and I encourage you to interact with us on-line as well as in-person. You can friend us on Facebook (DownstateSLS) or follow us on twitter (@DownstateSLS).

If you find a section you don't understand or would like a statement clarified, please feel free to schedule an appointment with a staff member in the Office of Student Affairs (718 270-2187 / studentaffairs@downstate.edu) or contact your individual academic program.

Once again, we welcome you to the 2017-2018 academic year at Downstate and wish you the very best and hope that your experience is deeply rewarding.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Putman".

Jeffrey S. Putman, EdD

Vice President for Student Affairs & Dean of Students

**State University of New York Downstate Medical Center**

450 Clarkson Avenue, Box 85, Brooklyn, NY 11203-2098 • Phone 718 270-2187 • Fax 718 270-7592 • studentaffairs@downstate.edu

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**GENERAL INFORMATION**  
**WHO'S WHO**  
**ON CAMPUS**



<b>ADMINISTRATION</b>		<b>Building/Room</b>	<b>MSC</b>	<b>Area Code 718</b>
President of Downstate Medical Center	Wayne J. Riley, MD, MPH, MBA, MACP	BSB 1-67	1	270-2611
Vice President & Chief of Staff, Office of President	Keydron K. Guinn, PhD	BSB 1-67	106	270-1234
Executive Vice President & Chief Operating Officer	TBA	BSB 1-67	106	270-1234
Interim Vice President for Finance and CFO	Thomas Gray, MBA, BS	BSB 1-62	1281	270-5890
<b>College of Health Related Professions</b>				
Dean	Allen Lewis, PhD	HSEB 716 (7025)	94	270-7701
Interim Associate Dean for Program Development	Margaret Kaplan, PhD, OTR/L	HSEB (7019)	94	270-7738
Associate Dean of Strategic Initiatives	Brigitte Desport, DPS, ATP, OTR/L	HSEB (7015)	81	270-7730
Assistant Dean	Phillip Bones, MEd	HSEB 716 (7025)	94	270-2297
Diagnostic Medical Imaging Program	Yosefa Pessin, MS, RDMS, RDCS, RVT	HSEB 775 (7052)	1192	270-7717
Medical Informatics Program	Isaac Topor, EdD, RHIA	HSEB 777 (7056)	105	270-7770
Midwifery Education Program	Ronnie Lichtman, CNM, LM, PhD, FACNM	HSEB 767 (7043)	1227	270-7740
Occupational Therapy Program	TBA	HSEB 727 (7012)	81	270-7730
Physical Therapy Program	Joanne Katz, PT, DPT, PhD	HSEB 725 (7010)	16	270-7720
Physician Assistant Program	Felix Nwamaghinna, MSB, PA-C	HSEB 875 (8056)	1222	270-7620
<b>College of Medicine</b>				
Dean	Carlos N. Pato, MD	BSB 1-9	97	270-1102
Senior Associate Dean for Academic Affairs	Jeanne Macrae, MD	BSB 1-9	97	270-8216
Associate Dean for Academic Affairs	Ellen Berkowitz, MD	BSB 1-86	97	270-1533
Associate Dean for Administration	Ross Clinchy, PhD	BSB 1-9	97	270-3776
Associate Dean, Foundations of Medicine	Riccardo Bianchi, PhD	BSB BS-95	97	270-1272
Associate Dean, Office of Diversity Education & Research	Carla Boutin-Foster, MD, MS	BSB 2-72	1186	270-3033
Associate Dean, Dir. of Assessment	Bonnie Granat, PhD	BSB 1-96	39	613-8534
Assistant Dean for Clinical Competencies	Robin K. Ovitsh, MD	BSB 6-36	49	270-2125
Assistant Dean, Program & Faculty Development	Fredric Volkert, PhD	BSB 3-124A	44	270-3923
Dean of Students	Jeffrey S. Putman, EdD	BSB 1-114	85	270-2187
Associate Dean for Student & Curricular Affairs	Sophie Christoforou, MSED	BSB 1-114	85	270-2187
<b>College of Nursing</b>				
Dean	Lori A. Escallier, PhD, RN, CPNP-PC, FAAN	HSEB 8-025	22	270-7600
Associate Dean for Graduate Programs	Laila Sedhom, PhD, RN	HSEB 823 (8008)	22	270-7605
Associate Dean for Undergraduate Programs	Nellie Bailey, EdD, PHCNS, BC	HSEB 829 (8016)	22	270-7617
Associate Dean for Research & Innovations	Shirley Girouard, PhD, RN, FAAN	HSEB 822 (8007)	22	270-7654
Assistant Dean for Administration	Marcel Kennedy, MSA, RHIA	HSEB 8-025F	22	270-7688
Director, Accelerated Nursing	Suzanne Carr, PhD, RN	HSEB 8-058	22	270-7623

<b>ADMINISTRATION</b>		<b>Building/Room</b>	<b>MSC</b>	<b>Area Code 718</b>
Director, Nurse Practitioner	Maria Rosario-Sim, EdD, PPCNP-BC, RNC	HSEB 8-066	22	270-7652
Director, Nurse Anesthesia	Joseph Jennas, MS, CRNA	HSEB 825 (8010)	22	270-7657
Director, RN/BS Undergraduate	Nellie Bailey, EdD, PHCNS, BC	HSEB 829 (8016)	22	270-7617
<b>School of Graduate Studies</b>				
Dean and Vice Dean for Research	Mark Stewart, MD, PhD	BSB 3-114	41	270-2740
Secretary to the Dean	Sharon Reid-Spence	BSB 3-114A	41	270-2740
Registrar, School of Graduate Studies	Ed Throckmorton	BSB 3-114A	41	270-2739
Director of Graduate School Admissions	Denise Sheares	BSB 3-114A	41	270-2738
Dir. of Recruitment & Liaison for the Biomedical Engineering Program	Ellen Telesca	BSB 3-114A	41	270-1155
<b>School of Public Health</b>				
Dean	Pascal J. Imperato, MD, MPH&TM	B4-318	43	270-1056
Vice Dean for Academic and Student Affairs	Judith H. LaRosa, PhD, RN	B4-302	43	270-1056
Associate Dean for Community Public Health Affairs	Karen Benker, MD, MPH	B4-322	43	221-6194
Associate Dean for Administration	Leslie Schechter, MA	B4-316A	43	270-1766
Chair, Department of Community Health Sciences	Barbara Delano, MD, MPH	BSB4-41	43	804-7827
Interim Chair, Department of Environmental & Occupational Health Sciences	Laura Geer, PhD, MHS	BSB5-95	43	270-5267
Chair, Department of Epidemiology and Biostatistics	Michael Szarek, PhD	B4-323	43	804-7834
Chair, Department of Health Policy and Management	M. Monica Sweeney, MD, MPH, FACP	BSB4-322	43	221-7194
SPH Assistant Dean for Enrollment & Student Affairs	Daniel Ilyayev, MEd	BSB4-316B	43	270-2759
<b>Division of Student Affairs</b>				
Vice President for Student Affairs & Dean of Students	Jeffrey S. Putman, EdD	BSB 114	85	270-2187
Associate Dean for Student And Curricular Affairs	Sophie Christoforou, MEd	BSB 114	85	270-2187
Assistant Dean for Student Affairs	Madiha Akhtar, PhD	BSB 114	85	270-2187
Admissions	Shushawna DeOliveira, DHA, Director	BSB 133	60	270-2446
Financial Aid	Farah Burnett, MS, Director	BSB 112	110	270-2488
Registrar	Anne Shonbrun, MA, Registrar	BSB 114	98	270-1107
Student Affairs Associate & Director of Career Services (COM)	Dawn Froome, MEd	BSB 114	85	270-2187
Assistant to the Vice President for Student Affairs	Susan Vaughan	BSB 114	85	270-2187
<b>Medical Research Library of Brooklyn</b>				
Dean for Acad. Information Access & Technology, and Director of Libraries	Richard Winant, PhD	HSEB 2-009	14	270-7411
Library Access Services	Juanetta Legree	HSEB 1-002B	14	270-7404
Library Administration	Tanya McPherson	HSEB 2-008	14	270-7412
Reference/Information Desk	Mohamed Hussain, MSLIS	HSEB 1-002F	14	270-7450

ADMINISTRATION		Building/Room	MSC	Area Code 718
<b>Division of Student Life</b>				
Asst. Vice Pres. for Student Life	Meg O'Sullivan	Stu Ctr 2-04	114	270-2487
Director, Student Center	Amy Uruquhart, MS	Stu Ctr 2-06	114	270-2487
Administrator for Student Life	Schuyler Hooke	Stu Cr 2-04	114	270-2484
Night Manager, Student Center	Adam Burgman, MS	Stu Ctr 1-06	114	270-2487
Director, Residence Life & Services	Justin M. Alger, PhD	811 NYA	115	270-2798
Asst. Director, Residence Life & Services	Sherice Fields	811 NYA	115	270-1468
Staff Assistant, Residence Life & Services	Jennifer Hayes	811 NYA	115	270-3855
<b>Student Health &amp; Counseling Service</b>				
Director, Student Counseling Service	Stanley Tam, Psy.D.	440 Lenox Rd. 1M	1271	270-1408
		Or Stu Health		270-4235
	after hours & weekends (urgent care only)	Emergency Services Unit at Univ. Hospital, SUNY Downstate, 470 Clarkson Ave.		
Director, Student & Employee Health Services	Mona Pervil-Ulysse, MD	440 Lenox Rd., Apt. 1S	33	270-1995 270-4235
	after hours & weekends (urgent care only)	Emergency Services Dept.	UH, 1st floor	270-4577
<b>Other Services</b>				
Academic Development	Seth Langley, PhD, Director	HSEB 620 (6-027)	1190	270-7536
	Cheryl Corn, MPH, Assistant Director	HSEB 620 (6-027)	1190	270-3776
Alumni Affairs, College of Medicine	Eric T. Shoen, CFRE, Executive Director	BSB 1-6	1204	270-2075
Bookstore	Timothy Stockmar, Manager	Stu Ctr 232	109	270-3787
Bursar	Peter Ljutic, Director of Student Finances & Records	BSB 1-130A	1206	270-1078
Community & Government Relations	Michael Harrell, MPA, Asst. Vice Pres.	BSB 1-101	2	270-1490
Institutional Advancement	Ellen Watson, Asst. Vice Pres.	BSB 1-101	2	270-1176
Office of Diversity & Inclusion	Kevin Antoine, JD Asst. Vice President	440 Lenox Rd., 1M	1220	270-1361
	Shaundelle Moore Goldsmith, JD EEO and Title IX Advisor	151 E. 34th St.	1220	270-3058
Office of Pastoral Care	Rev. Sharon Codner-Walker, Director (Protestant Chaplain)	UH A1-347	72	270-2594
Parking	Brian Corby	825 NYA	105	270-4600, 3163
Policy & Planning	Dorothy Fyfe, Assoc. Vice Pres.	BSB B4-97	107	270-2258
NYS University Police	Vincent Cardozo, Chief	BSB 1-85A	1201	2703161

**KEY:**

BSB Basic Sciences Bldg., 450 Clarkson Avenue

UH University Hospital

HSEB Health Science Education Building, 395 Lenox Road

NYA New York Avenue

Stu Ctr 394 Lenox Road

# UNIVERSITY SERVICES

## DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs encompasses several offices— Office of Admissions, Office of Financial Aid, Office of Student Affairs, and the Office of the Registrar, which provide student services to students in all five colleges and schools. While many of you may be fairly self-sufficient, and require little or no assistance during your educational experience, others may need assistance from these offices. Several of the offices have extensive information on our institutional website ([www.downstate.edu](http://www.downstate.edu) then go to “Student Life and Services”). Check the website first. The section which follows also provides a guide for you.

Office hours within the Division vary. Consult the posted hours for each office (current information listed below.)

### OFFICE OF STUDENT ADMISSIONS

The Office of Student Admissions provides services for applicants to the Colleges of Health Related Professions, Nursing, Medicine, and the School of Public Health. Admission to the School of Graduate Studies is through the School of Graduate Studies and its departments.

Following your admission into SUNY Downstate Medical Center, you may help recruit other students to our school by assisting with touring prospective applicants and participating in on and off-campus recruitment events. In addition, you may participate in our campus student hosting program, whereby you may house applicants overnight when they come for their interviews. If you would like to assist with any of these activities, please contact the Office of Admissions (email [admissions@downstate.edu](mailto:admissions@downstate.edu)) in the Basic Science Building, Room 1-131. Telephone 718 270-2446. Office hours 9 a.m. - 5 p.m. Monday - Friday.

### OFFICE OF FINANCIAL AID

The Office of Financial Aid is part of the Division of Student Affairs and is located in the Basic Science Building, Room 114. The telephone number is 718-270-2488 and our email address is [financialaid@downstate.edu](mailto:financialaid@downstate.edu). Our office hours are: 9a.m. to 5p.m., Monday through Thursday, and 10 a.m. to 5 p.m. on Friday. Additional information regarding financial aid policies and procedures is located on the financial aid web site: [http://sls.downstate.edu/financial\\_aid/](http://sls.downstate.edu/financial_aid/)

Students who are experiencing financial difficulties or who have questions regarding financial aid are encouraged to visit the Office of Financial Aid to discuss funding opportunities with a member of our staff.

The mission of Downstate Medical Center’s financial aid program is to assist students in obtaining the necessary funds to offset the costs related to enrolling in their academic program. Financial Aid consists of loans, New York State and Federal grants, Federal work study, and a limited amount of institutional grants and scholarships. Students wishing to be considered for an institutional grant or scholarship must supply parental, financial data on the Free Application for Federal Student Aid (FAFSA).

The primary responsibility for financing higher education rests with the student and his/her family. Financial aid from Downstate is offered as a supplement to the contribution of students and families. The total amount of aid offered for a given academic year cannot exceed the total cost of attendance which includes tuition and fees, room and board, books and supplies, as well as other miscellaneous expenses related to attending school.

The Free Application for Federal Student Aid (FAFSA) is available on line as early as January 1st on [www.fafsa.gov](http://www.fafsa.gov). The priority deadline for filing the FAFSA is March 1st for the upcoming academic year. Downstate Medical Center’s federal code is 002839.

In order to maintain eligibility for federal, state, and institutional financial aid, students must maintain good academic standing and make satisfactory academic progress towards the completion of their degree. Standard policies have been adopted by the College of Health Related Professions, the College of Nursing and the School of Public Health, that define the minimum acceptable grade point average, number of credits that must be completed in a semester, and the total number of credits accumulated while enrolled in the college. These policies are published on the Colleges’ web site: [http://sls.downstate.edu/financial\\_aid/sap/index.html](http://sls.downstate.edu/financial_aid/sap/index.html) and are included with each financial aid award letter.

Students enrolled in the Colleges of Medicine and Graduate Studies are subject to individual reviews of academic progress by the appropriate academic Grades and Promotions Committee.

The number of credits for which a student is enrolled is a very important component in determining eligibility for financial aid for a given semester. In order to qualify for federal loans, undergraduate students must be enrolled as at least a half-time student, which is defined as a student taking 6-11 credits. Graduate students are considered half-time, and, therefore, qualified for federal loans, when they are enrolled in at least 5 credits. In addition to affecting initial eligibility for federal loans, the number of credits for which a student is enrolled affects the estimated cost of attendance used to determine the amount and type of aid that can be offered.

Medical students maintain eligibility for institutional grants or scholarships only if they are full-time, which is defined as being enrolled in 9 or more credits. Loan eligibility is maintained by medical students who are enrolled in at least 5 credits.

New York State residents receiving TAP must be enrolled in 12 credits to retain eligibility for their award. TAP and New York State scholarships are subject to stricter requirements. TAP is not available to graduate students.

The enrollment level of all students is reviewed each semester and students who do not meet eligibility requirements for the aid they have been offered will have their award adjusted accordingly.

Students, who encounter academic difficulties including failure of one or more courses, or a cumulative grade point average in danger of falling below 2.0, are encouraged to consult the Office of Financial Aid to determine the possible impact that their academic status may have on their continued eligibility for financial aid. In some circumstances a waiver may be granted to maintain financial aid eligibility during a period of unsatisfactory academic achievement. In addition, any time a student withdraws or drops a course, the Office of Financial Aid should be consulted to determine the effect such action may have on their financial aid.

Students who are placed on academic probation or required to extend their program of study or enroll in remedial coursework may be disqualified for financial aid and should consult the Office of Financial Aid regarding their continued eligibility.

Any student who withdraws from all their course work for a semester, or who fails to earn a passing grade in at least one of their courses for a semester is subject to a review to determine the amount of Federal Financial Aid that was earned for that semester. Any unearned portion must be returned to the appropriate Federal Financial Aid program. You are advised to consult the Office of Financial Aid if you are considering withdrawing from all your courses so that you will know the impact this will have on your Federal Financial Aid for that semester.



## Managing Your Finances

All students should undertake a financial inventory as they prepare to enter their academic program. It is imperative that students consider their credit history and strive to reduce their consumer debt as much as possible prior to enrolling. Review your credit card bills, personal loans, car payments, etc. as these prior debts will not be covered by the financial aid you anticipate for your upcoming academic year.

Visit the debt management sections of Downstate's Financial Aid website for information on debt and credit issues.

While student loans represent a significant resource for you to help offset the cost of attendance, anything you can do to minimize your reliance on borrowing will enable you to reduce your loan payments upon the completion of your degree.

Investigate all the resources you may have at your disposal to help pay for your education. Have you saved or invested for your education? Do family members have resources you can utilize for your education? Does your employer provide tuition remission benefits?

The Association of American Medical Colleges (AAMC) offers practical advice regarding the monetary decisions you make before/during/after medical school.

### AAMC

[https://www.aamc.org/services/first/first\\_for\\_students/](https://www.aamc.org/services/first/first_for_students/)

Other students may also find this information informative. In addition, the sites listed below may be useful in helping you address your consumer debt and monitor your credit status.

### National Foundation for Credit Counseling

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

### To Obtain Your Free Credit Report Annually

<https://www.annualcreditreport.com/cra/index.jsp>

## OFFICE OF THE REGISTRAR

The Office of the Registrar is part of the Division of Student Affairs and is on the first floor of the Basic Science Building in Room 112. Office hours are 10 a.m. – 5 p.m., Monday, Tuesday, Thursday, Friday; and 10 a.m. – 5:30 p.m. Wednesday. The email address is registrar@downstate.edu. The office is responsible for class schedules, registration, course selection, course adds/drops, grades, transcripts, certification of student status, certification of academic good standing, loan deferments, veterans' affairs, licensure certification and the maintenance of all academic records. Additional information regarding fees, charges and records policies are in the Appendix of this Student Handbook.

Current students may review their academic records by requesting to do so and providing proper identification. It is usually possible to review your student record immediately upon request; however, on occasion it may be necessary to make an appointment and return the following day.

**Changes in local mailing address, including phone number, must be made on-line. Changes in permanent address must be reported promptly, in writing, to the Office of the Registrar. Proof must accompany this request.**

### Change of Name

Current students who wish to change their name officially on school records must present an original proof of change (e.g., court order, marriage license) to the Office of the Registrar. Name changes are not granted after graduation or separation from SUNY Downstate.

### Change of Residency

Returning/continuing students who wish to apply for New York State Residency for tuition billing purposes, must file the appropriate application and supporting documentation with the Office of the Registrar, in accordance with the dates posted on the academic calendar.

### Drop/Add Fee

Students who add or drop a course after the established deadline are subject to a \$20.00 fee.

### Holds on the Academic Record

A hold on your academic record may prevent future registration, the processing of documents such as transcript requests or issuance of diploma and should be resolved as soon as possible.

### Late Registration Fee

A late registration fee of \$40.00 (subject to change) will be assessed to students who fail to complete payment arrangements with the Bursar's Office during the official registration period. Registration consists of completion of registration AND tuition payment. Completion of only one-half of the process will constitute non-registration and is subject to late charges.

### State Licensure/ Registry Examination

There is a \$15.00 fee payable in advance to "SUNY Downstate" for the processing of State licensure applications. The Office of the Registrar is responsible for certification of State licensure applications.

### Transcripts

Official transcripts are forwarded to educational institutions and to other recognized organizations only upon the written request of a registered student or former student. Official transcripts can be released to the student or former student in a signed, sealed envelope. There is a fee of \$5.00 for each transcript.

Students request official transcripts in writing from the Office of the Registrar. A check for \$5.00 per transcript, payable to “SUNY Downstate” must be submitted at the time of the request for transcript. Transcripts cannot be released for any student who has a financial or other university “hold” on his/her record. Unofficial transcripts can be printed on demand from the Student Information System Banner Self-Service.

Allow a minimum of two weeks for processing when requesting transcripts, completion of licensure forms, and certification. Overnight or express mail is available at student expense. Arrangements for an overnight mail envelope and prepayment of associated charges may be made through the Bursar’s Office and SUNY Downstate Medical Center’s mail room.

### Diplomas

Diplomas are issued four times each year: May 31, June 15, August 31 and December 31.

For all Colleges except for the College of Medicine, diplomas are mailed to students 4-6 weeks after all grades have been received following one of the four (4) issuing dates and a diploma address has been entered on-line. For College of Medicine students, diplomas can be picked up in the Office of the Registrar after all grades have been received.

Any previously ordered diplomas are held in the Office of the Registrar for a period of one year, after which they will be destroyed. Duplicate diplomas can be ordered for a fee of \$30.00, which includes a certified mail fee. Acceptable reasons include a lost, stolen or damaged diploma. A notarized letter explaining the reason for the request is required.

Diplomas are issued in the student’s official name at the time of graduation, and are not re-issued with a name that changes officially after the student’s graduation date.

### Graduation Application

Each January, students with expected graduation dates within that calendar year are required to file a graduation application to initiate a check of degree requirements and to order a diploma. Failure to file a graduation application in a timely fashion will result in a delay in the receipt of the diploma.

## **OFFICE OF STUDENT AFFAIRS**

The Division of Student Affairs advocates for student success and empowers students to grow as professionals, as well as individuals, by providing a wide range of support services. We work with students across all five schools and colleges to explore ways to enhance the entire student experience and to develop solutions to issues and concerns, both individual and collective. With a **Students First** approach, the office serves as the student mentor, advocate and voice from the admissions process to matriculation to graduation.

The Goals of the Office of Student Affairs include:

- Serve as a central source of information
- Contribute to the academic mission by collaborating with faculty to positively enhance the student experience.
- Provide current and accurate programming and advising
- Ensure that the needs of students are met and relevant policies are developed or clarified as needed.
- Serve as the liaison for schools and colleges on issues that pertain to the student body.
- Support events that commemorate milestones and celebrate achievements

Stop by the Office of Student Affairs for assistance. The Office is located in the Basic Science Building, Room 114. Telephone 718-270-2187, Email [studentaffairs@downstate.edu](mailto:studentaffairs@downstate.edu). Office Hours are 9 a.m. - 5 p.m. Monday - Friday; after 5 p.m. appointments are available for students.

The Office also serves as the Dean of Students’ Office for students in all five colleges. Students in the College of Medicine should see the College of Medicine section for specific information about the role of the Dean of Students in the College of Medicine.

### **International Student Services**

Assistance is provided only for immigration forms, and only for matriculated F-1 students. J-1 Visa Holders are assisted in the Department of Human Resources.

United States Citizenship & Immigration Services (USCIS – formerly known as the U.S. Immigration and Naturalization Service): <http://uscis.gov>. Many forms are available for downloading from the site; the Employment Authorization Card may be applied for electronically.

State Department travel warnings, announcements and information sheets for every country: [travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)

Links to home pages of U.S. embassies and consulates throughout the world: [travel.state.gov/links.html](http://travel.state.gov/links.html)

Requirements and recommendations about vaccinations, and country-specific health information from the Centers for Disease Control and Prevention: [www.cdc.gov/travel/travel.html](http://www.cdc.gov/travel/travel.html)

Links from the Bureau of Transportation Statistics for home pages for airlines, airports, railways and bicycle organizations:

[www.bts.gov/virtualib](http://www.bts.gov/virtualib)

American Immigration Center: [www.us-immigration.com](http://www.us-immigration.com)

Immigration Lawyers on the Web: [www.ilw.com](http://www.ilw.com)

**Jury Duty**

Students who are summoned for jury duty may come to the Office of Student Affairs to request a letter stating their student status and request to have jury duty postponed. Allow 1-2 business days for the letter. There is no guarantee that students will have their jury duty postponed. If the court imposes service, the student must serve. Students should notify course directors/instructors should this occur.

After two excused absences, students are generally required to serve on the third summons. It is recommended that the student identify a time period when he/she can serve (e.g. during a vacation period), and notify the court of those dates at the time of the first and no later than at the third excused absence. ***Students should not elect to postpone jury service via phone or other methods, but should always request to mail in their summons using this process.***

**Letters of Recommendation**

Letters of attendance and good standing (generally for health insurance eligibility, loan deferments, and away electives) are available through the Office of the Registrar. Letters of recommendation for scholarships, educational programs, or other academic activities requiring a more extensive letter may be requested by completing the form in the Office of Student Affairs. Allow a minimum of 5 business days for completion of the letter.

**Students with Disabilities**

Students with disabilities who wish to request accommodations for their academic program are required to complete the appropriate form prior to matriculation. The Office of Student Affairs coordinates arrangements for students with disabilities.

Students who wish to request accommodation(s) after they have matriculated into the college are required to complete the appropriate form available from the Office of Student Affairs. Please note that accommodations may require time to process or to put in place.

Students with disabilities may request assistance from the Office of Student Affairs to complete the New York State voter registration form or to file a form appropriate for their state of residence.

**Student Health Insurance**

SUNY Downstate Medical Center at Brooklyn (DMC) requires that the following registered, matriculated students have health insurance:

- All medical students
- All full-time undergraduate students (12 or more credits)
- All full-time graduate students (9 or more credits)
- All part-time students engaged in any clinical course work

Students must be enrolled at SUNY Downstate or on a registered leave of absence (and have requested coverage) in order to remain eligible for coverage, except as specified below.

Any student who currently has health insurance through the SUNY Downstate School plan, and will not have other coverage through a residency position on August 1, is eligible to purchase continuing coverage from the broker who handles our insurance. You only have 30 days from the end of coverage (July 31), to complete your enrollment. Please contact:

Ms. Daryl Hall  
 Health Sciences Assurance Consulting, Inc.  
 2477 Stickney Point Road, Suite 207B  
 Sarasota, Florida 34231  
 (888) 978-8355  
 E-mail: Daryl@hsac.com

Information about the mandatory health insurance school policy for all enrolled students is available in the Office of Student Affairs. United Healthcare Student Resources is the insurance carrier for the policy and specific questions regarding enrollment or benefits should be directed to DMC's insurance broker, Ms. Daryl Hall, Health Sciences Assurance Consulting, Inc. The toll-free telephone number is (888) 978-8355.

United Healthcare Student Resources also provides a personal website to access things like claims status, temporary ID cards, EOB's and the ability to locate providers. To register, simply select the "Create Your Online Account Now" link from the top right corner of the home page <http://www.uhcsr.com> under the brown header labeled "Direct Links." You should only need your name, date of birth and email address (try personal if your school email doesn't work) to sign-up. If you are trying to register, and have received your medical ID card, you can use your SR ID number instead of your email to complete the registration process.

Students who have an alternative comparable health insurance policy can waive the student health insurance charge up to the last day to add/drop for any given semester. (Students who remain enrolled on their student account after the last day for add/drop for a given semester will be ineligible for a refund and must pay the premium for the entire semester. It is the responsibility of the student to check their bill and ensure that a waiver has been processed.) Students can only waive or add coverage during designated enrollment periods in August and January, except for students approved for state-sponsored insurance programs approved through the NY State Health Care Exchange (or equivalent). Students who lose/change alternative health insurance coverage must inform the Office of Student Affairs immediately.

## OTHER STUDENT SERVICES

### BIOMEDICAL COMMUNICATIONS

#### Media Production/Web Development/New Media

##### Poster Sessions/Electronic Publishing:

Department of Biomedical Communications combines design skills with current electronic publishing technology to produce a variety of materials, from original concept to finished product. Biomedical Communications will assist with the production of computer graphics, medical illustrations, booklets and brochures, newsletters, and computer color prints. Poster sessions, signs and banners can be output via a large display, high resolution, full color printer (42" wide roll). Fee based service.

##### Video Production & Videoconferencing

Biomedical Communications provides a wide range of production and video conferencing services including digital editing. We also schedule lecture, guest speaker, training and event video coverage. Approved recorded content may be archived and viewed on Biomedical Communication's YouTube or iTunesU accounts.

"Health Center", a cable talk show, is produced in Biomedical Communications' studio. Biomedical Communication also provides "real time" interactive communication via PolyCom and GoToMeeting. Meeting setup can be remote or arranged in one of our several meeting room locations. Fee based service.

##### Digital Photography:

Biomedical Communications has expertise in documenting subjects that are unique to the medical and scientific fields and offer a variety of photographic techniques to capture both medical and non-medical subjects. We also offer scheduling of event and lecture photography coverage. Fee based service.

##### Web Design & Database Integration

Biomedical Communications provides website development, web graphic design services and custom database integration to be placed on Downstate's Web Site. Fee based service.

##### Other Services Include:

###### Computer Imaging:

Department of Biomedical Communications is able to image graphics from paper originals, legacy slides, or digital files. Images can be retouched, composited and color corrected for customized presentations.

Fee based service.

###### Image Scanning:

Department of Biomedical Communications provides services for scanning prints for duplication, as well as color printing and digital output for specific file types.

Fee based service.

Name: **John Zubrovich**, Director

Office: Biomedical Communications

Telephone number: **718-270-7550**

Location: Health Science Education Building (HSEB), 3rd Floor, main office-room 312

Fax: 718-270-7549

Web: <http://www.downstate.edu/bc>

### BOOKSTORE

The University Bookstore stocks all required and recommended texts, reference and review books at a discounted price and are tax exempt for students. Special orders are accepted for books not stocked and these are also obtained at a discount and tax exempt. There is no extra charge for shipping and handling. Use our new textbook rental program, available now.

In addition to books, the bookstore offers medical instruments at a discount, stationery, sundry items, lab coats, jackets, scrubs, drug items, swimming supplies, master locks, batteries, film, books of stamps, casual school clothing, Metrocards and much, much more.

Location: Student Center, 394 Lenox Road, Room 232

Hours\*: Mon. & Thurs. 9:30 am-6 pm

Tues, Wed, Fri. 9:30 am-5pm

\*During academic break & holiday periods, call for current schedule of hours.

Telephone 718-270-2486

Fax 718-270-4598

Web: [www.DownstateBookstore.com](http://www.DownstateBookstore.com)

**Return policy:** Returns must be in clean/saleable condition and accompanied by the original cash register receipt.

Cash Sales – refund by cash.

Check Sales- a credit memo (can be exchanged for cash after 15 business days)

Credit Card Sales, credit will be issued to the same credit card account.

Textbooks: 3 business days. Exceptions: review/reference/special orders and specially marked textbooks “not returnable” as per publisher, are final sales.

All other items: 3 business days.

Other Exceptions: medical supplies/diagnostic equipment, stationary.

Manager: Timothy Stockmar, 718-270-3787

## **BURSAR'S OFFICE**

The Bursar's Office is responsible for reporting and disbursing to the NYS Comptroller all monies received in the Center. The Office collects all monies except hospital patient receipts. These collections include tuition, residence hall rents, registration deposits, library fines and fees, and residence hall damage fees. The office also disburses all checks made available through all federal loan and scholarship programs, state scholarships and TAP awards, local center loan and scholarships, and guaranteed loans.

The cashier's window of the Bursar's office is open Monday, Tuesday, Thursday and Friday from 10:00 A.M. to 4:00 P.M.; and 10:00 A.M. to 5:30 P.M. on Wednesdays.

The Bursar's Office accepts Visa, MasterCard and the Discover cards for payment of tuition, fees, and residence hall rent charges. Students with questions concerning the calculation, deferment, or payment of their charges can call us Monday through Friday from 9 A.M. to 4 P.M. at (718) 2701078, or 270-3048.

Students are not considered registered for the term unless they have settled their institutional charges. The exact due date is on the invoice. This invoice can be obtained on-line approximately one month prior to the due date. The student is also informed of the due date by email and the student can also review due date information on the Bursar's webpage.

## **THE CHILDREN'S CENTER AT SUNY BROOKLYN**

Located at 440 Lenox Road, this is an on-site day care center, which offers developmentally appropriate early childhood education for children from age 8 weeks to five years. The Center offers Universal Pre-Kindergarten (UPK) to four year olds. The Center has a sliding fee scale ranging from \$160/week (for earnings up to \$30,000) to over \$280. Center hours are from 7:30 a.m. to 5:30 p.m. Our director and staff are fully qualified to teach young children. There is a \$20 non-refundable application fee to put your name on the waiting list. SUNY students receive priority placement. For more information call the Center at 718 221-6160/6165.

## **CLASSROOM SERVICES**

Classroom Services is located within the Medical Research Library of Brooklyn. Classroom Services provides a “ONE STOP SERVICE CENTER” which allows you to schedule the room for your event in addition to the audio-visual equipment that is needed. Classroom Services request forms may be submitted via mail or fax (x7471), or online at <http://classrooms.downstate.edu>. Scheduling services are available Monday - Friday, 9:00 A.M. - 5:00 P.M. Fees may apply to events that are not part of the curriculum.

### Audio Visual Services

Allow at least two business days notice for all anticipated events and equipment needs. Audio- Visual Technicians are provided as required. We do not provide projectionists. Technicians are available Monday-Friday, 8:00 A.M. to 7:00 P.M.

### Quality Assurance Checks

Classroom Services performs quality assurance checks for Lecture Halls in the Health Science Education Building and Basic Sciences Building. Prior to each scheduled activity equipment will be checked to ensure good repair and maintenance.

### Contact Numbers

Emergency Audio Visual Support: 718-270-1215

Classroom Services Office: 718-270-2639

Fax number: 718-270-7471

Location: Advanced Learning Resource Center

E-mail: [Classroom.Services@downstate.edu](mailto:Classroom.Services@downstate.edu)

Website: <http://classrooms.downstate.edu>

## **THE MEDICAL RESEARCH LIBRARY OF BROOKLYN**

### **History**

The library traces its roots to 1845 when the Library of the Medical Society of the County of Kings was established in response to physician demand for current information necessary to practice medicine. The Library of the Long Island College of Medicine had its roots in the Hoagland Library of the Long Island College Hospital (Collegiate Division), which began educating students in 1860. The merger of the libraries of these two institutions in 1962 created the fifth largest medical library and third largest medical school library in the nation at that time. In November 1991, the Medical Research Library of Brooklyn moved to a 65,00 sq. ft., 200 seat, self-contained facility which was part of the \$54 million Health Sciences Education Building. In August 2010, the Library Information Commons opened to provide 24/7 access to study spaces and electronic resources.



## Hours

### Library Staff Hours

Mon.-Thurs 8:30 am – midnight

Fri. 8:30 am – 5 pm

Sat. 9 am – 5 pm

Sun. Noon – midnight

Holiday Hours are posted on the web at <http://library.downstate.edu>

The Library Information Commons is open 24/7 and is accessible during non-staff hours to SUNY Downstate ID card holders with a PIN code. Please inquire at the service desk for the PIN code.

## Collections

The collections of the library support the clinical, research, and curricular (medicine, nursing allied health and public health) missions of the institution. There are over 261,064 journal volumes (Print 151,470 and Electronic 109,594) and over 54,491 monographs (Print 52,716 and Electronic 1,775). Total journal titles are 7,367 (Print Electronic 3,231) with over 4,357 (Print 52 and Electronic 4,305) current titles. The library continues to expand its electronic resources in books, journals and databases, which facilitates access 24/7. X7450

## Archives and Special Collections

This unit houses materials, which document the history, achievements, and activities of SUNY Downstate Medical Center. The Archives also contains manuscript collections of prominent Brooklyn physicians and materials, which document the history of medicine, health care and medical education in Kings County.

### STAFF (Unit Heads)

The Library staff is available to provide access to educational and informational resources. If you have questions, please contact us.

#### **Library Director**

Dr. Richard Winant, Dean for Academic Information and Director of Libraries

Telephone number: 718-270-7411

Fax: 718-270-7413

Location: 2-009

E-mail: [richard.winant@downstate.edu](mailto:richard.winant@downstate.edu)

#### **Library Administration**

Tanya McPherson, Library Administrator

Telephone number: 718-270-7412

Location: 2-008

E-mail: [Tanya.McPherson@downstate.edu](mailto:Tanya.McPherson@downstate.edu)  
or [libraryadmin@downstate.edu](mailto:libraryadmin@downstate.edu)

#### **Resource Management**

Mohamed Hussain, Assistant Director

Telephone number: 718-270-7450

Location: 1-002F

E-mail: [mohamed.hussain@downstate.edu](mailto:mohamed.hussain@downstate.edu)

#### **Evidence in Practice Information Center**

Dr. Andrea Markinson, Assistant Director

Telephone number: 718-270-7433

Location: 2-015

E-mail: [andrea.markinson@downstate.edu](mailto:andrea.markinson@downstate.edu)

#### **Reference Services**

Mohamed Hussain, Head

Telephone number: 718-270-7450

Location: 1-002F

E-mail: [Mohamed.Hussain@downstate.edu](mailto:Mohamed.Hussain@downstate.edu)

[Violet.Price@downstate.edu](mailto:Violet.Price@downstate.edu)

Telephone number: (718) 270-7430

Location: 1-003B

Or web request <http://library.downstate.edu/directory/reform.htm>

#### **Web and Expert Searching Librarian**

Christopher Stewart

Telephone number: 718-270-7447

Location: 1-002G

Email: [Christopher.Stewart@downstate.edu](mailto:Christopher.Stewart@downstate.edu)

#### **Technical Services**

Violet O. Price, Head

Telephone number: 718-270-7430

Location: 1-003B

Email: [Violet.Price@downstate.edu](mailto:Violet.Price@downstate.edu)

#### **Access Services**

Juannetta LeGree, Head

Telephone number: 718-270-7404

Location: 1-002B

Email: [Juannetta.Legree@downstate.edu](mailto:Juannetta.Legree@downstate.edu)

#### **Advanced Learning Resource Center**

Jennifer Brown-Charles, Administrator

Telephone number: 718-270-7633

Location: B-034A

Email: [Jennifer.Brown@downstate.edu](mailto:Jennifer.Brown@downstate.edu)

## LIBRARY SERVICES

### Access Services/Inter-Library Loan

Staff will register patrons for borrowing privileges and manage the Reserve Room. The Reserve Room handles the General Reserve collection (core textbooks) and Special Reserve (course specific and instructor selected materials) in hard copy. The Inter-Library Loan service uses the ILLiad system that allows users to create personal accounts and monitor their requests for material not owned by the library. Delivery is usually in electronic format. This service is available to anyone with a SUNY Downstate ID card. X7401

**Reference** staff provides help on demand and are available on call from Monday - Friday and via web request: <http://library.downstate.edu/directory/reform.htm>. One on one and group consultations are also available upon request. Online tutorials for using the resources are available via the library's web page. x7405

**Technical Services** staff is responsible for acquiring, licensing, and paying for the information resources of the library. They ensure the currency and accuracy of resources held within the collection, including the catalog. They are also responsible for preserving the collection. X7430

The Advanced Learning Resource Services includes The Advanced Learning Resource Center, Classroom Services, AV Delivery/Support and Center for Healthcare Simulation. The Learning Resource Center is designed to meet small group and independent learning needs. There are over 50 computer carrels, and the PC training room. X7423.

**Classroom Services and AV Delivery** is a one-stop service that facilitates the booking of rooms and technical support for AV equipment. Service request forms may be submitted via fax (x7471) or online (<http://classrooms.downstate.edu>). Fees may apply to events that are not curriculum related. Please allow at least two business days' notice for all events and equipment needs. Technical support, except for projectionists, is provided. X1215

**Education Services** provides curriculum-related and clinical support classes. Courses in evidence-based health care are provided. Expert searching is available for researchers who need in-depth search and analysis in their subject areas. This service is also available for the assistance in grant applications, by request. X7433

### Interlibrary Loan (ILL)/Document Delivery

ILL is a service offered to Downstate students, faculty and staff that provides electronic scans of articles and book chapters, monographs, and audiovisual materials that are not owned by the Library. Document Delivery is a service that provides the electronic versions of articles and electronic book chapters for items that are available in our collection.

### Copyright

Copyright services is a service that educates faculty, staff and students on the application of copyright law and provide information about copyright on campus. The copyright manager assists with questions concerning course packs, classroom handouts, electronic course material and library reserves, as well as what materials can or cannot be uploaded for student use.

### Photocopying/Printing

Photocopying and printing cost 15 cents per page. Color printing is available for 75 cents per page. One card for printing and photocopying is available for \$1. Value may be added to the cards at dispensers located on the main and lower levels of the library. Users may also scan to email or USB drives at no cost.

### Visitor Policy

Application forms for visitors may be obtained from the Access Services Desk. Completed applications must be received 5 business days prior to the day of the planned visit to be processed for approval.

NOTE: Children are not allowed in the library.

### Food/Beverages

The front of the Library Information Commons is a designated food area. Food is NOT allowed in any other part of the Library. Beverages in LIBRARY-APPROVED spill-proof containers are allowed in the library. Further inquiries may be made of any library staff member.

## THE WILLIAM & ROSE SKLAR HEALTHCARE SIMULATION CENTER (FORMERLY KNOWN AS THE CENTER FRO HEALTHCARE SIMULATION (CHS))

The SUNY Downstate Simulation Center for immersive and simulation based learning opened in 2008. The Center is currently located in the lower level of the Medical Research Library of Brooklyn. The current facility consists of two patient rooms, a control room, a multipurpose space and four multipurpose/debriefing rooms. The Center will be relocated to the new academic building to scheduled to open in 2017. The Center supports high fidelity robotic mannequins, including a birthing stimulator that facilitates the identification of pathologic physical exam findings and fosters the development of clinical reasoning and procedural skills. Recent acquisitions include numerous task trainers, allowing providers to learn the safe performance of invasive procedures. Bedside ultrasound has become a standard of care modality. Multiple compact ultrasound systems are available to learners. In addition, learners have access to an extensive virtual reality library of evidence based clinical skills simulations that include cases and require critical thinking.

### HOURS

The Center is open on weekdays from 9:30am to 6:30pm. Courses and simulation exercises are by appointment only. Inquiries on availability should be addressed to the Center's administrator, Jennifer Brown-Charles.

**STAFF**

The CHS staff is available to provide access to educational simulation resources. If you have any questions, please contact us:

**CHS Co-Directors**

Aleida Llanes-Oberstein, CNM, LM, MS, FACNM, CHSE

College of Health Related Professions

Jane Kim, MD, CHSE

Department of Emergency Medicine

Telephone: (718) 270-7633

Email: [chsimulation@downstate.edu](mailto:chsimulation@downstate.edu)

**ALRC/CHS Administrator**

Jennifer Brown-Charles

Administrator, Advanced Learning Resource Center & Simulation Center

The Medical Research Library of Brooklyn

Telephone: (718) 270-7633

Fax: (718) 270-7471

Email: [Jennifer.brown@downstate.edu](mailto:Jennifer.brown@downstate.edu)

Howard Erskine

Operations Manager, Simulation Center

Audiovisual Manager, Classroom Services

The Medical Research Library of Brooklyn

Telephone: (718) 270-7419

Fax: (718) 270-7471

Email: [Herskine@downstate.edu](mailto:Herskine@downstate.edu)

**RESIDENTIAL LIFE**

For additional information concerning housing, please feel free to write or telephone:

Office of Residential Life and Services

SUNY Downstate Medical Center

450 Clarkson Avenue, Box 115

Brooklyn, NY 11203

Telephone: 718- 270-1466

Fax: 718- 270-1467

E-Mail: [Residentiallife@Downstate.edu](mailto:Residentiallife@Downstate.edu)

Web: [http://sls.downstate.edu/residential\\_life/](http://sls.downstate.edu/residential_life/)

**ON-CAMPUS LIVING**

SUNY Downstate Medical Center believes that the experience of living in the Residence Halls has a significantly positive impact on students' personal development and academic success.

The mission is simple: To provide a safe & secure living environment that supports our student's academic and personal success. We accomplish this mission by providing well maintained facilities and excellent customer service.

Our residential community is an inclusive, academic support environment which emphasizes both individual freedom and community responsibility. We seek to foster an environment where students can create bonds that will last them long after their time at the university is successfully completed.

Peer Resident Directors and Resident Assistants share in the responsibility of creating an environment that fosters growth and development, particularly in activities outside of the classroom experience. Full-time professional and cleaning staffs support our paraprofessionals and manage the day-to-day operations of the department. We also collaborate with our Facilities Management & Development and University Police Departments to provide safe, secure, and well maintained facilities for our residents.

Two residence halls, located at 811 and 825 New York Avenue, and directly across the street from academic facilities, accommodate up to 400 students. Assignments for the academic year are made during spring semester. All students are expected to sign a contract for the duration of the academic year. Information regarding procedures and policies for living in the residence halls can be found in the Residential Life and Services Student Handbook, which is available on-line to resident students.

## Types of On-Campus Living Accommodations

### Standard Room (Single or Double occupancy)

Each Standard Room contains a bed, desk, dresser, closet and lamp for each occupant. Toilet facilities are shared with the adjoining room. Standard rooms are located on the second and third floors in each building and are same gender floors. Community shower rooms are provided for the residents on these floors. Community kitchens for students on these floors are located on the first floor. Single occupancy units may be available based on demand and availability.

### Studio Apartment (Single or Double occupancy)

Each studio apartment contains a bed, desk, desk chair, dresser, and closet for each occupant plus a standing floor lamp. Each apartment contains a compact kitchen, dining table and private bathroom. Single occupancy units may be available based on demand and availability.

### Two-Bedroom Apartment (Double occupancy)

Each bedroom contains a bed, desk, desk chair, dresser, and closet plus a standing floor lamp. The apartment also contains a compact kitchen, dining table and private bath.

## OFF-CAMPUS HOUSING

The Office of Residential Life and Services provides interested students with information on available housing options outside of the residence halls. An off-campus housing list is maintained by the Office of Residential Life and Services as a service to Downstate students and staff. SUNY employees do not inspect, approve/supervise any off campus premises. SUNY Downstate Medical Center does not become a party to any private landlord/tenant matters. (See Appendix for Small Claims Court Procedures.)

For more information, contact:

Off-Campus Housing

Office of Residential Life and Services

450 Clarkson Avenue, Box 115

Brooklyn, New York 11203

Telephone: 718-270-1466

Fax: 718-270-1467

Email: [ResidentialLife@Downstate.edu](mailto:ResidentialLife@Downstate.edu)

Web: [http://sls.downstate.edu/residential\\_life/](http://sls.downstate.edu/residential_life/)

## STUDENT ACTIVITIES

### Student Center Mission Statement

The Student Center has been established to further the educational mission and goals of SUNY Downstate Medical Center by offering programs and services which provide for the personal, professional, social and cultural development of the students, staff, faculty and alumni of SUNY Downstate Medical Center. In pursuit of this objective, the Student Center will:

- PROVIDE programs and services which enhance the educational experience of students and which promote the successful accomplishment of academic goals;
- DESIGN and implement programs and services, which contribute to the growth and development of individual students, student groups, and the campus community as a whole;
- COORDINATE, develop and implement programs, resources and services to assist members of the campus community in the planning and presentation of events;
- ENCOURAGE, develop and employ strategies for increasing interaction among the many diverse groups within our multicultural community;
- ENSURE that the Student Center effectively serves its role as the campus community center, thereby creating and strengthening a strong sense of campus identity; and
- PROVIDE and coordinate opportunities for the students to explore (and enhance) their individual skills and talents outside the classroom.

### Student Activities Office

The Student Activities office is located in the Student Center room 2-06. The staff will be happy to answer questions for any student or group of students on matters of concern to them. The following is within their area of responsibility: methods and procedures for organizing an event, club/organization registration, the Student Center calendar, alcohol policy and facility capabilities as they relate to student events and activities, as well as any inquiries regarding the Mini-Course Program or Intramural Activities.

### Faculty Student Association (F.S.A.)

Visit us on the web at [www.downstate.edu/FSA](http://www.downstate.edu/FSA)

Located in the Student Center, Room 2-09, the Faculty Student Association (FSA) is the campus auxiliary service corporation providing many business and accounting services to the Downstate Medical Center community as an independent, not-for-profit IRS 501(c)3 corporation with a Board of Directors comprised of administrative, faculty, and student representatives. The FSA administers the student activity fees and sponsors special programs and projects for the general welfare of the campus community.

### Zipcar Service

Visit us online at [www.downstate.edu/zipcar](http://www.downstate.edu/zipcar)

FSA has partnered with Zipcar to bring the world's largest car sharing organization to Downstate. Zipcars offers a convenient and environmentally friendly alternative to owning an automobile. Two Zipcars, a Toyota Prius and a Honda CRV, are located in the State Garage on East 34th Street. Low DMC discounted membership rates is \$25/year – that's a 70% saving over the Zipcar standard rate of \$85/year with rental rates starting at \$11 per hour or \$77 per day (plus tax, as of May, 2011) and includes gas and insurance!

## Banking

Visit us online at <http://www.downstate.edu//fsa/atm.html>

ATM (Automated Teller Machine) services from JP Morgan/Chase, contracted through the Faculty Student Association, are located in the main lobby of the Basic Science Building (450 Clarkson Avenue entrance).

## **STUDENT CENTER**

The Student Center, located at 394 Lenox Road, is the focal point of campus social, cultural and recreational activities. The Center provides rooms for meetings and small lounges for reading or just relaxing. Two pianos are available as well as a DVD with cable TV. Students are automatically members. Spouses and children of students may be included at no cost.

Recreational facilities include a gymnasium, swimming pool, sauna, squash courts, an outdoor tennis court, billiards, foosball and table tennis. Physical fitness equipment includes a multi-station gym, bar bells, and an array of body building and cardio equipment. The University Bookstore (718 270-2486) and the Faculty Student Association Office (718 270-3187) are located in the Student Center. Descriptions of these services are provided under separate titles elsewhere in this Handbook.

Hours of Operation: M-F, 7 a.m. to 10 pm; Saturday 10 a.m.-6 p.m.; Sunday 3 p.m.-10 p.m.

Assistant Vice President for Student Life: Meg O'Sullivan, Rm. 2-04 Student Center, Box 114

Director of the Student Center: Amy Urquhart, Rm. 2-06 Student Center, Box 114

### Student Center Policies

Any student or group of students planning an event on campus should be aware of the following policies:

#### 1. Alcohol

Consumption of alcoholic beverages is permitted in public areas in the Student Center only through registration of the event at the Student Activities Office. (for Student Center Alcohol & Events Policy see Appendix)

#### 2. Room Reservations

All Student Organization events to be held on campus must be approved and scheduled in advance to ensure space availability and appropriate implementation. Space may be reserved by registered Student Organizations for approved meetings, social, and recreational events by filing an application at the Student Center. Reservations are not accepted by telephone.

Space is limited - reservations should be made a minimum of two weeks in advance, except for large events, which require one month's notice.

#### 3. All sponsored events must be registered, so they will appear on the Student Center calendar of events, for the sake of communication and avoidance of conflicting schedules.

#### 4. Private Parties: Please note that SUNY policy prohibits the use of space for private parties.

## **STUDENT COMPUTING**

Additional information on computing resources also appears in the Library section of this Student Handbook.

Help for common problems can be found online at our Frequently Asked Questions (FAQ) page:

<http://studenthelp.downstate.edu>

**Academic & Library Computing (ALC)** is responsible for development, maintenance, training and use of educational applications/technology such as Prime LMS, Vocalcord web meeting, Aperio Spectrum virtual microscopy, and iClicker audience polling systems.

**Educational Desktop & Testing Services (EDTS)** can assist you if you are having trouble accessing or using:

- Computerized examination and related software such as ExamSoft,
- Campus computers & printers, or
- Connecting your laptop or mobile device to the campus wireless network.
- SAS or SPSS access

You can request assistance on any of these areas by using the following methods:

- [edts@downstate.edu](mailto:edts@downstate.edu),
- 718-270-7416.
- Stop by the Answer Desk (in the Medical Library Commons) Monday to Friday, during posted hours.

Be sure to provide the following information in your help request.

- Your name, Downstate student ID number, college and degree program;
- System that you are trying to access (Prime, Banner Self-Service, virtual microscopy, etc);
- Course/block number & title; name and location of the course/unit/block materials that you are trying to use (if applicable);
- Web browser/version that you are using;
- Brief description of the problem;
- Contact information such as your phone number.

### **The Medical Research Library of Brooklyn:**

The Library provides a wealth of information resources. Please refer to the Library Information Resources under the Medical Research Library of Brooklyn. [http:// library.downstate.edu](http://library.downstate.edu)

## **COMPUTING RESOURCES AVAILABLE TO STUDENTS:**

### **Student Username and Password**

Students are issued a username and password pair that works with several key systems. Students use their nine-digit Downstate student ID number (SID) as their username for logging on to campus email, Prime and to Banner Self-Service.

### **Prime**

Prime is the Learning Management System (LMS) used at SUNY Downstate Medical Center to put educational materials and activities online. Most courses use Prime to make documents available for download, to host Discussion Forums, to upload student submissions into DropBoxes and to host computerized exams.

Look at the myDownstate page for key information such as browser compatibility.

### **Banner Self-Service**

The Banner student information system allows students to register online for upcoming courses, view final course grades, and update their personal information inside Banner. To log into Banner Self-Service, open a web browser and navigate to the Office of the Registrar home page at <http://sls.downstate.edu/registrar>. Click on the link titled "Student Registration". Review crucial information on the next page before you click through to the myDownstate page to log into Banner. Your username is your Downstate student ID number; your password is the same as the one you use for your Downstate email account.

### **Computer Labs**

Computer labs are located on the 6th, 7th and 8th floors of HSEB, in the 3rd floor of the Basic Sciences Building, and in the Residence Hall. Each lab is dedicated to use by the students of different Colleges, except for the computer lab in the Residence Hall/ COM – HSEB.

CHRP - all programs HSEB 7-045

CHRP – Medical Informatics HSEB E8-027

Nursing – HSEB E8-033

Graduate Studies – BSB 3-116

Residence Hall – Building 816 Study Room, first floor

Hours of Availability: 24 hours per day, 7 days per week except for the 8th floor College of Nursing lab which is available from 9 am to 5:30 pm. Access to the labs is via a door with a combination lock code, which is changed yearly. The computer labs are equipped with computers running Windows 7. In some cases Apple computers are also available. Printing is available in all labs (except the Medical Informatics lab), using PHAROS, the SUNY Downstate fee-based printing service. Students must purchase a PHAROS printing debit card from vending machines in the Medical Library or in the computer labs. Most labs are equipped with a document scanner. Additional computers are located in various student classrooms, carrels and public areas throughout the 5th, 6th, 7th and 8th floors of HSEB and in the Medical Library.

### **Educational Software**

Some Web-based software is available from all public locations via either Prime or the ALC website at <http://alc.downstate.edu>. Other computer-based software such as SPSS is available on certain labeled computers in the computer labs or in the Learning Resource Center (LRC) in the Medical Library.

### **Network access via wireless (WiFi) networks**

Computers and other mobile devices can access the SUNY Downstate's wireless network on the 5th, 6th, 7th or 8th floors of HSEB, in the Medical Library, in the Residence Halls and in the cafeteria.

Troubleshooting assistance can be provided by the Answer Desk in the Medical Library Commons area, Monday to Friday, as per their posted hours.

### **Classroom Audiovisual Resources**

In many cases classrooms are equipped with mobile or ceiling-mounted LCD projectors, which can be accessed by computer or by VCR/DVD players mounted in the room.

### **Training**

Small group or individual assistance on any computer-related topic is available by appointment.

### **Work Study Employment**

Students eligible for work study who enjoy working with computers are encouraged to inquire about work availability at the ALC or CATS office in Library B020A.

## ACCEPTABLE USE POLICY FOR COMPUTING AND NETWORK RESOURCES (PERTAINING TO STUDENTS IN ALL COLLEGES)

The computer network at SUNY Downstate Medical Center provides a virtually unlimited supply of resources and information to the community, but the system also places an enormous responsibility on all users. All SUNY Downstate rules are applicable to all uses of computers and related technologies. This document is intended to clarify those rules as they apply specifically to network and computer usage

Any user must adhere to the same code of ethics that governs all other aspects of life within the bounds of our learning community. Any actions performed or initiated through the network must reflect the integrity, honesty, and compliance with SUNY Downstate's rules of conduct, which are required of all representatives of SUNY Downstate. Policies protecting the privacy of a user's work on the network are built from the premise that an unlocked computer does not give an outsider legitimate access to an individual's files, just as an unlocked door does not give an outsider legitimate access to the personal belongings contained within a room. The following policies exist to ensure the ethical use of the network at SUNY Downstate:

### 1. Accessing the accounts and files of others is prohibited.

This rule protects all users on the network, not just the SUNY Downstate community. Taking advantage of a user who inadvertently leaves a computer without logging out is no different than entering an unlocked room and stealing, reading a personal letter, or destroying someone's

### 2. Attempting to subvert network security, to impair functionality of the network, or to bypass restriction set by the administrators is prohibited.

Assisting others in violating these rules by sharing information or passwords, the loading of unauthorized software onto public computers and the overloading of network capacity are also considered unacceptable behavior. It is the responsibility of the user to become familiar with any additional specific policies posted by the administrator of a lab, unit or department prior to using its computer resources.

### 3. Improper use or distribution of information is prohibited.

Educational materials placed on Prime and lecture podcasts are for Downstate student use. They are not to be distributed outside of Downstate. This includes copyright violations such as software piracy as well as plagiarism, harassment and fraud. The network is a valid academic resource, and use thereof is governed by the same rules as library resources.

### 4. Using the network for commercial purposes or in support of illegal activities is prohibited.

SUNY Downstate maintains the network for academic purposes as well as for school related and personal communication. If you are in doubt about the definition of "illegal activity" talk to a network administrator.

### 5. Legitimate use of a computer or network system does not extend to whatever an individual is capable of doing with it.

Although some rules are built into the system itself, these restrictions cannot limit completely what an individual can do or can see. In any event, each member of the community is responsible for his/her actions whether or not rules are built in, and whether or not they can be circumvented.

### 6. Users accessing the network are representatives of SUNY Downstate, and are expected to behave accordingly.

Those who are unsure of what constitutes appropriate behavior should ask themselves the question: "Will my actions reflect well on the SUNY Downstate community?"

Those who violate the above standards of behavior will be denied use of SUNY Downstate computers or network systems. In addition to the policy described in this document, as a user of Downstate resources you are subject to applicable New York State and Federal laws. Violations will be referred to the appropriate SUNY Downstate body adjudicating academic integrity or disciplinary actions, and/or to the appropriate local, State, and Federal authorities, at SUNY Downstate's discretion. SUNY Downstate reserves the right to investigate suspected violations using all appropriate means. Furthermore, SUNY Downstate may terminate or restrict any person's access to its resources, without prior notice, if such action is necessary to maintain availability, security, and integrity of operations for other users of its resource.

### Peer to Peer File Sharing

As stated in #3 above, unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## DOWNSTATE MAC USER GROUP (DMUG)

Downstate Mac User Group (DMUG) is an Apple Certified Mac user group here at Downstate. Meetings are held to discuss new products, changes in software and issues and concerns affecting the Mac/Apple user at Downstate. The DMUG blog can be accessed at: <http://libforuMDownstate.edu>, where issues are addressed and serve as a user experience database. By sending your request to be added to [dmug@downstate.edu](mailto:dmug@downstate.edu) you can join the DMUG mailing list.

## STUDENT COUNSELING SERVICE

The Student Counseling Service is part of the Student Health Service and provides counseling and psychological services to full-time matriculated students in the Colleges of Medicine, Nursing, Health Related Professions, School of Public Health and the School of Graduate Studies. It is staffed by licensed clinical psychologists who have extensive academic and professional experience in the field of academic clinical counseling.

The Counseling Service is not a part of the administration of the University. All information revealed to the counselor is strictly **confidential** and cannot be shared with another person without the student's consent; any exception is shared with the student before counseling begins. Limitations of confidentiality are also outlined on the Student Counseling web pages. In addition, counseling services offered at Downstate are **free** of charge to matriculated students.

The Student Counseling Service has been established to help students deal with academically related stress as well as with any other personal problem that can interfere with their performance in school. Some of these problems include anxiety and fear, depression, low self-esteem, interpersonal difficulties, family problems, habit control problems (e.g. overeating, alcoholism, drug abuse, etc.).

To accommodate the varied needs of students, the following services are provided:

- Initial evaluation and screening: The first few sessions are devoted to assessing the nature of the problem and to determine the best method of dealing with it
- On-site individual counseling: Short term counseling lasting from 8-12 weeks is provided for specific and situational problems.
- Groups: Groups geared to address specific problems such as stress management and relaxation, assertiveness training, coping skills, etc. are conducted.
- Education services: Seminars, lectures, guest speakers, films and videos of topics in mental health are occasionally offered to provide information and encourage prevention of emotional problems.

### Psychological Counseling and Psychiatric Care

Some problems require referral to an outside facility. Some examples of these are long-term psychotherapy, psychiatric follow-up with medication, marital and couples therapy (if one of the spouses is not a student). If a referral is made to an outside facility or practitioner, any cost for which the student is not insured will be borne by the student.

Students in need of psychiatric care may contact the Director of the Student Counseling Service, who will assist in identifying psychiatrists in the community

A network of qualified psychotherapists, who offer their services at moderate fees, is available to those students in need of or interested in intensive psychotherapy or special services.

For advice or care with a substance abuse problem, the Director of the Student Counseling Service may also be contacted. A referral service of approved substance abuse programs is available to those students in need of help with these problems.

The Student Counseling office is located at 440 Lenox Road, Room 1M. Counseling services are available daily with evening hours Monday through Thursday. For help after hours or weekends, students may contact the Emergency Services unit of University Hospital, SUNY Downstate, 470 Clarkson Avenue. Additional information is also located on the SUNY Downstate web page under Student Life and Services/Student Counseling.

For further information contact:

Dr. Christine Saunders-Fields

Director Of Student Counseling

State University Of New York, Downstate Medical Center

Brooklyn, NY 11203

Tel: 718-270-1408

E-Mail: [Christine.Saunders-Fields@Downstate.Edu](mailto:Christine.Saunders-Fields@Downstate.Edu)

[http://sls.downstate.edu/student\\_counseling/](http://sls.downstate.edu/student_counseling/)



## STUDENT HEALTH

The Student Health Service provides primary care for acute conditions, illnesses, and injuries to fulltime and part-time matriculated students at SUNY Downstate Medical Center. It also provides routine health clearances, immunizations and tuberculin testing when needed.

Student Health also includes, at no extra charge, a Student Counseling Service for all matriculated students.

The Student Health Fee is mandated by the State University of New York.

Services are not provided to students not paying the Student Health fee, students on leave of absence, or to the families of matriculated students.

The Student Health Service makes available to matriculated students preventive, therapeutic, and consultative medical care. Although there is no charge for the office visit to the Student Health Service, the coverage provided by Student Health does not include the cost of medications, hospitalization, laboratory fees, radiology fees, psychiatric care (other than initial evaluation and counseling by an on-campus clinical psychologist), dental care, or consultation with physicians other than the Student Health Service physicians. All full-time students and part-time students enrolled in clinical course work are required to obtain health insurance, and may purchase the policy offered by the school, or provide documentation of equivalent or better coverage from another insurance company. If you choose outside health insurance, you are responsible for the adequacy of this coverage in paying all medical bills including laboratory, x-ray, private consultation fees, hospitalization, ambulatory surgery, emergency room and ambulance expenses. You should carry your health insurance card at all times.

Students in the School of Graduate Studies who are covered by the SUNY Graduate Student Employee Health plan may come to Student Health for primary care.

Medical care is offered to students on a voluntary basis, and it is not the policy of Student Health to interfere with care rendered by the students' personal physicians. However, it is to the students' advantage to make known to Student Health any illness or absence due to illness. While details of illnesses are strictly confidential, if the student requests and gives written authorization, information can be released to designated members of the College's academic administration.

### Location, Hours and Staffing

The Student Health Service is located at 440 Lenox Road, Apt. 1S. Current hours of operation are Mondays through Fridays 9 a.m. to 4 p.m. Telephone numbers: (718) 270-2018 (day), 270-1969 (day), 270-1995 (day) and 270-3896 for instructions when closed.

It should be noted that the Student Health Service also serves as the Employee Health Service to the entire SUNY Downstate Medical Center work force and is therefore apt to be quite busy. Patients are usually seen by physicians or nurse practitioners, in order of arrival, but severely ill/contagious patients will be given priority.

The professional medical staff of the Student Health Service are:

Mona Pervil-Ulysse, MD	Director, Student/Employee Health Service
Danielle Carrenard, RN, CNP	Nurse Practitioner
Lauretta Joseph, RN, CNP	Nurse Practitioner
Jean Powell, RN CNP	Nurse Practitioner

### Services Available Through Student Health

Primary care, including the assessment and management of acute illnesses and injuries.

- Referral to subspecialists or specialty clinics, as necessary.
- Referral to gynecologist for routine care including contraception.
- Referral to psychiatrist or psychologist
- Annual health assessments, tuberculin tests (available at any time, required annually), immunizations as required by New York State.
- Health clearance for clinical affiliations.
- Influenza vaccine. Other vaccines, including varicella and those needed for travel if available.
- Health education (good health practices, diet counseling, blood pressure monitoring, drug and alcohol counseling).
- Confidential HIV testing and counseling, no charge

Services provided to you by outside physicians, laboratories, or hospitals, and when you are not on campus, are not covered by the Student Health Service, and should be covered by private insurance.

### Health Forms/Regulations

To facilitate the care of health problems arising during the course of your attendance in school and in order to be in compliance with the New York State Health Code, you are required to submit a completed and current health form to the Student Health Service before you register for the first time. This form must be filled out by you and your private physician.

Registration by continuing/returning students for any subsequent year at the Medical Center is dependent upon satisfactory annual health clearance, including an annual tuberculin test, by the Student Health Service at SUNY Downstate Medical Center. Students with potential exposure to patients in respiratory isolation are required to be fitted for a NIOSH-approved TB mask, as per OSHA regulations. This will be done by the Student Health Service.

Proof of immunity to measles, mumps and rubella is required by New York State Public Health Law 2165 prior to matriculating. Proof of such immunity is described in the Student Health Form. In addition, students are required by New York State to complete and submit a meningitis Information Response form. For students working in patient care areas where they will be exposed to blood or body fluids, the hepatitis B vaccine should be taken prior to matriculation unless the student is already immune.

The student health history, physical examination, and immunization and laboratory test report form the foundation of the medical record in the Student Health Service. This record is initially reviewed by the Student Health Service medical staff. Any deficiencies or abnormalities are then reported to you for follow up prior to your matriculation. After you have enrolled at the Health Science Center this record serves as a reference for future care given by the Student Health Service or by outside medical consultants.

The information in your health record is entirely confidential and is accessible only to the professional staff of the Student Health Service and any medical consultants caring for you. In addition, as required by the New York State Health Code, information regarding your immunity to infectious diseases, your tuberculin status, chest x-ray and, possibly in the case of contagious disease, otherwise confidential information will be given to you to bring to appropriate infection control personnel in any medical facility in which you work as part of your curriculum. In all other cases, information will be released only with your written authorization in compliance with HIPAA regulations, or pursuant to a lawfully issued subpoena. All records made by the Director of Student Counseling are separate from the Student Health Service record and are likewise entirely confidential.

### Diagnostic and Therapeutic Medicine

When in the judgment of a health provider in Student Health a diagnostic evaluation of the student's health becomes necessary, an exam will be carried out in Student Health and/or referral will be made to consultant(s) in University Hospital of Brooklyn. This includes gynecologic care. In addition, contraceptive services are offered by the Student Contraceptive Cooperative (SCCOOP) and appointments may be arranged through the Student Health Service staff. Routine and specialized laboratory tests as well as x-ray or other imaging studies are available through Student Health but will entail charges by the hospital and radiologist. All medications are to be obtained at an outside pharmacy and are to be paid for by the student.

### Medical Emergencies

If you have a medical emergency when the Student Health Service is closed, you should go to the nearest emergency room.

If you are in the vicinity of Downstate Medical Center, and the Student Health Service is closed, and you have an urgent medical situation, you may visit the Emergency Services Department in the University Hospital of Brooklyn, and inform the physician that you are a student at Downstate Medical Center. All visits to an emergency room should subsequently be reported to the Student Health Service.

1. **Always** carry your insurance card.
2. Use the University Hospital of Brooklyn emergency room only for true emergency situations. For other illness, go to the Student Health Service during the hours of 9 a.m. to 4 p.m., Monday through Friday.
3. When you register as a patient at the UHB ER, make certain that the computer reflects your current name, address and telephone number and current insurance coverage (if you have used the UHB ER in previous years, they may have your old insurance coverage information on file). Be sure to identify yourself as a SUNY Downstate Student when being seen at UHB. **Note that there is a \$50 co-pay on the school insurance plan.** UHB's ER and its Emergency Medicine physicians are participating providers in the school-sponsored health insurance plan (United Healthcare), which includes coverage for ER visits. There should be no charge other than the \$50 co-pay for ER services for students enrolled in the school-sponsored health insurance program.
4. All visits to the ER at UHB will be billed to the student's insurance plan.
  - a) If you have a question about the school-sponsored insurance coverage for a bill, call Daryl Hall at **1-888-978-8355**. (Email Daryl@hsac.com). She will investigate the claim and make certain that you have received all benefits to which you are entitled. Note: The policies and procedures regarding the school sponsored health insurance plan are subject to change. Consult the student affairs website/student health insurance for current information.
  - b) If you have other insurance coverage (*not* the student plan), you are responsible for investigating/paying the bill if there is one.
5. Any residual bills (**other than the \$50 co-pay on the school insurance plan**) not paid by the school-sponsored insurance plan should be brought to the attention of the Director of the **Student Health Service** (SHS). You must bring your bill and the Explanation of Benefits to the SHS at 440 Lenox Road. See the Director or designee in person to discuss the bill. Do not just drop the bill off and leave.
6. **Do not ignore** a bill from the hospital or from a physician. It will invariably go to a collection agency.

### **IMPORTANT HEALTH INFORMATION**

SUNY Downstate Medical Center and its affiliated hospitals have protocols for exposure to blood and body fluids. It is important for you to be aware of the procedure no matter where you are.

### **EXPOSURE TO BLOOD AND BODY FLUIDS**

If you receive a needle stick injury or blood exposure while on a clinical rotation, it is important to follow these steps:

1. Immediately cleanse the area with soap and water. If your eyes or mucus membranes are involved, flush with saline. Bring any wound needing suturing to the attention of the appropriate emergency facility.
2. Report all exposures to your supervisor, the Student Health Service and/or the Infection Control Department (718-270-1940) as soon as possible. They will initiate the proper reporting procedure and treatment, if required.
3. If an exposure occurs during evenings, nights, weekends or holidays, come to the Emergency Services Department at University Hospital at Brooklyn (UHB). If you are at another hospital, report immediately to your supervisor and/or the emergency room. Identify yourself as a SUNY Downstate Medical Center student. If you are at Kings County Hospital, go immediately to the Emergency Room at Kings County Hospital.
4. Report the exposure to the Student Health Service at the first possible opportunity. The Student Health Service will provide immediate and/or follow up care to you. The Health Service will also attempt to make contact with the proper authorities at the hospital where the exposure occurred in order to obtain information regarding the possibility of contagious disease in the source patient.

IF YOU WILL BE WORKING WITH PATIENTS OR HANDLING POTENTIALLY INFECTIOUS HUMAN MATERIALS AND YOU ARE NOT ALREADY IMMUNE TO HEPATITIS B, YOU ARE URGED TO TAKE THE HEPATITIS B VACCINE. AT THE PRESENT TIME IT IS PROVIDED FREE OF CHARGE IN THE STUDENT HEALTH SERVICE. IF YOU DO NOT WANT TO TAKE THE VACCINE, YOU ARE REQUIRED TO SIGN A DECLINATION FORM.

ANNUAL LECTURES BY HOSPITAL EPIDEMIOLOGY ARE **MANDATORY FOR ALL STUDENTS** AT THE HEALTH SCIENCE CENTER WHO HAVE PATIENT CONTACT (OSHA REGULATIONS). THESE LECTURES EXPLAIN IN DETAIL THE ABOVE PROCEDURE AND PROVIDE VALUABLE INFORMATION ON PROTECTING YOURSELF AGAINST SUCH EXPOSURES.

### **IMPORTANT TELEPHONE NUMBERS**

Student Health Service

718 270-2018 (days)

718 270-1995 (days)

718 270-3896 when Student Health Service is closed

718 270-2901, 2477 Student Health Service fax

Student Counseling Service

718 270-1408

Substance Abuse Program for Students

718 270-4545

Infection Control:

718 270-1940

Emergency Dept., University Hosp. Downstate (UHB – Univ. Hosp. Brooklyn)

718 270-4577

### **Psychological Counseling and Psychiatric Care**

Psychological counseling is provided on a full-time basis by the Director of Student Counseling Services. Consultations and short term counseling is free of charge to matriculated students.

### **Medical Records Upon Graduation**

Upon request, the Student Health Service will provide you with copies of your immunization records, tuberculin testing, and laboratory reports. The Student Health Service will not perform pre-employment exams or laboratory tests required by other institutions.

### **Student Health Advisory Committee**

The Student Health Advisory Committee includes members of the faculty, Student Health Service, administrators, and students. The role of the Committee includes making recommendations regarding health services, health insurance, the utilization of the yearly student health fee and any other student health issues. The Committee serves as an advisory body. Students with questions or suggestions are encouraged to speak to the Director of the Student Health Service or the Office of Student Affairs.

## **STUDENT COUNCILS**

### **The Student Center Governing Board**

The Student Center is the heart of social and community activity on the Downstate Campus. Working hand-in-hand with all other student councils, the Faculty-Student Association, and school administrative bodies, the members of The Student Center Governing Board (SCGB) have a crucial and highly influential role in shaping the social, recreational, and athletic affairs of the University student body. The SCGB is open to all SUNY Downstate students.

The board meets once a month on Tuesdays at 6:00 p.m. in the Student Center Reading Room, and its meetings are open to all those who wish to attend. The ten voting members are elected in the spring of the preceding year, but all attendees are encouraged to participate.

The Student Center Governing Board sponsors many of the campus activities, including monthly Coffeehouses, weekly Movie Nights, Basketball Intramurals, Mini-Courses, the Winter Ball or Spring Fling (the annual semi-formal dance), and more.

Participating on the Student Center Governing Board is not only a great way to get connected with all the people, activities, events, and policy-making of the campus, but a wonderful experience as well. The business of the board is always brief and productive, with a significant percentage of time devoted to the purpose of improving student life on campus. If you are interested in having a rewarding, influential, and enjoyable role in student life and campus activity, then SCGB is your ticket.

### **University Council**

The purpose of University Council (UC) is to promote the interests, activities and welfare of all the students at the SUNY Health Science Center at Brooklyn. The University Council is open to all SUNY Downstate students.

University Council funds various clubs and organizations at SUNY Downstate and meets monthly on scheduled Thursdays at 6pm. The Council deals with university-wide issues such as SUNY budget cuts and tuition increases, and has an affiliation with the Student Assembly of SUNY. UC also co-sponsors activities such as, Winter Ball or Spring Fling (our annual semi-formal dance), and the annual Thanksgiving Dinner served by Faculty.

### **CHRP Council**

CHRP Council undertakes and supports projects and activities that are in the general interest of the CHRP student body. This is achieved by interacting with other student organizations. The council fundraises to help send students to professional conferences, oversees clubs within CHRP, and produces the yearbook *Tharos*. The club also acts as an advocate for the students. The CHRP Council is open to all CHRP students and they meet monthly.

**Graduate School Council**

Most often referred to as the “Grad Council,” its purpose is to promote the interest and welfare of the students in the School of Graduate Studies. Currently the council provides funding for orientation activities, luncheon meetings, travel for guest lecturers, a graduate student lounge and various social events.

**School Of Public Health Student Council**

Most often referred to as “SPH Council,” it is concerned with the promotion of the interests and welfare of the students in the School of Public Health. They sponsor events and activities throughout the year for Public Health students.

**Medical Student Council**

The purpose of Medical Student Council (Med Council) is to promote the interest and welfare of the students of the College of Medicine. There are 24 members on the council, six from each class.

Each class has a class president. These representatives attend monthly meetings of Med Council, oversee the class budget and coordinate recreational, educational and fundraising events for the class.

The first year class elects six students to represent the class for a one-year term. Towards the end of the first year, there is a second election where the first year class will elect six students for a three-year term.

Med Council meetings are open to all COM students.

**Nursing Student Council**

Most often referred to as “Nursing Council,” it is concerned with the promotion of the interests and welfare of the students in the College of Nursing. Currently, the council provides funding for orientation activities, Convocation, Career Day as well as a host of social and educational activities.

**Residence Hall Council**

The purpose of the Residence Hall Council is to make a safe, comfortable and convenient environment for students residing in the residence halls. It is also the purpose of the Residence Hall Council to use the student activity fee to hold events for students in the residence halls. The Residence Hall Council is open to all resident students.

The Residence Hall Council holds monthly meetings, as well as study breaks, decorating parties, social events and picnics. The Residence Hall Council is also a forum for students to give their suggestions for improvements in the residence halls.

**STUDENT ORGANIZATIONS****Alpha Omega Alpha (AOA)**

Alpha Omega Alpha (AOA) is the only national medical honor society. The society was created to honor students, residents, and alumni who have demonstrated excellence in the study and practice of medicine. The AOA chapter at SUNY Health Science Center at Brooklyn is the Eta chapter for New York. AOA is open to all medical students in the top quarter of the class but limited to a number equal to one sixth of the class.

The student members of AOA are involved in a number of on-campus activities. AOA annually sponsors the Subspecialty Information Forum and the Student to Student Forum, to assist in residency preparation. AOA helps run peer tutoring sessions and review classes for COM students. Other activities include recruitment for the medical school, community service, Research Day, Alumni Association events and the annual AOA guest lecture and dinner. The annual lecture precedes the dinner and is given by a distinguished guest on a pertinent topic.

**American Medical Association (AMA)**

The American Medical Association (AMA) medical student section is dedicated to representing medical students, improving medical education, developing leadership and promoting activism for the health of America. Organized in 1972, the AMA-MSS has over 44,000 members nationwide and represents students from 144 accredited schools. The AMA-MSS strives to be the medical students’ leading voice for improving medical education. Its four core values are advocacy, leadership, excellence, and integrity. AMA is open to all COM students.

**American Medical Student Association (AMSA)**

The American Medical Student Association (AMSA) is a national and local organization of medical and pre-medical students. It is the nation’s oldest independent medical student organization run by and for medical students. There are over 28,000 members nationally. The organization is dedicated to giving medical students a voice in public policy as well as providing medical, social, and community service oriented programs. AMSA is open to all COM students.

With AMSA, the students make up the organization. Students shape the views, students become the leaders, and students forge the path for their own future using the resources that we offer.

The Downstate chapter of AMSA has programs and activities from September to June. On the national level AMSA sponsors programs through the year such as National Primary Care Day, which is held in October, as well as, a National AMSA Convention in March.

**Anesthesia Society**

This organization will provide a forum for discussion of medical interests specific to the field of anesthesiology and related topics. The society promotes excellence in medical care, education, and research in anesthesia. This society is open to all the students at Downstate Medical Center.

### **Asian Pacific American Medical Student Association (APAMSA)**

The Asian Pacific American Medical Student Association is Downstate's chapter of the national organization that aims to address those issues important to Asian-American medical students.

One part of our mission is to bring together Asians and others interested in the health issues that affect Asians so that we may have a strong, collective, public and political voice. We are interested in both directly promoting the health and well-being of the Asian community as well as in helping all health care workers who work with these communities understand how to care for the Asian patient in a culturally sensitive manner. Finally, APAMSA provides an important forum for APA medical students to meet, exchange information and experiences and develop personally and professionally.

### **Chinese American Medical Society (CAMS)**

The Chinese American Medical Society was conceived by a group of New York City Chinese Physicians in 1964 as a network for health professionals. Today the organization is dedicated to promoting the scientific association of medical professionals, to advancing medical knowledge and scientific research with emphasis on aspects unique to the Chinese, and to promoting the health status of Chinese Americans. The purpose of the Chinese American Medical Society is to unite medical students dedicated to promoting the health status of, and raising awareness for the special health needs of the Chinese-American community. Membership is extended to all students of SUNY Downstate interested in reaching out to the Chinese-American community.

### **Daniel Hale Williams Society**

The Daniel Hale Williams Society (DHWS) is SUNY Brooklyn's chapter of the Student National Medical Association (SNMA); an organization dedicated to healthcare education, leadership development, networking, and community outreach. The organization is named for an African-American physician who was the first to perform open-heart surgery in which the patient survived. The SNMA is comprised of ten regions. Our chapter is part of Region IX which is one of the largest regions in the SNMA. Region IX encompasses all the medical schools in New Jersey and New York. The DHWS is open to all COM students

The DHWS' mission is undertaken with the understanding that medical students of African-American, Caribbean, and Latino descent have unique obstacles which create a common ground of need even in the face of diverse histories, cultures, and languages of these peoples. In order to help fulfill this need a democratic organization of underrepresented medical students is a necessary part of finding and implementing potential solutions.

DHWS is more than an organization, we are a family. Members support each other emotionally, as well as, educationally. All new entering students are assigned a big brother or sister and a faculty mentor through the Office of Minority Affairs. During the year, DHWS holds monthly meetings to discuss relevant medical school issues and exchange ideas. We often invite prominent physician and professional guest speakers to share their experience.

Annually, we host a Premedical Conference and participate in the celebration of Latino and Black History Months. We are active in community events such as, health fairs, preventive medicine outreach programs, and mentorship to various high schools and colleges in the Brooklyn area. The highlights of the year are the SNMA National Convention held in the spring each year and the Annual Senior Dinner we host as a farewell to our graduates.

Dr. Daniel Hale Williams was one who returned to help his community. It was with his people that he identified both intellectually and emotionally. In his words, "My greatest reward is knowing I can help my fellow man, especially those of my own race, who so deserve a better way of life." In this spirit our membership is responsive to both our own and fellow classmates' academic development and excellence. We create opportunities to aid and assist minority students who seek a profession in medicine. We invest our energies in educating our community and ensuring that they will have a better and healthier way of life. In these efforts, we envisage and manifest the full richness of Dr. Daniel Hale Williams' legacy.

### **Dermatology Club**

The purpose of the Dermatology Club is to foster a broad educational goal of raising awareness of the field of dermatology. The club is both a social and cultural organization, determined to design and execute community outreach programs to educate various populations about various dermatologic conditions prevalent in those areas.

### **Downstate Christian Fellowship**

The Downstate Christian Fellowship (DCF) is SUNY Downstate's chapter of the Christian Medical and Dental Associations (CMDA), the national associations of Christian physicians and dentists. We are an inter-denominational group of students, faculty, and staff from the Downstate community who meet weekly to study the Bible, pray, and share our experiences with one another. Our purpose is to deepen our love for God and for one another, to share the Good News of saving the love of Jesus Christ through various events and personal witness, as well as to tend to our patient's spiritual needs while caring for them physically. Individual membership in CMDA is encouraged but not required for DCF membership. DCF is open to ALL Downstate students.

As part of our ministry, we meet in fellowship with Christians from other New York City medical schools, invite Christian speakers, and reach out to the community through events such as the Christmas gift donation and caroling at the Kings County Hospital and the University Hospital Pediatric wards. Through the DCF, our hope is to understand our God's plan concerning our roles as health care providers. If you are interested or want further information please utilize our mailbox at the Student Center.

### **Downstate Music Club**

The Downstate Music Club exists to increase the awareness of performance and visual arts and to offer opportunities for participation and expression in the arts. Membership is open to all SUNY Downstate students.

### **Downstate Students For Choice**

Downstate students for Choice is a national organization representing approximately 100 medical schools. Concerned students all across the United States formed to increase our educational opportunities and ensure women receive comprehensive reproductive health care in the future.

**Downstate Surgery Society**

The purpose of the Surgery Society is to provide students early exposure to the field of surgery. Students have the opportunity to take part in workshops and group discussion with specialists in the field of surgery. The Surgery Club is open to all SUNY Downstate students.

Talks are planned at which surgeons will explain new advances in the field. Surgeons will benefit by discussing their work with interested students. Students will be encouraged to scrub in on cases.

The Surgery Society continues to explore avenues through which students can gain a greater awareness of issues facing surgery as we enter the 21st century. The outcome of these experiences and interactions will be a more educated student with a greater understanding of the field of surgery.

**Downstate's Organization of South Asian Students (DOSAS)**

DOSAS or Downstate's Organization of South Asian Students consists of students whose passion is to create cultural awareness throughout the Downstate campus. With one of the most diverse campuses in the country, it is important to spread cultural awareness. By holding various events and functions, DOSAS will serve to promote the Indian culture while supporting the community we live in. Together, we will celebrate various cultures and nationalities as a single entity. DOSAS events are open to the entire SUNY Downstate community.

**Emergency Medicine Interest Club**

The Emergency Medicine club exists to expose students to the field of emergency medicine and to provide fellow students with opportunities to meet ER physicians and residents and learn about their profession and lifestyle. The club seeks to provide students with the opportunity to relate academic knowledge to clinical experience. To encourage interest in research projects dealing with emergency medicine and its subspecialties and to facilitate enrollment in such research projects. Membership is open to all SUNY Downstate students.

**Ethics Society**

The purpose of "Students Ethics Society" is to promote the exploration and discussion of ethical issues that affect the lives of medical students and members of the healthcare profession.

**Global Health Club**

The Global Health Club is a forum for students who are interested in global health to share ideas and resources. We also aim to increase awareness of global health issues and opportunities to study or work abroad for the larger body of students at SUNY Downstate.

**Iatros, College Of Medicine Yearbook**

Iatros is the College of Medicine yearbook. Iatros is open to all COM students.

**Latino Medical Student Association (LMSA)**

The Downstate Latino Medical Student Association (LMSA) chapter is a Latino based student group representing the various medical and health related professions. Its mission is to educate the public and one another about Latino health issues, advocate for increased Latino representation in health related areas, and promote awareness about social, political, and economic issues as they relate to Latino health. In addition, LMSA serves as a support network for Latino students. The chapter however, is not limited to Latinos, but open to anyone willing to expand their cultural horizon.

**Maimonides Society**

The Maimonides Society is a student run organization whose purpose is to promote Jewish life at SUNY Health Science Center at Brooklyn. It is intended to increase awareness and education about various Jewish events throughout the year and to provide programs to enhance Jewish life on campus. The organization is open to all students and faculty. The Maimonides Society is open to all SUNY Downstate students.

In addition to prayer services for its members, the Maimonides Society sponsors an annual Sukkoth party in our Sukkah. Join us when we decorate the Sukkah! During Sukkoth you can attend the Sukkah Bash and feast while listening to a holiday drash (talk). On Purim day, the Society sponsors the reading of the Megillah along with a luncheon.

The Maimonides Room serves as our Beit Midrash and is a wonderful place for any student to come and learn. Many students find partners and learn on their own. If you would like to learn with a partner, please contact us. We encourage individuals at all learning levels to seek partners. The Maimonides Society is also organized a Bikur Cholim program in which students visit patients in the hospital.

**Medical Artists' Guild (MAG)**

Our main purpose is to have a club that will allow students and other members of the Downstate community to express their ideas or thoughts through writing, poetry, and art. With our publications/online magazine, we want to foster an environment including poetry readings and art exhibitions on campus.

**Muslim Student Association**

The Muslim Student Association is designed to support Muslim students of the Health Science Center at Brooklyn and to present Islam to the Downstate community as a comprehensive way of life. It also provides an educational forum regarding its creed.

Meetings are discussions on Islamic topics of interest and are open to all members of the Downstate community. The MSA is open to all SUNY Downstate students.

**Occupational Therapy (OT) Club: Student Occupational Therapy Association (SOTA)**

The SOTA is an affiliate of the Assembly of Student Delegates of the American Occupational Therapy Association (AOTA). It is open to all OT students in the OT Program at SUNY Downstate. The purpose of the group is to organize social, fundraising, political advocacy, community service and professional development activities in order to facilitate camaraderie and peer support, connect OT to the Downstate community and develop leadership within the OT Program. SOTA holds regular monthly meetings as well as smaller committees to plan and organize student activities. SOTA is run by an elected board of officers, elected each fall to serve for the subsequent year.

**Oncology Club**

The Oncology Club seeks to develop our interests in the field of oncology through student, community, and patient education and outreach. Each year, the club runs a Room Makeover for one Pediatric Oncology patient and completely transforms a room in their home. They are also working with the Ronald McDonald house in establishing a room at Kings County Hospital.

**Ophthalmology Club**

The purpose of the Ophthalmology Club is to educate and expose members of the Downstate community to the field of Ophthalmology. The Ophthalmology Club is open to all SUNY Downstate students. An annual eye glass drive is one of the many events which they sponsor.

**Orthopedic Surgery & Sports Medicine Club**

The Orthopedics Surgery & Sports Medicine Club is designed to educate and expose members of the Downstate community to the various issues and opportunities in Orthopedics & Sports Medicine. The Orthopedics Surgery & Sports Medicine Club is open to all SUNY Downstate students.

**Otolaryngology Club**

The Otolaryngology Club is designed to educate and expose members of the Downstate community to the various issues and opportunities in Otolaryngology.

**Peds R Us**

Downstate's pediatrics club is a forum for all university students to learn about and contribute to children's healthcare and wellness issues through educational and recreational activities. Academically, from lectures and panels by professionals, we hope to gain useful knowledge that can be applied in clinical and other interactive settings with children. Other activities include a reading hour in the pediatric ward, conducting health education in neighborhood schools, and sponsoring a cooperative community fair with other organizations.

**Physical Therapy Club**

The Physical Therapy (PT) Club promotes awareness of the physical therapy profession within the Health Science Center and its general community. Its primary goals are to involve its members in: 1) serving the community, 2) supporting the physical therapy profession, and 3) providing a social atmosphere for its members to interact with other future health care professionals. Some activities that the club has been involved with are: promoting PT month, helping with resumes and interviewing skills, helping to stretch and massage the runners of the NYC Marathon and also sponsoring a Happy Hour. The PT Club is open to all CHRP students.

**Physician Assistant Club**

The Physician Assistant (PA) Club was established in the spring of 1997 on behalf of the PA class of '98 and future PA classes. The club promotes PAs, does fund raising, arranges National PA Day activities, and participates in University activities as one of the programs in the College of Health Related Professions. The PA club has organized monthly meetings and discussions on present and future practices. Through all of our activities, we hope to unify the students in the PA program as well as establish more of an understanding of the PA program as well as the PA profession. The PA Club is open to PA students.

**Pride Club**

This organization works to confront discrimination and obstacles arising from prejudice at the University and in our various professions by increasing awareness of homophobia and having direct input into the ways it can be confronted and eliminated. We work to address these issues as they affect ourselves as students and professionals and as they affect the quality of care provided to patients. The Pride Club is open to all SUNY Downstate students, faculty, and staff.

One of our primary goals is to provide a healthier, more open and tolerant atmosphere on campus and to reduce the sense of isolation felt by many lesbian, gay and bisexual people because of prevailing homophobia.

**PSYCHSIG**

PSYCHSIG is designed to educate and expose members of the Downstate community to the various issues and opportunities in Psychiatry. PSYCHSIG is open to all SUNY Downstate students.

**Students For A National Healthcare Program**

The Downstate chapter of the Students for A National Healthcare Program (SNHP) is designed to educate physicians, healthcare workers, students, and the general public on the need for a comprehensive, high-quality, publicly-funded healthcare program, equitably-accessible to all residents of the United States. The SNHP is open to all SUNY Downstate students.

**Student Note-taking Service (Transcript Service)**

The Student Note-taking Service is responsible for course transcripts. Please contact Medical Council for more information.

**Student Interest Group In Neurology (SIGN)**

SIGN is the American Academy of Neurology's Student Interest Group in Neurology. SIGN's purpose is to introduce medical students to the field of neurology through discussions by neurologists, seminars, learning materials and other relevant activities. SIGN will help students become aware of opportunities and activities related to the field of neurology.

**Students For Social Responsibility**

The Students for Social Responsibility (SSR) is a student run organization open to all students within the SUNY Downstate community. It is the only organization committed solely to community service activities. SSR promotes healthcare, reduction of violence, flu shot program and education within the Brooklyn Community. Major activities include visits to homeless shelter clinics, health education programs, and a high-school anti-violence program.

**SUNY Downstate Biotech & Pharma (SBP)**

The SUNY Downstate Biotech & Pharma (SBP) is a non-profit, student run organization open to all students within the SUNY Downstate community. The purpose of SBP is to support the transition of its student members from academia to industries such as biotechnology, pharmaceuticals and healthcare. The SBP achieves this through promoting knowledge and awareness of the business side of the industry. Furthermore, the SBP builds and fosters an industry and academic network within SUNY Downstate, alumni, and the greater New York City region.

**Tharos, College Of Health Related Professions Yearbook**

Tharos is the College of Health Related Professions yearbook. Tharos is open to all CHRP students. For more information, please contact the CHRP Council.

**Wilderness Medicine Club**

This organization is a way for students to learn how to perform basic first aid, safety and medical treatments in the wild. The group will travel to parks and other locations to practice techniques. The group invites lectures to come talk to students about different types of wilderness medicine.

**For More Information, contact the Student Center at 270-2485**

**OTHER UNIVERSITY OFFICES****FACILITIES MANAGEMENT & DEVELOPMENT**

FM&D maintains all Downstate Medical Center buildings and campus spaces, cleans the BSB and the HSEB, and manages campus design and construction, as well as environmental health and safety. FM&D depends on your cooperation to keep classrooms, hallways, and restrooms clean and safe.

Work order requests for routine building repairs can be phoned in to 718-270-1212 between 8 a.m. and 4 p.m., Monday through Friday.

Primary emergency requests for situations such as flooding, or loss of essential utilities for life support or health and safety, may be reported 24 hours per day, seven days per week by calling 718-270-1212 or 718-270-2810. FM&D responds to such calls immediately.

Secondary emergency requests such as for clogged toilets/sinks and broken windows also can be reported by calling 718-270-1212, and will be corrected weekdays during the 8 a.m. to 4 p.m. shift. For light bulb replacement, call 718-270-1222.

FM&D depends on the faculty, staff and students of the Downstate community to remain aware of the environmental aesthetics of the campus, and urges them to promptly report any maintenance deficiencies that require correction or repair.

Telephone 718-270-2376 to report cleaning and housekeeping concerns in BSB and HSEB restrooms, lecture halls, 5th and 6th floor carrels, and other student study areas.

If you are holding an event or an organizational/group meeting, remember to request large plastic bags from the FM&D Housekeeping staff for your refuse. Clean up your meeting room following your meeting, and straighten out the furniture, restoring the room to the condition you would like to find if you were entering the area.

**OFFICE OF INSTITUTIONAL ADVANCEMENT (IA)**

This office is responsible for public relations, publications, media relations, and select center-wide special events. It is also responsible for establishing a graphics standard on official publications, stationery, and signage.

Students must obtain approval from IA to invite reporters to campus (call the Director of Media relations at x2696), or to obtain approval for use of the Center's logo (call IA, at x1176).

Students interested in organizing events should follow Facilities Usage Committee Regulations. If students are organizing events that require the president's participation in an event, students should coordinate the plans with the President's Office (ext. 2611) prior to setting a date. Students are required to inform IA of outside groups or individuals invited to campus (email [adinham@downstate.edu](mailto:adinham@downstate.edu).) This should be done at the same time that space for the event or visit is booked.

Students who wish to fundraise must review their plans with, and receive approval from, the Office of Philanthropy (ext. 4418).

IA also assists in preparing materials for nominating honorary degree recipients and choosing Commencement speakers.

Students are welcome to seek professional advice and counsel from this office on planning special events, and printing newsletters and brochures. This office is located in BSB 1- 101.

**OFFICE OF COMMUNITY AND GOVERNMENT RELATIONS**

The Office of Community and Government Relations acts as liaison to Federal, State and City elected officials and governmental offices. This office also works closely with community-based organizations, providing assistance, information and support for a wide variety of projects and initiatives. This office provides information about volunteer opportunities in the community and supports a wide variety of departmental and student organized outreach initiatives.

The Assistant Vice President for Community and Government Relations should be contacted prior to any contact with elected officials unless it is of a personal nature at: Office BSB 1-101, Ext. 1490.

**OFFICE OF DIVERSITY AND INCLUSION**

Compliance with the equal opportunity laws and regulations listed below is within the scope of responsibilities of this office.

- Title VI of the Civil Rights Act of 1964 as amended - Prohibits discrimination on the basis of race, color or national origin in admissions, access to courses or programs, and student policies;



- Title IX of the Educational Amendments of 1972 - Prohibits exclusion from participation in, or denial of benefits, or subjection to discrimination on the basis of sex in any education program or activity receiving federal financial assistance; Ms. Shaundelle Goldsmith is SUNY Downstate’s Title IX coordinator.
- Section 504 of the Rehabilitation Act of 1973 - Prohibits discrimination on the basis of physical or mental handicap in any federally assisted program or activity;
- Age Discrimination Act of 1975 - Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance;
- Under *State Education Law S224-a*, no person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that (s)he is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days. Moreover, the *Religious Freedom Restoration Act of 1993* - requires federal, state and local governments to demonstrate a compelling interest before burdening an individual’s exercise of religion.
- State of New York, *Executive Order 28* establishes that no State agency or department shall discriminate on the basis of sexual orientation against any individual in the provision of any services or benefits by such State agency or department.
- Americans with Disabilities Act of 1990 (Titles II-V) and American with Disabilities Amendment Act of 2008 - Prohibits discrimination on the basis of disability in public service and public transportation, public accommodations, telecommunications and miscellaneous provisions.

Students are invited and encouraged to consult with the Office of Diversity informally when situations or problems relating to perceived discriminatory treatment or behavior occur.

In addition, the complaint procedure process may be used by any Downstate Medical Center employee, student, or third parties participating in a University sponsored or affiliated activity, when the respondent is a Downstate employee or student for the identification of allegations of unlawful discrimination on the basis of race, sex, color, religion, age, national origin, disability, marital status, status as a disabled veteran or a veteran of the Vietnam era, sexual orientation, or retaliation. This process is not intended to replace, duplicate, or supplant any other grievance procedure, nor does it deprive a complainant of the right to file with an outside enforcement agency. This procedure, regarded as an additional mechanism for the investigation and resolution of allegations of unlawful discrimination on the basis of race, sex, color, religion, age, national origin, disability, marital status, status as a disabled veteran or veteran of the Vietnam era, sexual orientation, or retaliation, will benefit staff, faculty, students, and administration.

The complaint procedure process in its entirety may be found in the Appendix.

In keeping with efforts to establish an environment in which the dignity and worth of all members of the campus community are respected, sexual harassment of Downstate Medical Center students and employees is unacceptable conduct and will not be tolerated. Sexual harassment is: any unwanted verbal or physical sexual advance, sexually explicit derogatory statements, or sexually discriminatory remarks which are offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation, or which interfere with the recipient’s education, or which creates an intimidating, hostile, or offensive educational environment.

Sexual harassment is a form of sex discrimination and is a violation of Title IX of the Educational Amendments of 1972. Under the law, there are two forms of sexual harassment: quid pro quo conduct occurs when specific academic benefits are withheld or penalties are imposed as a means of coercing sexual favors; hostile environment sexual harassment occurs when a person in authority either creates or condones an academic environment in which sexual harassment is present. A sexual harassment complaint may be filed not only by an individual directly victimized by sexual harassment, but also by any other individual who objects to the behavior, and/or fears that such behavior may adversely affect their educational status or prospects. Ms. Shaundelle Moore Goldsmith, EEO and Title IX Advisor, is SUNY Downstate’s Title IX coordinator. (Additional information in the Appendix.)

Downstate Medical Center is committed to the prompt and equitable resolution of allegations of discrimination on the basis of sexual harassment. Students may consult and/or file a complaint with the Office of Diversity and Inclusion utilizing the complaint procedure process mentioned above and described in the Appendix.

**PARKING**

Since parking at Downstate Medical Center (DMC) is limited, it has been divided as fairly as possible among the many groups who frequent the Center: staff, students, visitors, etc. With regard to student parking, availability is as follows:

SCHOOL	YEAR	METHOD OF DISTRIBUTION
CHRP	Sr. Yr.	Lottery
Nursing	Sr. Yr.	Lottery
Medicine	3rd	Only during rotations at Kings County or University Hospital*
	4th	When during mandatory sub internship or clerkship rotations at Kings County or University Hospital*
Graduate Studies		As assigned by the Dean of the Graduate School

For additional information, please contact the Parking Office at 825 New York Avenue, 1st floor, M-F 9 a.m. - 4 p.m., 718 270-3163 (Brian Corby).

## HSCB FOUNDATION LOT

The Parkside Avenue/ Winthrop Street parking lot vehicle entrance is located at 404 Winthrop St. between New York Avenue and Nostrand Avenue. Pedestrians can access the lot from Winthrop Street or Parkside Avenue. It is owned by the HSCB Foundation, Inc. but many Downstaters still use its old name, Beneficial Fund Parking Lot. The DMC Parking Office oversees lot operation while FSA Business Office administers financial related issues including selling parking decals. The lot is open Monday to Friday between 5am and 10pm except holidays.

Monthly Parking Decals and Weekly Passes are sold at the FSA Business office in the Student Center, 394 Lenox Rd, Room #2-09. Monthly decals expire on the 15th of each month. Daily passes expire 1 month from date of purchase, and no refunds are made for unused parking decals or passes.

MONTHLY Parking decals: \$30.00 for 1-month, and \$90.00 for 3-months. Decals are available to all Downstate students, faculty and staff who enter their names on the parking waiting list at the FSA Business Office. When a monthly parking decal owner leaves DMC (becomes vacant), the next person on the waiting list is notified. The typical waiting list time frame is 36 months. Decal renewals are sold 3 working days prior to the 15th of each month.

## **PERSONAL SAFETY COMMITTEE**

The Downstate Personal Safety committee is charged with the examination and assessment of existing policies, procedures, practices and programs, including those relating to safety education, that impact on the personal safety of students, faculty, and staff, in and around campus. The focus of the Committee is to review and discuss matters pertaining to the security of individuals, including critical incidents, and make recommendations for the improvement of personal safety. The Committee is comprised of students, faculty, and staff and meets at least once per semester. An annual report of the Committee's activities is submitted to the President and is available upon request from the Division of Student Affairs.

## **UNIVERSITY POLICE**

The University Police Department maintains a pro-active approach toward reduction and suppression of crime on campus. Chief: Thomas Dugan, Room A1-85A BSB, Box 1201, 270-3161. You can access the University Police/Public Safety website at: <http://www.downstate.edu/police/>

The following explains the make-up of the department and the initiatives it takes.

Officers are assigned to:

- Entrances in each building
- patrol each building
- Booths that are located in areas of high pedestrian traffic
- Radio-equipped motor vehicles

Identification/Facility Access: There are systems in place that are designed to ensure that persons entering the Downstate Medical Center (DMC) are authorized. Faculty, staff and students are required to display SUNY Downstate identification cards when entering SUNY Downstate, and to prominently display it at all times while on campus. Visitors are issued temporary visitor passes.

### I.D. Card (Downstate Card)

Complete and current Downstate Card policies and features are available at: [www.downstate.edu/downstatecard](http://www.downstate.edu/downstatecard).

All enrolled students are issued a Downstate Card at no cost that serves as an ID Badge for access to all DMC facilities. It is imperative that students treat their Downstate Card with good care, since the card is intrinsic to DMC's homeland security. The student to whom the ID card is issued is entirely responsible for its use or misuse. Students must carry their cards with them at all times, and must never lend their ID cards to any other persons. If it is ever lost or stolen the card could potentially provide an unauthorized person to gain access to DMC facilities. If your Downstate Card is ever lost, stolen or damaged, it must be reported immediately to the Downstate Card Office at 718-270-4600 (Ext. 4600 from on campus).

To receive a replacement card you will be required to pay a NON-REFUNDABLE fee (\$40 as of Fall 2011). Your Downstate Card must be surrendered upon graduation or separation in order to receive your diploma or a copy of your transcript. A hold will be placed on your Downstate student record until such time as your Downstate Card has been returned or the non-refundable fee is paid. If the card is lost immediately before graduation, students are required to pay the lost/stolen card fee and will be issued a LETTER authorizing release of the graduation diploma.

Students may be asked by University Police and/or Public Safety officers or other University personnel, including student managers, resident advisors, and desk assistants, to show their ID cards. When such requests are made by authorized personnel, students are expected to cooperate by producing their ID cards. This helps assure that only persons with legitimate interests use campus facilities. The ID card is necessary on campus to use various services such as the student health service, gymnasium, library, etc. Any person not producing a valid ID card when requested, is assumed not to be a member of the campus community; and if the situation warrants, may be asked to leave campus or be charged with trespassing.

The Downstate Card office shares student non-confidential information with other DMC offices to facilitate essential applications such as door access, library use and photo verification during exams.

Phones/Alarms: There is a network of emergency telephones (red) conveniently located throughout DMC. In addition, there is also a network of panic alarms located at various places, including the corridors, laboratories, rest rooms and on-call rooms. Both the "red" phones and panic alarms are linked directly with the University Police Department and are monitored 24 hours a day to ensure a quick response to all emergencies.

Escort Service

- After 1 a.m. - upon demand (Extension 270-2626), until 5 a.m. weekdays and from 1 a.m. on Saturday until 5 a.m. Monday.  
An unscheduled service designed to move faculty, staff and students at off-peak hours to local destinations (e.g., dorms to Kings County, University Hospital to garage, etc.) To obtain this service, call 270-2626 and explain your request.

Shuttle Service: To enable personnel who commute by public transportation get to their points of departure safely, the University Police Department provides transportation to subway stations and bus stops. The shuttle runs from 5 a.m. until 1 a.m. on weekdays. Escort service is available when the Shuttle is not in service. There is also a shuttle service to and from the off-campus parking facilities and Downstate Medical Center.

- During the hours of 3:00 p.m. until 10:30 p.m. Mondays-Fridays, a van will depart at regular intervals from University Hospital (445 Lenox Road) and HSEB (395 Lenox Road enroute to the following locations: HSCB Foundation parking lot (404 Winthrop Street), subway stop at Winthrop/Nostrand (#2, #5 trains), Business Office (711 Parkside Ave.), Parking Garage (323-359 Clarkson Avenue), Parking Lot (225 Clarkson Avenue, Church Avenue and Nostrand Avenue).

Package Inspection: To ensure the security of state property, the University Police Department supervises the removal of equipment and other state property from DMC. An "Equipment Removal Form," signed by an authorizing agent, along with identification of the person removing the property, is required. A "Personal Property Form" is prepared when personal property (radio, television, etc.) is brought into the institution and this form is used to identify ownership when the property is being removed.

Interagency Relationship: The staff of the University Police Department has established and maintains clear and continuous channels of communication with local law enforcement agencies.

Closed Circuit Television System: A CCTV system monitoring the interior and exterior of the HSCB campus is recorded 24 hours a day by the University Police Department.

Perimeter Lighting: Additional high intensity lighting has been installed on exterior areas of the campus in addition to that already provided by the City of New York.

Incident Reports: Call University Police at 718 270-2626 to report incidents relating to criminal actions and other emergencies on campus.

Student Responsibilities: We emphasize that isolation can occur almost anywhere on campus, depending on such circumstances as the time of day, day of the week, building, etc. A few common sense rules to avoid isolation are:

- walk and travel in groups, if possible
- use University Police escort and shuttle service
- be aware that the University Police department monitors its telephone switchboard (Extension 2626) 24 hours a day and that red telephones have direct contact with University Police without dialing
- be aware that the University Police department has emergency alarm buttons throughout the University Hospital, Basic Sciences Building, DMC Student Center and dormitories which, if activated, University Police staff are dispatched to investigate.

Procedure for Reporting Sexual Assaults Off Campus: Allegations of sexual assault or rape occurring off campus should be reported at once to the local police via 911 and to University Police via 718-270-2626.

Rape Counseling: Kings County Hospital Department of Social Services Domestic Violence Coordinator, call 718 245-4374 or 718 245-4012, MF 9 a.m.-5 p.m. Medical assistance available in Kings County Emergency Room on a 24 hour basis.

Other numbers for assistance:

NYC Victim Services Hotline 212 577-7777 (24 hours)

NYC Police Dept. Sex Crimes Reporting Unit 212 267-7273

Residence Hall Security: Downstate Medical Center has two residential buildings available for occupancy by its student population. The following security and safety systems are currently in place:

1. 24 hour coverage by University Police officers at main entrance to 811 New York Avenue.
2. 8:30 a.m. to midnight service desk coverage by professional and student staff.
3. Electronically locked main entrance doors. A coded key card is required for access.
4. A panic alarm system on each floor (common areas) and in all public basement areas.

Web Page

The University Police Department has a web page, which is located at <http://www.downstate.edu/police/default.html>. You can view or print copies of our Annual Campus Security Report and Crime Incident Log from this location, and we have other useful information and contact numbers posted for your convenience. You can also request a printed copy of our Annual Campus Security Report by calling our Administrative Office, 718 270-3161.

Crime Statistics Availability Statement (Clery Statement)

A copy of the State University of New York at Downstate Medical Center campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the campus University Police Department. Please direct all such requests to the Department of University Police at 718-270-3161. Information can also be obtained from the U.S. Department of Education website at: <http://ope.ed.gov/security/>.

Information about Bias Crime prevention and Sexual Assault prevention may be found in Appendix II.

**SIGN POSTING**

See Student Conduct section in Appendix IV.

## MORE HELPFUL INFORMATION

### CHAPLAIN SERVICES

The Department of Pastoral Care (telephone 718 270-2594) of the University Hospital of Brooklyn offers spiritual care and pastoral support services to patients, families, staff and members of the Downstate Medical Center community. Religious services and memorials are held in the Hospital Chapel (A1-347) as posted. Chaplains and Rabbi can also be reached through the Page Operator (270-2121) on a 24 hour basis.

#### Hospital Chaplains

Protestant: Reverend Sharon Codner-Walker, MDIV, BCC- Director of Pastoral Care (Email: Sharon.Walker@downstate.edu)

Catholic: (vacant, TBA) Reverend Sharon Codner-Walker is available

#### Religious Services in Chapel Room A1-347

Catholic Mass: Thursdays, 12:05 p.m.

Christian Fellowship Service – Wednesdays 12-1 p.m.

Intercessory Prayer – Mondays 12:30-1 p.m.; 5:30-6 p.m.

The Interfaith Chapel (Room A1-347) is open 7 days/24 hours for use by all faiths/denominations for meditation and quiet prayer. The Chapel, and all services conducted there, can be viewed on the in-house television system, Channel 18, which is available at all times. Interdenominational Services are held in the Chapel for occasions such as Ash Wednesday, and Good Friday. Notices will be posted in advance.

#### Jewish Faith:

Rabbi Yitzchok Holzman, an Orthodox Rabbi affiliated with the Lubavitch community, serves as “Jewish Patient Liaison” for SUNY Downstate Medical Center. Torah classes are given weekly by Rabbi Holzman on a variety of topics, for the well-advanced as well as for beginners. Call for schedules and more information.

Services:

Shacharis Morning Prayer: 8:00 AM, daily.

Mincha Afternoon Prayer: 1:45 PM on the 2nd floor BSB (Radiology) and at 4:00 PM, daily.

Special Holiday programs and events are also held.

Rabbi Holzman is available by calling Tel :( 718) 270-1818, Pager: (917) 218-1818, Email: Rabbi@Downstate.edu

#### Muslim Faith:

Resource Person: Nisar A. Khwaja, MD. (718 245-2665) & designated personnel via Dept. of Pastoral Care (718 270-2594)

Services:

Every Friday from 1:15 - 2:00 p.m. on the Penthouse floor of the Kings County Hospital “T” Building. A prayer room is also available at the same location during the day.

SUNY Downstate: 24 hrs./7days Hospital Chapel A1-347 available for prayer, meditation, and study (prayer mats, beads, and The Holy Qur’an available)

### INSTITUTIONAL HISTORY\*

The State University of New York Downstate Medical Center is one of four such campuses within the 64 unit State University of New York. Located on an urban campus in the East Flatbush section of Brooklyn, the Health Science Center includes the Colleges of Health Related Professions, Medicine, Nursing, a School of Graduate Studies, a School of Public Health, a major research center and the University Hospital of Brooklyn.

The Health Science Center’s history spans over 150 years, during which time it has undergone several name changes. In 1856 two physicians established a dispensary in downtown Brooklyn to provide care for poor immigrants. The Long Island College Hospital grew out of this dispensary. In 1858 the state granted the hospital’s request for a charter to launch a medical school. The school, which opened its doors two years later, revolutionized medical education in the United States. The new school was unique because, for the first time in this country, the teaching of medicine was brought to the hospital bedside and the idea that physicians should be trained exclusively in university classrooms and lecture halls was rejected. It was truly a college hospital.

In 1931 the school was rechartered as the Long Island College of Medicine, with affiliated hospitals throughout Brooklyn. The “Downstate” era began on April 5, 1950 with a special ceremony at the Waldorf Astoria Hotel, where a merger contract was signed between the Long Island College of Medicine and the newly constituted State University of New York. Several years later, the current campus of the SUNY Health Science Center at Brooklyn was built in East Flatbush. In April, 1953, ground was broken for the current Basic Sciences Building, and President Dwight D. Eisenhower laid the cornerstone in 1954. The complex was expanded in 1966 with the opening of University Hospital of Brooklyn. The School of Graduate Studies, the College of Health Related Profession, and the College of Nursing were also added that year.

In 1998, Dr. Robert Furchgott, chairman of Downstate’s Department of Pharmacology, was awarded the Nobel Prize in Physiology or Medicine receiving world-wide recognition for his work, hailed as “brilliantly opening a new domain in science,” and revolutionizing scientists’ understanding of vascular physiology.

Recent developments include the addition of a Master in Public Health program in 2002 and a School of Public Health in 2008. We also returned to State University of New York Downstate Medical Center as our institutional name, and in 2010 we celebrated the 150th birthday of the College of Medicine.

Today, the SUNY Downstate Medical Center is the focal point of a health-care network that encompasses 18 hospitals and research institutions and more than 40 health-related facilities in Brooklyn, Staten Island, and beyond. It encompasses a campus of 13 acres, with a total student body of approximately 1,700 students, a faculty of nearly 3,000 (including full-time, part-time and voluntary staff), and support staff of 3,000.

— Excerpted from the 1995–1996 Resident’s Handbook, Office of Graduate Medical Education. SUNY Brooklyn. \*

## **EMERGENCIES (WEATHER AND OTHER EVENTS)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events, may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, “Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press “2” to hear the status of classes in your individual program. All others, Press “1” to continue to the main menu.”

When you press “2,” you will hear

For FOUNDATIONS 1 press 1

For FOUNDATIONS 2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the School of Public Health, press 6

College of Medicine, Foundations Years 1 & 2 only

Once you press the appropriate year, your unit director will have an announcement, which states the class schedule for all activities for that day, for that unit.

College of Medicine, Years 3 & 4

Follow the schedule at your clinical site. Contact your clerkship director if you are unsure about your responsibilities.

College of Nursing

A message on the College of Nursing’s main number regarding cancellation or delayed starting time.

Nursing students who are in clinical courses should follow the emergency procedure of the particular agency then notify the appropriate Program Director.

College of Health Related Professions

A message on the College of Health Related Profession’s main number regarding cancellation or delayed starting time.

School of Graduate Studies

A message on the School of Graduate Studies’ main number regarding cancellation or delayed starting time.

School of Public Health

A message on the School of Public Health’s main number regarding cancellation or delayed starting time.

**E.A.R.S. (Early Alert & Response System)**

SUNY Downstate has adopted an emergency text-message and e-mail notification system that enables Downstate to send urgent news directly to your cell phone. Once you sign up for the service, Downstate can text your cell phone with timely information about emergencies. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the school to use the service. The service is available to all current students, faculty, residents, and staff of Downstate. To learn more or to sign up, go to [www.downstate.edu/ears](http://www.downstate.edu/ears) and click on the link titled “New User Sign Up.” Please contact the Information Services Help Desk at ext. 4357 with questions about signing up. Additionally, Downstate’s Information Security Group may be contacted via email ([infosec@downstate.edu](mailto:infosec@downstate.edu)) if you have any further questions regarding the program.

**How does it work?**

The system, which is powered by e2Campus, enables Downstate Administration to send instant alerts to registered subscribers’ email accounts and mobile phones via SMS text messages.

Once you sign up, the alerts go straight to your cell phone. It is a convenient system for everyone, because it reaches people whether they are on campus or off campus.

Downstate E.A.R.S. is used to communicate important information during any life-safety event, disaster, or potential emergency such as a snow delay or closing, Department of Homeland Security Advisory, weather warning, gas leak, fire, crime watch, power failure, boil-water advisory, or other emergency event.

All members of the campus community are strongly urged to sign up. It only takes a minute to register you into the system. We hope you take advantage of this important initiative.

# **SCHOOL OF GRADUATE STUDIES**

## ACADEMIC STANDARDS

Graduate degrees are awarded by the State University of New York. A student is proposed for the degree by the faculty of his or her respective graduate program following certification that the student has fulfilled all general and specially designated requirements of the program. Admission of students, continuation or cancellation of registration, appointment of the Thesis Advisory Committee and recommendation for awarding of degrees are the concern of the faculty acting through the dean.

The State University of New York acting through its Provost of Graduate Education and Research, and its Graduate Council approves overall program coverage and establishes basic regulations and procedures.

### Residence Requirements

A year of residence is defined as registration and full-time participation in program activities, including coursework and research, for the entire year. A minimum of two years residence in the School of Graduate Studies is required for the doctorate. Ordinarily, completion of PhD requirements will take four years or longer.

A program may require a student under its sponsorship to carry a full-time schedule during each academic year until the total number of credits required for the degree is completed. "Full-time" is defined by the State University as a minimum of nine credits per semester before Certification of Candidacy for the Doctorate, and as few as one credit per semester following candidacy (satisfactory completion of the qualifying exam).

### Tuition and SUNY tuition scholarship

Students are required to apply for New York State Residency as soon as they are eligible. Once a student has become a New York State resident, the tuition scholarship will be provided at in-state rates only, from then onward. For students in the MD/PhD program and citizen or permanent resident Ph.D. students who are not New York State residents, the school will waive tuition at out-of-state rates for the first year only. After that, tuition waivers for the COM and the School of Graduate Studies will be at the in-state rate.

### Communications with the Graduate Office

All students are required to access their local Downstate e-mail on a regular basis for information from the Graduate School. E-mail is the primary means used in the School of Graduate Studies for communication.

All international students must notify the Graduate School as well as the INS of any change of address within 10 days of moving; all other students must report any change of address at least at each registration.

International non-matriculating students must present visa documentation to the Graduate School registrar each semester at registration.

### Non-Matriculated Students

A non-matriculated student is one who has not been accepted to a degree program but is permitted to register on a semester basis, using the appropriate "non-matriculated student registration" form.

1. "Non-matriculated student registration" forms will be approved and signed by the program prior to registration for a course.
2. Non-matriculated status shall not extend beyond 12 credits maximum, and shall not extend beyond one calendar year.
3. No registration will be processed by the Registrar for non-matriculated status if that student has previously registered for 12 credits.
4. Non-matriculated status does not guarantee entry into a program. A non-matriculated student must complete the entire admissions procedure and will be considered on the same basis as any other applicant.

Non-matriculated students may meet the prerequisite requirements for a course through completion of prerequisite courses, related work experience, and/or demonstrated proficiency related to prerequisites. Each program makes the final decision as to the courses open to non-matriculated students and the number of spaces available in each course.

### Student Curricula

Students plan their curricula in consultation with their program faculty and research advisor. In addition to the program requirements and graduate school requirements listed in the college bulletin, courses may be required on an individual basis. The first year of study toward the doctoral degree is considered probationary and during this time the faculty of the program evaluates the student's capacity for continuance.

A rapidly expanding body of knowledge characterizes contemporary biomedical science, and the curriculum is likely to change repeatedly during a student's tenure in the School of Graduate Studies.

### Course Requirements

Courses approved for graduate credit are listed in the college bulletin. Other courses may also be approved for graduate credit, provided that prior approval is obtained from the student's program director and the office of the Dean, and provided that the course conforms to standards for graduate level instruction.

The unit of credit is defined as one contact hour, or two laboratory hours weekly for approximately twelve weeks.

### Cancellation of Course Registration

A graduate student may cancel registration for a course in progress with the approval of the student's program director and research sponsor (if one has been designated). Written approval for cancellation of course registration must be submitted to the course director and the Dean of the School within the first six weeks of the beginning of the course. Withdrawal later than six weeks after the beginning of a course but before the final examination will result in a record of "W" on the transcript.

### Degree Requirements and Academic Standards

To receive a Doctor of Philosophy degree, in Molecular and Cellular Biology, Neural & Behavioral Science, or Biomedical Engineering, the student must earn a minimum of 46 course credits. The academic program for each degree is determined by each Program.

Comparative course grades, in the order of value (4,3,2,1,and 0) are: A, B, C, D, and F. + and - contribute  $\pm 1/3$  points to the grade; there is no A+. In any course in which no comparative grade is given, designations “S” (Satisfactory) or “U” (Unsatisfactory) are used. “S” or “U” may be used for courses with 2 or fewer credits. A grade of “B” or better or an “S,” must be obtained for credit in all required courses taken in a student’s sponsoring program. For the purpose of calculating a grade-point average, an “S” has a value of 3 in required program courses.

A conditional grade may be given at the discretion of the course director if there is a failure of part of a course that requires remedial work. The student must have performed well in other segments of course to warrant a passing grade upon successful remediation of a segment of a course. Course directors have the option to not use the conditional grade; students are notified of course grading policies at the beginning of each course. A conditional grade will be indicated on the transcript with an asterisk (conditional grade, post-remediation).

**Course “Incomplete”** A grade of “Incomplete” (I) shall be reported on the grade roster to the Office of the Registrar, for any student who has obtained, in advance, the permission of the course instructor to postpone completion of specific course requirements beyond the semester in which the course was taken.

1. Students who receive an “I” in a course, must arrange for an anticipated date of completion with the course instructor. This date is to be determined by the faculty member, but is not to exceed the end of the following semester in which the student is actively enrolled.
2. Students must have a letter grade in a prerequisite course to progress to any course(s) for which this course is a prerequisite. The completion of the outstanding requirement(s) is not to exceed 10 days from the date of being informed of the incomplete grade. Failure to remove the “I” grade within 10 days from the date of notification will result in administrative withdrawal from the course for which this Incomplete is a prerequisite.
3. Upon successful and timely completion of course requirements, the grade “I” will be removed and the letter grade will be recorded on the student’s transcript.
4. A Change of Grade form must be submitted to the Office of the Registrar by the faculty member at the completion of the requirements. If this form is not submitted by the appropriate deadline, the “I” will be converted to an “F.”
5. As an internal procedure, before changing an “I” grade to an “F,” the School of Graduate Studies Registrar will submit a list of the outstanding incompletes to the Dean of the School of Graduate Studies.
6. A student on approved “Leave of Absence” with an outstanding “I” grade, must remove the “I” by the end of the first semester after returning as a registered student.

### Transfer of Credits/Records

Students who have completed graduate courses at another institution, prior to matriculation, with a minimum grade of “B” or better, may transfer credits if the courses are judged equivalent to those required at SUNY Downstate’s School of Graduate Studies Programs. The Program Directors and the Dean of the School of Graduate Studies determine the acceptability of transfer courses. Transfer of approved credits earned prior to matriculation to the School of Graduate Studies will appear on the transcript accompanied by the letter “TR.” A maximum of twelve credits may be approved for transfer from other accredited graduate schools, if those credits were taken prior to matriculation. Once matriculated, credits will not be transferred if taken subsequent to matriculation. To qualify for program of study transfer credit, you must initiate a request for it through the Dean during your first year at SUNY Downstate. Students must provide an official transcript and a copy of the course materials for the courses to be considered for transfer.

Continuing registration of graduate students from term to term is contingent on satisfactory academic performance and satisfactory progress toward the degree. Students are expected to maintain a “B” average in courses within their own program to remain in good academic standing. Even when they must retake a program course for which they received a grade lower than “B” their GPA must be “B” in program courses. A grade of “C” or better is required for graduate credit in other courses. Students must maintain an overall average of at least a “B-” ( $\geq 2.67$ ). If their average falls below a “B-”, students will be considered on academic probation; a student cannot be on academic probation for more than two semesters, sufficient time to remediate a low grade. Special consideration will be given if the course in question is given every other year. Satisfactory progress toward degree implies timely completion of required course work and Graduate School Requirements as stated in the table below. Failure to meet the following timetable of Graduate School Requirements may result in being placed on academic probation.

TIMETABLE	
GRADUATE SCHOOL REQUIREMENT	DEADLINE
selection of thesis laboratory after at least two lab rotations	second academic year
passing the comprehensive examination	fifth semester (1st semester of the 3rd academic year), earlier at the discretion of the program
formulation of thesis advisory committee	third year, earlier at the discretion of the program
presenting a thesis proposal	fourth academic year, earlier at the discretion of the program
predefining and defending the thesis	sixth academic year



Students who fail to propose by the end of their fourth year will be reviewed at that time and annually until their proposal is presented. In addition, the program faculty may at any time recommend to the Dean that a student be refused further registration or be allowed to register only for a less advanced degree.

#### Reexamination Policy

In general, special requirements and policies on reexamination are announced by the course director(s) at the beginning of the course. The graduate faculty is under no obligation to allow reexamination following an unsatisfactory performance by a student.

Students who have not achieved satisfactory academic performance in basic science courses offered by the College of Medicine may, at the request of the sponsoring program, be allowed the option of reexamination during the same academic year.

#### Auditing of courses

There is no special provision for auditing, *but* graduate students may attend lectures with the approval of the course director.

#### Student Access to Records

The School of Graduate Studies is in full compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives students access to their educational records. Students can arrange to review their records by contacting the Graduate Office.

#### Academic Integrity

All students in the graduate school of SUNY-Downstate Medical Center must display the highest level of integrity by abstaining from any form of fraud, dishonesty, or deceit. Students are required to be familiar with these standards of academic integrity. The following descriptions are examples of infractions of academic integrity rather than an inclusive list:

1. Plagiarism. Examples of plagiarism include paraphrasing or summarizing without acknowledgment; submission of the work of another person as one's own; purchase of prepared research or completed papers or projects; unacknowledged use of research sources gathered by someone else. Any faculty member reviewing the work of the student can decide whether plagiarism has been committed. Faculty members will determine the degree of dependence on unacknowledged outside material, inadequate acknowledgment, or the presence of misleading references. Students are encouraged to contact individual faculty members for information about potential issues of plagiarism.
2. Academic dishonesty. Examples of cheating include: the use of notes, books, or other aids during an examination; having another person taking an examination in your place; using information from another during the exam; assisting another during exam; passing of examination information to students who have not yet taken the examination. Academic dishonesty also includes submitting portions of the same work for credit more than once or citing another's unpublished work without permission. Dishonesty also includes falsification of research data that is the intentional misrepresentation of circumstances, procedures, participants, or results of a research project
3. Forgery involves imitating another's signature on academic or other official documents.
4. Sabotage is destroying, damaging, or stealing another's work or working materials.

#### Leave of Absence

A student in good standing may request a leave of absence for not more than one year. If the leave is granted, the Office of the Dean will indicate the conditions for readmission.

#### Administrative Withdrawal

If a student does not register for any semester, and no request for a Leave of Absence has been made and/or granted, the student is deemed to be "out of status". Students who wish to return after one semester "out of status" must file for a retroactive leave of absence and a reinstatement. Thereafter a student will be required to re-apply for admission to the School of Graduate Studies in order to resume their program. Re-admission is not guaranteed.

#### Stipend Policy

Those doctoral students who receive stipends are appointed for a 12-month renewable term contract as graduate assistants. The only duties of a Graduate Assistant in the School of Graduate Studies at SUNY Brooklyn are to remain in good academic standing. The Graduate School set a stipend level for such teaching assistants that consist of a base salary plus discretionary compensation. (As of July 2016 the minimum stipend for PhD students and for MD/PhD students in the pre-clinical years was \$30,000 and the maximum stipend was at \$36,000). PhD student stipends are paid from the Graduate School budget for years one and two. The thesis sponsor is obliged to contribute 100% of the stipend from the time that their PhD student enters the 3rd year and from when their MD/PhD student registers for the 1st year in the Graduate School. The faculty stipend contribution continues until the MD/PhD student rejoins the medical school. Acceptance by the Graduate School of advanced academic standing may change this formulation. If a student's thesis advisor loses funding during the course of a student's satisfactory progress toward degree, the Graduate School will attempt to find funds to support the student until the faculty member's research funding is restored. However, for PhD candidates, the Graduate School has no obligation to continue stipend support from its funds beyond six years of matriculation in the Graduate School. For MD/PhD candidates, the Graduate School has no obligation to continue stipend support from its funds beyond seven years. In the clinical years of the MD/PhD program, the stipend is guaranteed to be within 20% of the current minimum PhD stipend.

As in academic matters, students may appeal the duration of Graduate School stipend support to the Committee of the Faculty of the Graduate School for its recommendation to the Dean.

## Curricular Requirements

All students are currently required to take Responsible Conduct in Research (Ethics) and the Program Seminar Series. In addition, the following are the mandatory courses for the Molecular and Cellular Biology (MCB) and Neural and Behavioral Science (NBS) Programs:

Molecular and Cellular Biology	Neural and Behavioral Science
Molecular and Cellular Biology I Biochemistry	Introduction to Cellular and Molecular Neuroscience Biochemistry
Molecular and Cellular Biology II	Medical Neuroscience (including lab component)

Requirements for the Biomedical Engineering program vary with the student's entering academic background.

Tutorials in graduate statistics related to specific thesis projects may be arranged.

## Teaching Requirement

All matriculating graduate students in MCB and NBS and all MD/PhDs are required to teach in an approved University course for one year. Teaching a total of 50 hours satisfies this requirement. MD/PhDs are required to fulfill this requirement uncompensated in the College of Medicine.

## Certification of Candidacy for the Doctorate

A student is certified as a candidate for the doctorate by the Office of the Dean following completion of the following requirements: a) removal of all entrance contingencies; b) completion of at least two years in residence; c) passing of the comprehensive examination.

Candidates may complete work leading to a degree any time during the academic year, and may be certified for the doctorate as of the date at which they have fulfilled all program requirements and completed and satisfactorily defended a dissertation. However, the candidate must complete these requirements for the degree by May 1 (or the Monday following this date if the 1st is on a weekend) in order to be included among the list of graduates at annual Commencement when degrees are formally conferred. The final, approved copy of the dissertation must be in the Office of the Dean by May 15th in order for the student to graduate in the May Commencement. Students who fulfill these requirements after the dates outlined here will receive a diploma dated the end of that calendar year and may participate in the following year's Commencement ceremony.

## GUIDELINES FOR QUALIFYING FOR PHD CANDIDACY, PROPOSAL AND DEFENSE OF THESIS

### 1. QUALIFYING EXAMINATION

A qualifying examination, administered by the graduate faculty of the program, must be passed in order to be admitted to candidacy for the degree of Doctor of Philosophy. The purpose is to gauge the scope and depth of knowledge in the chosen field of study before a full commitment is given to independent research. The Graduate School requires the examination be taken by the end of the fifth semester of residence; program requirements may be earlier. The exam must be passed prior to presentation of a thesis proposal. The particular examination will be designed by the PhD Program.

A committee should be selected by the Executive Committee of the Program in consultation with the student's advisor. The student's advisor, if known, should not be a member of the qualifying examination committee. Members from other graduate programs may be included. The program director shall be responsible for ensuring the timeliness of the qualifying examination and obtaining the required documentation from committee members. The program decision shall be transmitted to the Dean of the School of Graduate Studies where it will be placed in the student's file.

An unsatisfactory performance in the qualifying examination may result in cancellation of a student's registration in the sponsoring program. The decision of whether to cancel registration in the program or to offer an opportunity for re-examination is made by the Executive Committee of the Program on the basis of the student's overall academic performance. This decision is not subject to formal appeal.

### 2. THESIS PROPOSAL

#### A. **Thesis Advisory Committee**

The committee and a presiding member (who is not the research advisor) are appointed by the Dean, with the advice and consent of the student and the student's research advisor, by the end of the third academic year at the latest (see Timetable). The Committee should ordinarily be constituted, as follows: Five internal committee members, those being the Advisor, and four others approved by the Dean. The Director of the Program and the Dean, or designated appointee, are members *ex officio*, unless appointed to the committee. An external examiner may be appointed, but is not required. Additional *ex officio* members advise but do not vote, and cannot act as the Presiding Member but must receive all notices and documents. Downstate students in the joint Biomedical Engineering PhD program are required to have at least one Polytechnic University faculty member on their committee.

*Ex officio* members are not eligible to vote or to act as presiding member. If a member resigns, the member should be replaced as soon as possible, so as to maintain the above composition.

Appointment of the external examiner is at the discretion of the thesis advisor and the student as long as the student is in compliance with the Graduate School timetable for academic progress (above). If an external examiner is to be invited, contact information must be provided to the Graduate Office at the same time as the proposed faculty members are presented for approval. An external examiner may be asked to evaluate the student's work at the discretion of the Dean, as early as one year after the thesis proposal, or at the next annual work-in-progress seminar or at the pre-defense. The student and advisor are responsible for calling meetings and distributing announcements as well as written documents.

The presiding member will moderate and participate actively in all committee deliberations, including the thesis proposal, progress reports, and thesis defense. The presiding member communicates findings of the committee formally to the student and copies that letter to the Dean and Graduate School registrar. Such reports must be approved by the committee before transmittal.

## B. Thesis Proposal Meeting

A formal thesis proposal should be presented as soon after the comprehensive examination as possible in compliance with program guidelines, but no later than the end of the student's fourth year in the School of Graduate Studies. Consideration of a thesis proposal is primarily a function of the student's thesis advisory committee and sponsoring program. The student must distribute copies of a thesis proposal to all committee members, research advisor, and the Dean **at least two weeks before the formal oral presentation**. All faculty and students should receive a notice of the presentation and a one-page abstract at least one week in advance of the formal thesis proposal. An electronic file of the full proposal should be submitted to the Graduate Office at least one week prior to the meeting. The thesis proposal is a public event. Good attendance is strongly encouraged and therefore, the students are strongly discouraged from scheduling the proposal in July, August, before Labor Day in September, Commencement day or major holidays.

## C. Format Of Thesis Proposal

### 1) Proposal format.

In order that the preparation of the proposal should serve as a learning experience for the student it is strongly recommended that the proposal should conform to the structure required by the National Institutes of Health for grant proposals. The complete document should be typed, double-spaced, with a font of > 10 point and contain a short (one page or less) abstract, an Introduction, Specific Aims, Background and Significance, Preliminary Studies, Research Design and Methods including Statistical Analysis when appropriate, and Literature Cited. Brevity is strongly recommended, but in no case shall the proposal exceed 40 pages (single-side) of double-spaced type-script, excluding figures. The cover page must have the following form:

<p><b>Thesis Title</b></p> <p>A proposal submitted to the faculty of The School of Graduate Studies State University of New York Downstate Medical Center</p> <p>In partial fulfillment of the requirements for the degree of Doctor of Philosophy</p> <p>by</p> <p><b>Name</b></p> <p>Program in [Molecular and Cellular Biology, or Neural and Behavioral Science, or Biomedical Engineering]</p> <p>Date</p> <p>Thesis Advisor[s]: Name, Degree. Departmental Affiliation</p>
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### 2) Formal presentation.

The student will summarize his or her proposal, orally, without interruption.

### 3) Question period.

The committee Chair should entertain questions from the audience as well as from the committee before the committee retires to private questioning of the student.

## D. Committee Deliberation

Discussion of the merits of the proposal and formal deliberation on the action to be taken by the committee will usually be restricted to members of the thesis advisory committee, *in camera*. On occasion, a committee may invite participation on a non-voting basis by others.

**All** internal members of the committee are expected to be present at the proposal meeting including the program director and the Dean. The proposal will be rescheduled if at the appointed time, more than one internal member of the committee is absent from the proposal meeting.

The committee shall evaluate the student's knowledge of the relevant literature, scientific judgment, ability to reason, ability to use the techniques proposed, understanding of the basis of the techniques to be used and the feasibility and adequacy of the proposed experiments.

The committee should render, by **majority vote**, one of the following judgments:

- proposal and its defense fully acceptable
- proposal and its defense acceptable with modifications
- proposal and its defense unacceptable

The presiding member should communicate the findings of the committee in writing to the student and copy the Dean and the Registrar of the School of Graduate Studies, within one week after the proposal meeting. Suggested modifications or reasons for outright rejection should be noted. All voting members of the committee must sign off on the communication before it is sent.

If the thesis proposal or its defense is judged unacceptable, the work must be reformulated and another presentation made. The committee shall set a timetable for a new proposal meeting. A student may, with the agreement of the thesis advisor, request appointment of a new thesis advisory committee. However, a proposal, which has been twice rejected, cannot be presented again. See Section 3C for rights of appeal.

A lone dissenting member of the committee who is unable to accept the final committee decision must resign. The student and his or her research advisor must then suggest to the Dean a replacement who is willing to serve on the committee, has read the thesis proposal and finds it acceptable, as modified.

#### E. Progress Reports

Following the thesis proposal, students shall present yearly work in progress seminars to the students and faculty of their respective programs and thesis examining committees. At the time of the proposal, the thesis advisory committee will recommend any need for additional progress reports and their format. The student or the research advisor may request further consultation with committee members, either individually or as a group. **If major changes in the direction of the research are necessary or unforeseen problems imperil the proposed research design and execution, the committee should be notified and given an opportunity to evaluate the proposed changes, at the earliest possible time.**

#### F. Technical Assistance

In general, it is assumed that the student has done all the experimental work that is reported in the dissertation. There should be explicit mention in the thesis proposal and the thesis dissertation of any technical work that is performed by others, and the student should obtain the approval of the thesis advisory committee for such assistance. In addition, at the time of the thesis proposal and at other times, as necessary, prior to thesis defense, the thesis advisory committee may examine the candidate to determine competence in the techniques used in the thesis research.

### 3. DOCTORAL THESIS

The format of the PhD thesis should be more like published scientific papers than manuscripts submitted for publication, in that the figures and tables should be inserted into the body of the text where they are referenced. The thesis should include the following elements: an abstract, a table of contents, a table of figures, a list of abbreviations, an introduction and/or background and significance, a materials and methods section, the results, a discussion section and a complete reference list that contains the titles as well as all authors and the complete journal citation. The thesis may contain an appendix of experiments performed by the student that are either incomplete or tangential to the thesis research.

When thesis results have already been published, the reprint, *per se*, can be collated among the other chapters of the thesis, or an 8 1/2 x 11 inch print-out of the published file can be included. If the PhD candidate is not first author of a published paper, the student can do one of three things: 1. Include the reprint as an appendix to the dissertation, 2. excerpt the data that he/she contributed to the paper, as a separate chapter of the thesis, or 3. include the reprint, *per se*, indicating the data (figures, tables) that the candidate contributed in a detailed introduction. When published papers, *per se*, comprise the major part of the thesis, a more complete introduction and discussion should envelop the publications.

There is no page limit to the PhD thesis. A more complete background and discussion of the research than would be permitted by a journal are expected. Speculation by a candidate in the discussion is permitted. References to original papers contrast to review articles are desirable.

#### A. Thesis Predefense

The cover page of the thesis defense must take the form of the cover page for proposal, except substituting “defense” for “proposal”.

A draft copy of the thesis must be submitted to each member of the thesis advisory committee at least two weeks prior to the working session (unless all committee members agree to a shorter reading period). If an external examiner is to be appointed, the contact information of the proposed external examiner must be provided to the Graduate Office at the same time as the committee is being scheduled. The quality of the written presentation should be rigorously considered and the adequacy of the work and the student’s understanding are critically examined. At the predefense meeting, the committee may request a brief informal presentation of the work reported in the thesis, but the meeting predominantly involves intensive questioning focused on the research as presented in the written thesis. **All** members of the committee including the external examiner, if one is appointed, are expected to be present at the predefense when the meeting is scheduled. The predefense will be rescheduled if either the external examiner or more than one internal member of the committee is absent at the appointed time. Committee members should express substantive criticisms, if any, including requests for additional experimental work, at this working session, and not defer such criticisms until the formal thesis defense. Any member who was scheduled to attend but does not should submit a written critique on the proposed thesis, concluding with a judgment as to its acceptability. The critique should be comparable with comments submitted by a referee in review of a paper for publication. The committee will decide whether the predefense is acceptable, acceptable with substantive modifications, or unacceptable with respect to a) the written text, b) the scope and quality of the data presented and c) the student’s participation in and understanding of the work. A thesis defense may be scheduled, provided that no more than one member of the committee considers the work and/or its defense to be unacceptable or acceptable with modifications.

**If the predefense is judged acceptable with substantive modifications or unacceptable, the reasons and suggested improvements shall be specified within a week of the predefense meeting in a letter from the presiding member of the committee to the student with copies to the student’s sponsor, the Dean, and the Registrar of the School of Graduate Studies.** All voting committee members must approve the communication before it is sent, so that the communication accurately reflects the opinions expressed by the committee members. Should the student so desire, she (or he) may appeal the judgment (see section 5). If more than one member considers the work to be unacceptable for thesis defense a second informal meeting shall be held to consider the proposed thesis, as reviewed. If substantial modifications of the written thesis are required, all members of the committee must re-evaluate the altered text before a final defense may be scheduled (see below).

A committee judgment of an unacceptable predefense at a second predefense should be reviewed by the executive committee of the relevant program as described in section 3C. This review will take place, even if the student does not appeal the decision.

## B. Thesis Defense

The formal thesis defense should be held within 6 years of entrance to the School of Graduate Studies. All thesis presentations are strongly encouraged to be scheduled during the academic year (from September after Labor Day until June 30) and cannot take place on Commencement Day or major holidays. If a student is not ready to defend by 6 years, he/she must call together the thesis committee for another annual progress report. The chair of the committee will report, in writing, the outcome(s) of the progress report to the Dean.

Copies of the thesis with the recommended revisions, if any, should be sent to members of the thesis advisory committee including the program director and the Dean at least two weeks prior to the thesis defense, unless all members including the Dean agree to a shorter reading period (if so, the Graduate School and any *ex-officio* members must be informed. At least one week before the defense a notice is posted and an abstract of the thesis should be made available to all graduate faculty and students. An electronic file of the full proposal should be submitted to the Graduate Office on a diskette or through e-mail at least one week prior to the meeting. The thesis defense is a school-wide function and open to the public. **All** voting internal members of the committee are expected to be present at the formal thesis defense meeting when it is scheduled. The defense must be rescheduled if more than one internal member does not arrive at the appointed time.

- 1) **Formal Presentation.** The presentation should be a public formal lecture, approximately 45 minutes in duration, which is not interrupted by questions. Good attendance is strongly encouraged and therefore, the defense students are strongly discouraged from scheduling the presentation in July, August, or before Labor Day in September.
- 2) **Question Period.** Any individual present at the thesis defense may ask questions.
- 3) **Committee Deliberation.** The committee will decide in closed-session whether the thesis is:
  - a) Acceptable
  - b) Acceptable with modifications
  - c) Unacceptable

A committee member who is unable to attend the thesis defense shall submit a written critique, concluding with a judgment as to the acceptability of the thesis. The critique should be comparable to comments submitted by a referee in review of a paper for publication.

The presiding member will report the decision in writing to the student and copy that letter to the Dean within one week. All voting committee members must approve the communication before it is sent, so that the communication accurately reflects the opinions expressed by the committee members.

In the event that a thesis is judged acceptable with modifications, the report should include the committee's reservations, its stipulations for satisfying them, and the provisions for final review of the corrected manuscript. The stipulations must be satisfied prior to submission of all final copies of the thesis to the Dean's Office.

## C. Rights Of Appeal

If a thesis advisory committee judges a thesis proposal, or thesis predefense to be unacceptable, the student may appeal the judgment before the executive committee of the program and if still dissatisfied, before the Graduate School Committee of the Faculty. If a thesis committee member is a member of the executive committee of the program, they should absent themselves from the appeal process to the executive committee. A second unacceptable predefense shall be brought before the program executive committee; the student shall be invited even if the student does not initiate the appeal. If the appeal is brought before the Graduate School Committee of the Faculty, the program director and the executive committee representative shall absent themselves from the committee's deliberations and vote.

The program executive committee will be charged with determining whether the thesis advisory committee has acted improperly on procedural grounds. If so, the executive committee shall recommend to the Dean that the thesis advisory committee be dissolved and reconstituted. If procedural matters are not at issue, the executive committee of the program shall be empowered to hold hearings at which the members of the thesis advisory committee will be asked to defend their judgments. The student should be present at such a hearing until the final deliberation, and may be questioned or comment on the issues involved. If a member of the thesis advisory committee dissents from a committee decision regarding a thesis proposal or thesis, he or she may appeal that decision before the program executive committee. The hearing should be open to all parties to the disagreement. The findings of the program executive committee will be submitted to the Committee of the Faculty for action. The action of the Committee of the Faculty shall take the form of a recommendation to the Dean. Because the Dean is responsible for the final decision, the Dean shall not sit with the Committee of the Faculty during the deliberations but may hold hearings to fact find on his/her own before a decision is made.

All recommendations of the program executive committee to the Committee of the Faculty should be made within one month after an appeal has been submitted. The Committee of the Faculty shall render a judgment within two weeks of receiving the recommendation from the Program Executive Committee.

## D. Dissemination Of Thesis

The original and all paper copies must be reproduced on *acid-free paper* using, where necessary, *pH neutral adhesive*. In addition, one copy on computer disk (Preferably in Adobe Acrobat format) must be submitted. The five paper copies of the thesis, including the original copy with the signature page and a *Doctoral Dissertation Agreement* form for the bindery, and the one copy on disk, must be submitted to the Graduate Office as an essential part of the degree requirements. The Graduate School registers the thesis with the Library of Congress the dissertation remains on file, and anyone may order copies.

The five copies are distributed as follows:

Copy 1	Student
Copy 2	Dean's Office
Copies 3 and 4	SUNY HSCB Library
Copy 5	Thesis Advisor

The original dissertation is sent for registration and binding; SUNY HSCB Center Central Library's binding company will bind the three copies. The Graduate School covers the costs for binding the original and four copies. The department, program, laboratory or the student is responsible for covering the binding cost of the fifth and any additional copies desired. An electronic copy is also required to be submitted to the Graduate School. Additional information on materials and costs is available in the Graduate Office.

#### 4. **MD/PhD STUDENTS**

There is a time limit of 10 years for the completion of both degrees. After 5 years in the School of Graduate Studies, the College of Medicine may specify requirements that MD/PhD students may have to complete in order to re-enter the College of Medicine for the clinical years. Students must successfully defend their thesis, make all thesis corrections and complete all academic requirements in the Graduate School prior to returning to the College of Medicine. A research elective during the last two years of medical school may provide additional opportunities for writing manuscripts for publication.

The current regulations pertaining to when USMLE Step 1 has to be taken by medical students (at the end of the second year, by June 1) also applies to MD/PhD students. However, those individuals who wish to request a waiver of this regulation must follow the procedure outlined in the College of Medicine section of this handbook. Reasons and recommendations about the benefits of postponing Step 1 may be obtained from the MD/PhD Program Director. Other policies pertaining to the MD portion of the dual degree are listed in the College of Medicine section of the Student Handbook.

#### 5. **ADVANCED STUDENT RESPONSIBILITIES CHECKLIST**

Before a student plans a thesis proposal, the student's Program Director must have sent a letter to the Graduate Office stating that the student has passed the Program's Qualifying Examination and should be admitted to doctoral candidacy. The letter must contain the date of the examination and the signatures of the Examining Committee.

##### A. **THESIS PROPOSAL**

1. The student finds a time and date that will work for all of the committee members, the thesis advisor notifies the Dean and the Graduate Office in writing of a recommended time, date and place of the thesis proposal, and the title of the thesis proposal and reiterate the composition of the thesis examining committee decided previously, including who will act as chair. The schedule of the thesis proposal must comply with the limitations in section 2B (above). MD/PhD must notify the MD/PhD Program Director as well.
2. The Graduate Dean must appoint the Committee, the chair and approve of the date of Proposal. (The Graduate Dean will send letters of invitation to the thesis proposal to all Committee members. A copy of **GUIDELINES FOR QUALIFYING FOR PhD CANDIDACY, PROPOSAL AND DEFENSE OF THESIS** will also be sent to the External Examiner, when and if one is appointed.)
3. The student must distribute the proposal to Committee members, including *ex officio* members, at least two (2) weeks prior to the Proposal Meeting.
4. The student must send the full proposal to the Graduate School Registrar electronically for distribution of the abstract on e-mail at least one week before Thesis Proposal.
5. The Chair of the Thesis Advisory Committee must send a letter to the student, with a copy to the Graduate Office, stating that the committee has approved the Proposal, has approved with modifications, or has not approved within one week after the Proposal Meeting.

##### B. **THESIS PREDEFENSE**

6. The Doctoral Candidate must have met all requirements for Graduation.
7. The Doctoral Candidate must distribute a thesis draft to all committee members at least two (2) weeks prior to the Predefense Meeting. For the Predefense, a private meeting of the candidate with the thesis committee, any date in the calendar year is acceptable.
8. All members of the Committee should still be available. If not, the chair of the Thesis Committee must notify the Dean, in writing, of any changes. The Graduate Dean must approve new members.

##### C. **THESIS FINAL DEFENSE**

9. A Predefense must have been held and all required changes to the thesis document must have been made. A letter must be received in the Graduate Office from the thesis advisor that states the time, date and place of the thesis defense. (Students are encouraged to use the HSEB Lecture Halls on the first floor. Graduate School staff can help in booking these halls.) The scheduling of the thesis defense must comply with section 3B (above). Any changes in title of the thesis, composition of the Thesis Examining Committee, or planned absences of committee members must also be included.

10. The Graduate Dean must approve the time and date of Thesis Defense. (The Graduate Dean will send a letter to all members of Committee stating date, time, title of abstract and location of Defense.)
11. The Doctoral Candidate must distribute completed copies of the revised Thesis to Committee members at least two (2) weeks before date of Thesis Defense. If this is shortened by consensus (including the Dean), the Graduate School and any *ex officio* members must be informed.
12. The Doctoral Candidate must send the full defense to the Graduate Office electronically for distribution of the abstract on e-mail at least one week before the Final Defense.

#### **D. POST-THESIS DEFENSE**

13. The official signature sheet (supplied at the Final Defense by the Graduate Office) must have all signatures and be filed in the Graduate Office.
14. The Doctoral Candidate must submit at least five paper, unbound copies and one electronic of the thesis (in final form) to the School of Graduate Studies. All paper copies must be on acid-free (pH neutral) paper. A form for ProQuest Information and Learning must also be filled in (thesis will be microfilmed at Graduate School expense). Please contact the Graduate Office about specifics on depositing of the thesis.
15. The Doctoral Candidate must file a “Survey of Earned Doctorates” form at <https://sed.norc.org/doctorate>

#### **DIRECTORS OF GRADUATE PROGRAMS**

**Molecular & Cellular Biology:** Richard Kollmar, MSC 5, BSB 3-65, 270-6559

**Neural & Behavioral Science:** Steven Fox, MSC 31, BSB 6-5, 270-2177

**Biomedical Engineering:** Subrata Saha, MSC 30, BSB AL-460, 270-4540

#### **DIRECTORS OF CORE COURSES:**

Biochemistry: Gregory Gick, MSC 8, BSB 7th floor, 270-1265

Research Ethics: Kathleen Powderly, MSC 116, BSB 4-498, 270-3322

#### **DIRECTOR OF THE MD/PhD PROGRAM:**

Stanley Friedman, Box 29, BSB 6-94, 270-1335

#### **PRESIDING OFFICER – COMMITTEE OF THE FACULTY:**

Nicholas Penington, Box 29, BSB 6-85, 270-3399

#### **DISCIPLINARY PROCEDURES**

See Appendix IV

#### **Turn It In Software**

Turn It In is a software package that provides an “anti-plagiarism/anti-cheating” service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

#### **EMERGENCIES (WEATHER AND OTHER EVENTS)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000. Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, “Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press “2” to hear the status of classes in your individual program. All others, Press “1” to continue to the main menu.”

When you press “2,” you will hear

For FOUNDATIONS press 1

For MS2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the School of Public Health, press 6

# **COLLEGE OF HEALTH RELATED PROFESSIONS**



## ACADEMIC REGULATIONS

College of Health Related Professions students are expected to demonstrate ethical and professional behavior, be mature and responsible individuals of good moral character, and be accountable for their behavior while in the College. It is expected that students' academic work will be their own. Students will actively uphold these standards and report any misconduct to the Program Chairperson. The Committee on Admissions and Academic Standing will investigate any infringement. Acceptance of these academic regulations is assumed with registration. Students are responsible for all information provided in the Handbook, including the information provided in the Appendices. Any student may be subject to disciplinary procedures as identified in Appendix IV.

Individual program policies may differ from and supersede those delineated in this Student Handbook. Students are expected to know and adhere to program, college, and University policies.

*[Items are organized alphabetically under topic headings]*

## ACADEMIC ADVISING

All actively enrolled students will be assigned a faculty advisor. Students are encouraged to meet with their advisor early in their courses of study and at least once during the semester, to discuss academic and clinical progress, professional development and individualized learning needs. Students are strongly encouraged to seek academic support at the first sign of academic distress including failure of a written or practical examination. Students on a modified course of study may be required to meet with their advisor prior to course selection and registration.

## ACADEMIC INTEGRITY/EXAMINATIONS

### Definition

“Integrity” is defined as a “firm adherence to a code of moral values.” The College of Health Related Professions further defines “academic integrity” as the maintenance of the highest standard of honesty observed in all aspects of college work. This includes demonstrating ethical and professional behavior in both the academic and clinical spheres, and performance of all tasks in accordance with the rules and regulations as set forth in the college “Academic Regulations and Professional Requirement.”

Students are expected to maintain the highest standards of honesty in their college work. Academic dishonesty is considered a threat to the integrity and reputation of SUNY/DMC and all the faculty and students associated with it. Since the academic integrity and behavior of students indicates their future professional behavior and integrity in fulfilling their clinical responsibilities to the public, the faculty and students of SUNY/DMC are committed to upholding and enforcing high standards of academic integrity. Students found guilty of any form of academic dishonesty are subject to disciplinary action. Academic dishonesty includes cheating, forgery, plagiarism, and any and all other infringements that may imply deviance from the highest standard of honesty in all aspects of college work.

### Forms of Academic Dishonesty

**Cheating** is defined as giving or obtaining information by improper means in meeting any academic requirements. Cheating is a serious violation that includes, but is not limited to the following examples:

1. The use for academic credit of the same work in more than one course without the knowledge or consent of the instructor(s).
2. The reporting and/or recording of information relating to clinical performance that is not an accurate reflection of the student's own clinical work.
3. The fabrication of any information used to satisfy any academic or clinical requirement.
4. Behavior that constitutes academic dishonesty related to an examination, during an examination, or during the post examination review includes but is not limited to the following:
  - a. Copying the work of others.
  - b. Deliberately exposing examination materials to review by other students.
  - c. Using any written materials (notebooks, textbooks etc.), telecommunication devices (smart phones, iPads etc.) and any other information or materials not specifically authorized by the instructor.
  - d. Speaking or communicating with other students at any time during the examination.
  - e. Copying, photographing or attempting to reproduce an examination.

**Forgery** is defined as the alteration of college forms, documents or records or the signing of such forms or documents by someone other than the designated or authorized individual. Forgery also includes modifying an examination or assignment, which has been graded and returned to the student for review.

**Plagiarism** is the representation, intentional or unintentional, of someone else's words or ideas as one's own. This includes using the work of another student, past or present, as well as the work of published authors and internet sources. Since, under New York State Law, words in print are the property of an author or publisher, the intent to deprive that person of property is a form of larceny punishable by fine. When using another person's words in a paper, students must place them within quotation marks or clearly set them off in the text and give them appropriate attribution by footnoting or references. When students use only the ideas and change the words, they must clearly identify the source of the ideas. Plagiarism, whether intentional or unintentional, therefore, is a violation of the property of the author plagiarized and of the implied assurance by the students when they hand in work that the work is their own. In the case of a group paper or project, all students whose names appear on the work are equally responsible for any acts of plagiarism. This paragraph is intended to include those individuals who facilitate acts of academic dishonesty by providing papers or other information for use by another student as their own work. If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the matter by conferring with the instructor.

### ***Academic Integrity for Computing and Institutional Network Policies***

Academic content housed on the Downstate network, including educational platforms such as PRIME, must be handled with the same level of academic integrity as content published in print or available on the internet, at large. Unauthorized use or dissemination of content found on the Downstate network will be considered plagiarism and subject to the same penalties. Video, audio and digital recordings created during classroom, practical and clinical experiences may be posted on the Downstate educational platform (such as PRIME), with the written consent of the course instructor. Recorded classroom, laboratory and practical experiences but may not be posted on the internet (including Facebook, YouTube etc). Failure to follow this policy may constitute plagiarism and may also be subject to the policies governing student behavior.

#### **Guidelines For Resolving Academic Integrity Cases**

**Examinations:** When the faculty proctor determines that cheating is, in fact, taking place, she or he shall remove the examination and require the student to leave the room. The faculty member shall follow the College “Procedures for Resolving Academic Integrity Cases.”

**Plagiarism:** In the event that the instructor can provide evidence that a student, with intent, has not properly given credit for the written work or ideas of another, the instructor shall follow the College “Procedures for Resolving Academic Integrity Cases.”

A second offense of plagiarism or other acts of academic dishonesty may result in the dismissal of the student from the college.

**Forgery:** Faculty or instructors who suspect forgery of any academic document shall follow the College “Procedures for Resolving Academic Integrity Cases.”

#### ***Procedures for Resolving Academic Integrity Cases***

1. The faculty member must communicate with the student as soon as possible to clarify the incident and determine whether a breach of academic policy has taken place.
2. The faculty member must determine the academic penalty to be imposed and notify the program chair within 24 hours, after communicating with the student. The penalty may include, but not be limited to:
  - a. failing grade on a specific piece of work;
  - b. a grade of zero on a specific piece of work;
  - c. failure of the course itself (Course grade of “F”).

The faculty member must notify the student and/or the program chairperson, in writing, of the violation and the academic penalty.

The faculty member must document in the student’s official record all incidents of breach of academic integrity, meetings/communications with and notifications to students of academic penalty.

If an incident of breach of academic integrity cannot be resolved between the faculty member and the student, the matter is referred to the Program Chair. The program may decide to:

- a. uphold the penalty;
- b. initiate disciplinary action

(see Appendix, Disciplinary Procedures).

Dismissal may occur in situations of a second documented incidence of academic dishonesty or in cases of severe breaches of academic integrity (such as theft of examination materials).

#### **Appeal Procedures for Resolving Academic Integrity Cases**

Students receiving an academic penalty will be advised of their right to appeal the decision when they receive the written notice of the violation and the academic penalty.

If the student wishes to appeal, written charges must be filed with the Office of Student Affairs. The “Disciplinary Procedures” described in the Appendix will be followed.

#### **Turn It In Software**

Turn It In is a software package that provides an “anti-plagiarism/anti-cheating” service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

#### **EXAMINATIONS**

##### **Absence From Scheduled Examinations**

Each student is expected to be present for a scheduled written or practical examination. In the event of an absence from a scheduled exam, the student is required to contact course faculty before the exam if possible or within 24 hours after the scheduled exam, to explain the reason for the absence. A student’s failure to notify faculty about an absence from a scheduled exam within 24 hours will result in a zero grade for that examination.

The student will document in writing the reason for the absence and give it to the course faculty member who will place it in the student’s record. If the faculty member deems the reason for the absence from the exam to be acceptable, the faculty and student will discuss the options, for course completion. Requirements and grading for course completion are the decision of the faculty. A student may be asked for validating documentation such as a physician’s note, funeral notice, and the like.

If a student's religious holiday precludes participation in a scheduled examination, the student will arrange an alternate date or plan in advance with the course faculty. If this is not arranged in advance, the above policy will be followed. (See SUNY policy on inability to attend class due to religious beliefs in the Appendix of the Student Handbook.)

An exam may be rescheduled by the course faculty in the event of a natural emergency such as a snowstorm. Every effort will be made to inform all students of such changes. It is the responsibility of the student to keep informed of changes in schedule announced at regular class sessions or as a result of a natural emergency.

#### Repeat Examinations

If a grade received on an exam or in a course results in an "F," "D," "D+," or "C-" (Undergraduate); "F," "C," "C+," or "B-" (Graduate), then the student may take a repeat examination, if such examination is given, and if the student meets the eligibility requirements. The repeat examination may be comprehensive or may be a repeat of an individual exam within the course. It may be a written or a practical examination. The determination as to whether or not a repeat examination will be given is up to the course instructor based on program policy.

1. If the repeat examination is a comprehensive exam, then the highest course grade possible will be the cut-off grade below which that repeat examination was allowed.
2. If the repeat examination is not comprehensive, then the highest grade for that particular examination will be the cut-off grade below which that repeat examination was allowed.
3. If an "R" grade is given, and the student is re-examined, the "R" grade must be changed with the submission of a change of grade form by the instructor, by the beginning of the next semester. The transcript will reflect the changed grade only. If an "R" grade is given and the student is not re-examined, then the "R" grade must be changed to the grade the student originally earned.
4. A repeat exam may only be offered once for any course in a semester. The student should not re-register for the course.

#### Retention of Graded Exams By Instructors

Students may review all exams they take in courses at the College one time, within two weeks of the administration of the exam. The instructor decides on the duration and schedule for review, and as to whether the exams may be removed from the premises.

#### ADMINISTRATIVE AND BEHAVIORAL GUIDELINES FOR STUDENTS DURING CLASSROOM EXAMINATIONS AND POST EXAM REVIEWS

Testing for competency is critical in health care professions; consequently it is important for examination procedures to be valid and reliable. Students are expected to adhere to the following regulations during all exams.

Testing for competency is critical in health care professions, consequently it is important for examination procedures to be valid and reliable. Students are expected to adhere to the following regulations during all exams.

1. Students are expected to arrive on time. It will be at the discretion of the faculty whether students can take the exam if they arrive late. A student who begins the test late will not be given additional time to complete the exam.
2. Students may be assigned seats rather than letting them select their seats.
3. There is to be no talking or other forms of communications between students during the exam session.
4. Proctors will be introduced to the students at the beginning of the testing session. The proctors will walk around the room to observe student behavior and will not discuss the test with the students. The proctor will designate and hold one cell phone to be left on vibrate during an exam for emergency purposes.
5. Students are to keep their paper tests and answer sheets flat on the desk, not to hold them up in the air.
6. When students take computer based exams, the student is to keep the computer screen angled away from classmates.
7. Students should not ask the faculty/proctor questions about the content of the exam during the examination period as this is disruptive to the exam process. They are to write their questions, misunderstandings, corrections, etc. on paper provided by the proctor which is to be submitted with the exam and answer sheet at the end of the exam. The instructor can take the information into account at the time of scoring the exams.
8. When students finish taking a paper exam, they are to bring the answer forms and tests to a specified location in the room. When students complete a computer based exam, they are to completely log off the site.
9. Students may be requested to remain seated until all exams are completed and submitted.
10. All electronic devices capable of recording and/or communicating information (including but not limited to cell phones, smart phones, ipads, personal computers etc) must be turned off (powered down) before entering the room where examinations will be administered or reviewed.
11. The student is expected to abide by the Academic Integrity policies of the College of Nursing as written in the College Bulletin and the Student Handbook. It is the student's responsibility to be familiar with these policies. Failure to comply with the above policies will constitute cheating

#### **ACADEMIC STANDING AND PROMOTION**

The Committee on Admissions and Academic Standing of the College of Health Related Professions reviews the academic status of all students and makes recommendations to the Dean. Matters referred to the Committee include academic standing, promotion, and clinical competence. Promotion to the next semester of a program is contingent upon satisfactory completion of all required courses in the preceding semester. If, during a semester, one or more "F" grades are received in required courses, a student's academic status will be reviewed by the faculty of the program. Except as authorized by the Committee on Admissions and Academic Standing, the student may not take courses for which the failed course(s) is a prerequisite.

The maximum time frame for program completion is five years.

Some programs require higher grade point averages than those specified in the following sections for a student to remain in good academic standing. These program requirements are specified in their program manuals and students are expected to be familiar with them. The Admissions and Academic Standing Committee will implement the published standards of each program.

**Academic Probation:** A student is placed on academic probation at the end of any semester in which his/her grade point average - cumulative or for that semester - is below 2.0 (DMI Program), 2.5 (BS component of the PT curriculum and the PA curriculum), and 3.0 (graduate). If permitted to continue in the program of study, the student is normally expected to raise his/her cumulative GPA to 2.0 (DMI), 2.5 (BS component of the PT curriculum and PA), 3.0 (graduate), or above at the end of the next semester.

PT students completing the final semester in the undergraduate component of the curriculum are expected to achieve both a semester and an overall GPA of 2.75 prior to progression to the doctoral phase of the curriculum. Failure to do so may result in dismissal from the program.

The faculty of each program will recommend as alternatives for consideration by the Committee on Admissions and Academic Standing:

- (1) that the student be allowed to continue into the next semester with a full study load;
- (2) that the student be placed on a modified study program (decelerated) and may be required to register for and successfully complete one or more independent study courses until such time as he or she can successfully repeat the failed course(s) and resume a full program;  
Students given the opportunity to be placed on a modified program must demonstrate sufficient academic progress as delineated by the program's academic standing policies.
- (3) that the student be allowed to continue into the next semester and be required to repeat the failed course at a later date;
- (4) that the student's enrollment status may be suspended (for not more than one year) until such time that the failed course is repeated;
- (5) that the student repeat the course(s) at an accredited college, provided he/she receives prior written approval from his/her Program Chairperson; or,
- (6) that the student be dismissed because of poor academic performance.

Placement on a modified program of study, reduction to part-time status (deceleration), course repetition and a leave of absence automatically extend the date of program completion and graduation from the College of Health Related Professions.

The Committee may request that members of the faculty who are involved in the case be present to answer questions. They may also request additional information. A formal vote is taken and a recommendation is submitted in writing to the Dean of the College. After considering the recommendations of the Committee, the Dean will notify the student, in writing, of the action and of his/her right to appeal (see "Student Appeals").

A student who is dismissed must remove all outstanding encumbrances including: return of mailbox key, return of borrowed material to the library, bursar clearance, financial aid clearance, if applicable, and residence hall clearance, if applicable. This clearance is accomplished through the Registrar's office. Students with outstanding encumbrances are not entitled to receive, or have sent on their behalf, transcripts of their academic work.

**Clinical Competence and Professionalism:** The College recognizes the necessity of students demonstrating superior clinical competence as well as academic excellence. Therefore, each student will be evaluated on his or her capacity to demonstrate high levels of professional performance during periods of clinical practice. The criteria for evaluation of professional performance will include:

- Demonstrates professional knowledge and skill,
- Works competently and in a timely way,
- Adheres to recognized safety procedures and protocols,
- Demonstrates initiative (e.g., arrives well prepared, offers assistance, and seeks learning opportunities),
- Exhibits punctuality, excellent attendance and dependability,
- Demonstrates integrity in all interactions, including adherence to professional codes of ethics,
- Maintains patient privacy and confidentiality (including de-identification of any and all patient information used in clinical case presentations, team meetings, in-services, research, etc.),
- Exhibits sensitivity, compassion, empathy and respect for all patients, caregivers, families, and members of the health care community,
- Wears attire consistent with expectations of the practice setting and maintains a professional appearance,
- Accepts feedback without defensiveness and manages conflict in a constructive way,
- Documents accurately and in an ethical manner, and
- Completes and complies with assignments that are provided by clinical instructors in a timely and competent way.

In addition, student use of cell phones, smart phones and other devices, along with texting in the clinical setting is considered unprofessional behavior, unless approved by the clinician or supervisor for patient care or in the case of personal emergency. Habitual use of personal cell phone or smart phone devices while on site is a violation of this policy.

These standards of clinical performance have been established in order to protect the rights of patients and communities, which the College is committed to serve, and to foster the team concept of health care delivery. Program chairpersons, in consultation with their clinical and academic faculty, may recommend that any student who fails to correct deficiencies in any of these areas be dismissed. Such recommendations are reviewed by the Committee on Admissions and Academic Standing.

### **Clinical and Program Probation**

Clinical and program probation serve as an early alert to students that their academic and/or clinical progress requires additional attention and intervention. Whenever a student's clinical performance is judged to be deficient, unprofessional and/or unsafe, the student may be placed on Clinical Probation. Student's clinical performance will be evaluated at the end of the semester. A student may not ordinarily be carried on clinical probation for more than two semesters.

Students on a modified course of study but in good academic standing, as defined by the academic standards for the respective health professions program, may be placed on Program Probation.

**Student Academic Appeals:** Following a recommendation by the Committee on Admissions and Academic Standing to dismiss a student from the college, the Dean notifies the student in writing of this action and of his/her right to appeal the decision of the Committee.

The student is additionally entitled to be informed of the reasons for the Committee's recommendation. The student is given a stated period, usually seven days, in which to request an opportunity to appeal. If the student wishes to appeal, he/she must submit a request for appeal in writing to the Dean of the College, within the stated period of time, giving the reasons for the appeal. The program director will be advised of the appeal, by the Dean. The appeal will be considered by an Appeals Committee appointed by the Dean consisting of three or more members of the faculty. These faculty may not be members of the Committee on Admissions and Academic Standing and will be selected from those faculty not directly involved with the student's case. The student may be allowed to attend classroom activities, if appropriate, but not clinical, until the completion of the appeal.

The student may appear before the Appeals Committee to discuss, in detail, reasons for the grievance. This presentation may include relevant supporting documents and witnesses, etc. The course director and/or program chairperson may be asked to appear before the Appeals Committee to discuss the program's rationale and/or response to the appeal.

After completion of the student's presentation, the Appeals Committee makes a recommendation that the prior action of the Committee on Admissions and Academic Standing either be upheld, modified or reversed. This recommendation is forwarded to the Dean of the College.

The Dean may either endorse the recommendation of the Appeals Committee or make an independent determination. In either event, the Dean's decision is final. The Dean will notify the student, in writing, of the final decision.

If the student appeals and the decision for dismissal is upheld, the student will be dismissed. If a student chooses not to appeal the decision of the Committee on Admissions and Academic Standing, he/she will also be dismissed.

### **Grade Reappraisal**

Course grade reappraisal may be requested by a student within 3 business days following posting of course grades. The procedure is as follows:

1. Written notification to the course instructor and the program chair providing a rationale for the request for grade reappraisal within 3 business days following the posting of course grades.
2. The program chair or designee will review the rationale, confer with the course instructor, and will communicate the final decision to the student within 5 business days of the receipt of the request for the grade reappraisal.
3. In the case that the program chair and the course instructor do not agree on a resolution, OR when the program chair is the course instructor, the student's request and rationale will be referred by the program chair or designee to the Admissions and Academic Standing Committee (AASC) for a final decision to be made at the next scheduled meeting of this committee. In this case, the AASC chair will communicate the final decision to the student within 5 business days after the decision has been reached.
4. Final decision by either the program chair or the AASC is not appealable.

### **ACADEMIC SUPPORT SERVICES**

A variety of support services are offered to students to assist them in their academic development. They include group tutorials, individual learning management sessions and group workshops. Topics include time management, test taking, study organization, reading, memory, test anxiety.

For educational support services, College of Health Related Professions students should contact the Office of Academic Development, 450 Clarkson Avenue, Box 1190, HSEB 6-620, Telephone (718) 270-7536 or the CHRP Office of the Dean at 718 270-7701.

### **ADDING A COURSE**

A student may not add a course to his or her schedule after the "Add/Drop period" indicated in the academic calendar. Forms for adding a course are obtained from the Office of the Registrar. This form must be approved by the Program Chairperson and returned to the Registrar. A fee is charged for changes in course selection after registration.

### **ATTENDANCE AND PUNCTUALITY**

Full and regular attendance at all classes is required. Anticipated absences should be reported to the instructors. The Program Chairperson should be notified of any absence greater than three days. After a prolonged absence due to illness, clearance to return to classes must be obtained from the Student Health Service.

Faculty and students are expected to be punctual for all scheduled lectures, labs and other course sessions. If a faculty member is late, students are required to wait fifteen minutes after the start of the session unless otherwise notified. After that length of time the session is considered canceled and will be rescheduled.

### **AUDITING A COURSE**

An enrolled student may, with the written consent of the instructor and the Chairperson of his or her program, audit a course. No formal registration occurs and the course is not recorded on the transcript. A student may not receive credit for the course without retaking the course later, even if course requirements have been met.

## **CELL PHONES/ELECTRONIC DEVICES**

The use of cell phones, beepers and other electronic devices is disruptive to fellow students and faculty. Therefore, all electronic devices must be turned off or set on vibrating mode before entering classrooms and labs.

## **CHANGES IN REGULATIONS AND COURSE OFFERINGS/PROGRAM SPECIFIC POLICIES**

Changes in academic regulations or course offerings will be communicated to students as soon as possible. Students will be notified of all changes and additions through the Downstate email system and directed to the appropriate location to find updated information on the campus course ware server (PRIME etc.). Updated copies of all regulations, course offerings and specific program policies are available for review in the respective program office, CHRP Dean's Office and in the Office of Student Affairs.

## **CLASSROOM ETIQUETTE**

Any instructor may exclude from attendance any student who, in the instructor's judgment, has seriously impaired the class's ability to achieve the objectives of the course, or who is guilty of offensive conduct toward the instructor or other members of the class. The student may appeal the instructor's action to the department chair through the department's grievance procedure.

This includes but is not limited to the following: 1) attendance and punctuality; 2) cell phones; 3) computers and electronic devices.

## **CLINICAL ASSIGNMENTS**

Students are assigned to fieldwork experience as part of their required course work. Clinical placements cannot be refused by students (extraordinary circumstances require prior discussion with the appropriate program director). Where applicable, students are responsible for attaining their own professional liability coverage prior to their clinical assignments. Students are responsible for any required clearance procedures mandated by their clinical site. Failure to complete the required clearances on time may result in a delay or cancellation of the clinical placement.

The clinical sites are selected by each program faculty, with the approval of the Dean, to provide the best possible range and quality of instruction and experience. Each student is responsible for arranging personal transportation to and from clinical assignments.

## **COMPUTER LAB (ROOM 779, HSEB)**

See the "General Information" section of the Student Handbook, under the Office of Educational Computing and Technology.

## **DEADLINE FOR COMPLETION OF ACADEMIC PROGRAMS**

The deadline for completion of an academic program in the College is five years. Students who are unable to complete their required course of study within that time, for reasons such as extended medical leave and delays in course offerings, may petition the Committee on Admissions and Academic Standing for an extension.

## **DEAN'S LIST (GRADUATE)**

The college recognizes matriculated, full-time (minimum of 9 credits) students who achieve a high standard of scholarship in a semester by conferring Semester Honors. Honors are awarded based on achieving a minimum GPA of 3.8 for that semester.

Students who receive a "C" or "F" during a particular grading period are ineligible for Semester Honors in that semester. A grade of "I" or "IP" must be removed within one week after grades are submitted for that semester for students being considered for Semester Honors.

## **DEAN'S LIST (UNDERGRADUATE)**

The college recognizes matriculated full-time (minimum of 12 credits) students who achieve a high standard of scholarship in a semester by naming them to the Dean's List. This recognition is awarded based on achieving a minimum GPA of 3.5 for that semester.

Students who receive a "D" or "F" during a particular grading period are ineligible for honors in that semester. A grade of "I" or "IP" must be removed within one week after the grades are submitted for that semester for students being considered for Dean's List.

## **DISCIPLINARY PROCEDURES**

Refer to Appendix IV.

## **DRESS CODE POLICY**

The Student Dress Code is based on the following principles:

1. Cleanliness
2. Neatness
3. Professional role modeling for patient care
4. Dress that reflects respect for patients
5. Visible SUNY-Downstate ID at all times
6. No scrubs to be worn outside of hospital

### Notes:

1. Students in CHRP may dress informally but, the above principles still apply with patient contact.
2. Although the Clerkship Director/Coordinator will have the final authority regarding item "d" above, certain items listed below are considered inappropriate for ALL Clerkships e.g.,
  - a. No visible tattooing
  - b. No visible body piercing other than ears
  - c. No overtly provocative sexual attire such as bare midriff, backside, or plunging neck line, or low slung pants
  - d. No garments covering the face

## DROPPING A COURSE

During the “Add/Drop period,” a student may be authorized to drop a course if the chairperson or faculty advisor of a program considers this action to be in the student’s best interest. In this case, no grade will be reported or recorded on the official transcript. After the first week of the semester, a course dropped will be considered a withdrawal.

## FULL-TIME EQUIVALENCY

“Full-time Equivalency” status should be used only for graduate level students working on their thesis, in compliance with Federal and State regulations, effective Fall, 1996. Independent Study courses may be utilized to fulfill the full-time status.

- a) Undergraduate students who need full-time status must register for 12 credits; b) Graduate students who need full-time status must register for 9 credits.

## GRADING POLICY

An enrolled student must demonstrate satisfactory knowledge and skill in academic work and clinical education to be recommended for graduation and/or certification.

A letter grade is used as a final evaluation of a student’s performance in coursework and clinical education. The evaluation of the student’s performance is appraised according to criteria established by the faculty.

1. The grades and their point value will be published in the Student Handbook. This documentation does not refer to the numerical values used to determine letter grades (e.g. 90-100=A). Those numerical grades will be left to the discretion of the individual faculty in the individual course. Grades will have a plus-minus scale (see below).
2. The P, W, WP, I, IP, R and Z, will have no point value.
3. The grade of “F” will be assigned for all unofficial withdrawals regardless of when they occur during the semester.
4. If a course in which the student has earned an “F” or “WF” is successfully repeated, the “F” or “WF” will appear on the transcript, but will not be counted in the GPA of the semester in which the course was repeated as well as in subsequent semesters. The original “F” grade will continue to affect the GPA previous to the successful repeat.

## GRADING SCALE (UNDERGRADUATES)

Grade	Value Points	Definition
A	4.00	Course instructor defines for course
A-	3.67	Course instructor defines for course
B+	3.33	Course instructor defines for course
B	3.00	Course instructor defines for course
B-	2.67	Course instructor defines for course
C+	2.33	Course instructor defines for course
C	2.00	Course instructor defines for course
C-	1.67	Course instructor defines for course
D+	1.33	Course instructor defines for course
D	1.00	Course instructor defines for course
F	0.00	Failure to successfully complete the requirements for a major part of the course. If a course in which a student received an “F” is repeated, only the second grade is averaged into the GPA
R	None	Borderline failure, requiring remedial work for part of the course (e.g. written exam)
I	None	A portion of the requirements for the course have not been completed for reasons beyond the control of the student (e.g. illness)
IP	None	A portion of the clinical education or administrative requirements of a clinical course have not been completed
P	None	Successful completion of course requirements. No letter grade assigned.
W	None	Withdrawal prior to completing 1/3 of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0.00	Withdrawal at failing level after completing 1/3 but prior to completing 2/3 of the course. A WF is an academic deficiency and counts as an “F” for the purpose of academic standing.
E	None	Credit by Examination
TR GPA	None	Course transferred from another institution without grade and grade is not averaged into DMC
Z	None	Maintenance of Matriculation

Value Point Definitions

None = is not averaged into student's GPA

0.00 = is averaged into student's GPA

The grades of "P", "WP", "I" and "E" carry no numerical value, and are not calculated in the grade point average. However, courses which are assigned "P" or "E" or "TR" grades are counted in the total number of credits accumulated for graduation.

Exemption from course (with no credit) will appear on student's transcript as a "note on record" in the "Comments" section of the transcript.

**GRADING SCALE (GRADUATES)**

Grade	Value Points	Definition
A	4.00	Course instructor defines for course
A-	3.67	Course instructor defines for course
B+	3.33	Course instructor defines for course
B	3.00	Course instructor defines for course
B-	2.67	Course instructor defines for course
C+	2.33	Course instructor defines for course
C	2.00	Course instructor defines for course
F	0.00	Failure to successfully complete the requirements for a major part of the course. If a course in which a student received an "F" is repeated, only the second grade is averaged into the GPA
R	None	Borderline failure, requiring remedial work for part of the course (e.g. written exam)
I	None	A portion of the requirements for the course have not been completed for reasons beyond the control of the student (e.g. illness)
IP	None	A portion of the clinical education or administrative requirements of a clinical course have not been completed
P	None	Successful completion of course requirements. No letter grade assigned.
W	None	Withdrawal prior to completing 1/3 of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0.00	Withdrawal at failing level after completing 1/3 but prior to completing 2/3 of the course. A WF is an academic deficiency.
E	None	Credit by Examination
TR GPA	None	Course transferred from another institution without grade and grade is not averaged into DMC
Z	None	Maintenance of Matriculation

Value Point Definitions

None = is not averaged into student's GPA

0.00 = is averaged into student's GPA

The grades of "P", "W", "WP", "I", "IP", and "Z" carry no numerical value, and are not calculated in the grade point average. However, courses which are assigned "P" or "E" or "TR" grades are counted in the total number of credits accumulated for graduation.

Exemption from course (with no credit) will appear on student's transcript as a "note on record" in the "Comments" section of the transcript.

**GRADE POINT AVERAGE (GPA)**

The grade point average is an index of academic performance. To compute the grade point average multiply the semester credits for each course by the grade point equivalent to the letter received. Add all credits earned except those assigned the grades "P" or "E". Add all the grade points earned. Divide the grade point by the total number of credits. This is the grade point average.

**GRADUATION HONORS**

The following honors are granted at graduation for:

**Bachelor of Science Degree:**

*cum laude* for a cumulative GPA of 3.503.74;

*magna cum laude* for a GPA of 3.753.89;

*summa cum laude* for a GPA of 3.904.00.

**Master of Science Degree:**

To graduate with distinction, a student must meet the following criteria:

- 3.80 GPA or above.
- No "C" or lower grades.



## GRADUATION REQUIREMENTS

To graduate, students must meet all college and program requirements as established in the catalog and other college or program publications. Where applicable, students must also meet specific academic requirements as specified by the program. The maximum time frame for program completion is five years.

Candidates for graduation must:

1. Complete all academic degree requirements for admission to the respective program.
2. Complete the program of study for the B.S. degree, the M.S. degree, DPT. degree, or the advanced certificate, including satisfactory completion of all required courses.
3. Meet all attendance, course, credit and other stated requirements of the program and college.
4. Have a minimum cumulative grade point average of 2.0 for the B.S. degree (some program grade point average requirements or academic requirements may exceed this minimum requirement); 3.0 for the M.S. degree, DPT .degree, or advanced certificate.
5. Satisfy clinical course requirements.
6. Meet program residency requirements.
7. Satisfy all financial obligations due to SUNY Downstate Medical Center.
8. Complete a mandatory financial aid exit interview if the student has received financial aid at SUNY Downstate Medical Center.
9. Complete a Graduation Requirements Check List during the spring semester registration prior to Commencement or the semester prior to your expected last semester of attendance.
10. Have no disciplinary charges in progress or pending.

Note: The student has the responsibility to register for and satisfactorily complete all required course work. It is highly recommended that each student make an appointment and go to the Office of the Registrar prior to his/her last semester before graduation to review his/her program of study and verify that all degree requirements will be met.

**Issuance of Diplomas:** Students may be approved for degree/certificate completion and the awarding of a diploma/certificate three times each year. A student's degree/certificate conferral date is the next official graduation date after the degree/certificate requirements are completed. The three official graduation dates are May 31 (Spring); August 31 (Summer); and December 31 (Fall). The student's official transcript records the actual date upon which degree requirements are completed.

**Commencement Ceremony Participation:** Students are permitted to participate in the Commencement ceremony in May, with the approval of the faculty and the Registrar, if they fulfill degree requirements within the calendar year of the May Commencement Ceremony. There is only one Commencement ceremony each year and students are entitled to participate in only one Commencement ceremony per degree earned at the Health Science Center.

## HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All students must be current in their Health Information Portability and Accountability Act (HIPAA) training upon enrollment, following any leave of absence, and following any change in the law which requires re-training. Failure to do so will result in not being permitted to register or to participate in any clinical educational activities. For more information, contact the Office of the Registrar

## HEALTH REQUIREMENTS

Prior to admission, all accepted students are required to satisfactorily complete all health forms. On an annual basis, all students are required to complete a health assessment through the Student Health Service. Students who are not in compliance with the annual health assessment will not be eligible for registration in the subsequent semester (i.e. your registration forms and tuition bill will be withheld and you will not be an enrolled student in the College). During the clinical years, students not in compliance with the annual health assessment may be removed from their clinical courses until they are in compliance; any missed course work must be remediated as specified by the course director

## INCOMPLETE GRADE REGULATIONS

A grade of "Incomplete" (I) shall be reported on the Grade Roster to the Office of the Registrar, for any student who has obtained, in advance, the permission of the course instructor to postpone completion of specific course requirements beyond the semester in which the course was taken.

1. Students who receive an "I" in a course, must arrange for an anticipated date of completion with the course instructor. This date is to be determined by the faculty member, but not to exceed the end of the following semester (not including the summer semester).
2. Upon successful and timely completion of course requirements, the grade "I" will be removed and the letter grade earned will be recorded on the student's transcript.
3. A Change of Grade form must be submitted to the Office of the Registrar by the end of the appropriate semester (see below). If this form is not submitted by the appropriate deadline, the "I" will be converted to an "F".
4. As an internal procedure, before changing an "I" grade to an "F", the Registrar's Office will submit a list of the outstanding incompletes to the Committee on Admissions and Academic Standing. To request an extension of this grade change, the program must submit an official form to the Registrar's Office.

Only in exceptional cases may a student request an extension of time beyond that authorized. Such a request must be made in writing to the Chairperson of the Committee on Admissions and Academic Standing with the approval of the Program Chairperson and the course instructor.

5. A student on approved "Leave of Absence" with an outstanding "I" grade, must remove the "I" by the end of the first semester after returning as a registered student.

Under certain conditions, students who withdraw from the College may be able to complete courses in which they have an "I" grade if they petition the Committee on Admissions and Academic Standing for such permission before the end of the semester in which the course is taken.

### Clinical Course Incomplete

A grade of “IP” indicating “Course in Progress” will be used for students enrolled in a clinical course, and who do not complete the clinical education or administrative requirements of that clinical course during the semester in which they registered for the course. The clinical course must be completed no later than four weeks from the end of the semester in which the course was taken. Failure to document completion of the course, and submission of a change of grade form within the specified time limit, will result in review by the Dean and the Admissions and Academic Standing Committee, who may then recommend that a grade of “F” be recorded for the course.

### **LEAVE OF ABSENCE (LOA)**

A leave of absence is granted for reasons of health or other personal emergency. A student’s academic standing will be evaluated by the program and referred to the Committee on Admissions and Academic Standing for action (see policy on Academic Status). Students who have not registered for courses at the end of the add/drop period and who have not been granted a leave of absence or an extension of a previous leave of absence, will be withdrawn from the college.

#### **Requesting a Leave**

Any student desiring a leave of absence from the College of Health Related Professions will complete the following:

1. Meet with his/her program chairperson to discuss the issues and whether a leave of absences is the most appropriate action.
2. If the student and the chairperson agree that a Leave of Absence is the best course of action, the student will submit a formal written request for leave of absence. The written request must include the length of time for the leave (up to one year) and the reasons for the request. The top portion of the Leave of Absence request form should be completed by the student and submitted to the program, with his/her letter. The program chair will discuss any conditions of the leave.
3. A program representative will present the request for LOA (including the submitted materials) at the next scheduled meeting of the Committee on Admissions and Academic Standing. The request for Leave of Absence and the supporting documents will be forwarded to the Office of Student Affairs.
4. If possible, the student must schedule an appointment with the Office of Student Affairs designee (BSB 1-114) for an exit interview.
5. The student must continue with his/her course work (except in an emergency situation) until the leave of absence has been approved by the Admissions and Academic Standing Committee. The student will receive a letter from the Office of Student Affairs, which will be copied to the program Chairperson, stating the effective dates and any conditions relating to the leave.

*A leave of absence may be a maximum of one year in length.*

#### **Returning from a Leave**

It is the student’s responsibility to initiate the process necessary to return from a leave of absence. The student must:

1. Contact the Office of Student Affairs before the deadline stated in the leave of absence notification letter regarding his or her intent to return. The student must be prepared to document that all of the conditions of the leave have been met. If the student does not contact the Office of Student Affairs by the deadline date, he or she will be considered to have withdrawn from the program.
2. If the deadline date and conditions have been met, the student must meet with the program chairperson or program advisor to schedule courses for the upcoming semesters.
3. If the student misses the deadline date and still wishes to attend the program, the student must reapply for admission to the program, following all admission procedures.
4. If the student wishes an extension of his/her leave of absence, a written request must be submitted to the Office of Student Affairs and the Program Chair, before the deadline date of the expiration of the leave (deadline for return). The decision of whether to grant an extension and any additional required conditions is at the discretion of the program and the Committee on Admissions and Academic Standing.
5. If an extension to a leave of absence is granted, it may not exceed an additional one (1) year. A student returning from an extended leave of absence will have his course of study reviewed by the Program to determine if any further conditions or curricular modifications will be necessary to reflect the current curriculum and policies in effect at the time of return.

### **MAINTENANCE OF MATRICULATION**

In order to graduate at the end of a given semester, a student must be registered for that semester. To assist students completing course work for which a grade of “I” (Incomplete) has been recorded and who are otherwise ready for graduation or those who are ineligible to register for any other courses in their final semester, the Office of the Registrar has created a “course” INDI 4000, entitled “Maintenance of Matriculation”.

Maintenance of Matriculation is a 0.00 credit course. This course assists students to remove a grade of “I” while not enrolled in other courses. The only grade for the Maintenance of Matriculation, INDI 4000, course will be a “P”, which carries no value toward the GPA.

Students may not register for Maintenance of Matriculation while they are completing additional clinical hours. Students who need to complete additional clinical course hours in order to demonstrate clinical competency must register for an independent study course and/or re-register for the clinical course in order to complete the required hours or to demonstrate competency.

Students who need to take a semester off because there are no courses available for them to take or because they have personal, financial, or medical reasons to not be enrolled in course work must apply and be approved for a Leave of Absence.

## MATRICULATED STUDENTS

A matriculated student is one who has been formally admitted to a degree or advanced certificate program. A matriculated undergraduate student may register as either fulltime (12 or more credits) or part-time (less than 12 credits) and may earn a Bachelor's degree or a certificate upon completion of all requirements. A matriculated graduate student may register as either fulltime (9 or more credits) or part-time (less than 9 credits) and may earn a Master's degree, Advanced certificate, or Doctoral degree upon completion of all requirements.

## NON-MATRICULATED STUDENTS

A non-matriculated student is one who has not been accepted to a degree program but is permitted to register on a semester basis, using the appropriate "non-matriculated student registration" form.

1. "Non-matriculated student registration" forms will be approved and signed by the program chairperson prior to registration for a course.
2. Non-matriculated status shall not extend beyond 12 credits maximum, and shall not extend beyond one calendar year. Time spent as a non-matriculated student will count towards the five year limit for work on a degree in the CHRP programs.
3. No registration will be processed by the Registrar for non-matriculated status if that student has previously registered for 12 credits.
4. Non-matriculated status does not guarantee entry into a program. A non-matriculated student must complete the entire admissions procedure and will be considered on the same basis as any other applicant.

Non-matriculated students may meet the prerequisite requirements for a course through completion of prerequisite courses, related work experience, and/or demonstrated proficiency related to prerequisites.

Non-matriculated students may only register for courses that do not have a field work or clinical component.

Each program makes the final decision as to the courses open to non-matriculating students and the number of spaces available in each course.

## PART-TIME STUDENTS

All students enrolled on a part-time basis (less than 12 credits, undergraduate; less than 9 credits, graduate) shall be given a proposed curriculum at the outset of their course of studies. This curriculum, which is subject to change, is designed to assist the student in identifying what his or her anticipated timetable for coursework and graduation will be.

## POLICY ON BULLYING/MISTREATMENT

SUNY Downstate CHRP subscribes to the ethos that all learning must occur in an environment of mutual respect between teacher and learner, between students, and between the student, staff, family, and caregiver. All participants in the educational endeavor must assume their responsibilities in a manner that enriches the quality of the learning process in order for effective, caring and compassionate health care to occur. However, we acknowledge that, from time to time, there will be inappropriate actions or mistreatment of individuals. These may be alleged, perceived, or real incidents.

Examples of inappropriate conduct or mistreatment include:

- Words, statements or actions that are disrespectful, berating, humiliating or mocking
- Aggressive behavior such as yelling, swearing, throwing objects, hitting and physically restraining or using silence in a hostile manner
- Exploitation by linking favors with grade inflation (or threatening the reverse)
- Speaking or corresponding in a disparaging way about an individual's race, ethnicity, religion, sexual orientation, gender or gender identity, disability, socioeconomic background, cultural dress and/or cultural practices.
- Telling jokes or relating stories that are inappropriate, racist or sexist, or concerning religion, ethnicity, or disability
- Commenting judgmentally about other students, residents, faculty, staff and/or patients
- Sexual harassment-inappropriately touching, staring, or using other suggestive mannerisms

The reporting options are:

- If the incident occurs during a clinical rotation/internship, contact the Clerkship Director/Coordinator and/or site director immediately. Also report it on the end of clerkship evaluation form. This also applies to students who witness mistreatment of a peer. You may also report an incident to your program chair or the Dean of CHRP
- Consult with one of the deans in the Office of Student Affairs to discuss what has occurred and participate in an appropriate course of action
- Allegations of sexual harassment or discrimination may be reported to the Office of Diversity and Inclusion at SUNY Downstate.

The Director of Student Counseling Services at SUNY Downstate is another resource for students to discuss mistreatment. This is especially helpful for students who have become anxious, frightened, avoidant, despondent, unable to study, etc. as a result of the inappropriate action of others.

In all cases there will be follow-up, and students who have self-identified will be informed of the process and/or resolution. Students must understand that anonymous complaints can only be taken so far and that it is impossible to give them feedback.

SUNY Downstate College of Health Related Professions urges all students who believe that they have been subject to mistreatment or the unprofessional behavior of fellow students, faculty, and other health professionals and staff to use one of the above options. Student well-being, safety, and learning in a healthy and collegial atmosphere are fundamental to our mission.

For additional policies and procedures on Bullying/Mistreatment, see II of the Student Handbook and individual program manuals.

## **POLICY ON DRUGS & DRUG TESTING**

Federal and State Regulations regarding alcohol and controlled substance abuse are identified in Appendix II of the Student Handbook. SUNY Downstate requires that all students comply with current New York State law regarding the use of substances in order to remain eligible for clinical activities (even if they visit another locality, state or foreign country where such substances may be permitted). Students shall be responsible for assuring that they do not participate in activities or ingest substances when visiting other U.S. states or foreign countries which may cause them to be ineligible to participate in clinical activities because these substances are not permitted in New York State. Failure to do so is a violation of SUNY Downstate policy and is subject to disciplinary action.

In addition to policies and procedures identified in Appendix II, the following policies will also be instituted when a CHRP student has a positive drug test (either from a clinical site or from a drug test that may have been voluntarily undertaken by the student e.g. such as in preparation for a clinical affiliation):

1. The student will be notified by either the Dean for Student Affairs (or designee) or the Dean of CHRP (or designee) that a positive drug test report has been received. The student will be informed that he/she must take another drug test (within one week of our receipt of the drug test report) through CertifiedBackground.com, or another accepted vendor, at the student's expense.
2. The student will be immediately suspended from his/her academic/clinical program until clearance (fitness for duty) has been obtained.
3. If the second drug test is negative, then the student will be reinstated and warned that any subsequent positive drug tests will lead to possible disciplinary action and/or possible external reporting to the New York City Police Department.
4. If the second drug test is positive or if the student declines to take a second drug test, then the student will be continued on suspension, will be reported to the College of Health Related Professions Admissions and Academic Standing Committee for evaluation, and possible disciplinary action and/or reporting to the New York City Police Department.
5. Resources can be found in Appendix II of the Student Handbook for students who violate state and federal regulations and/or college policies on alcohol or controlled substance abuse.

## **PROFESSIONAL LIABILITY INSURANCE**

Students enrolled in the College of Health Related Professions Programs in Diagnostic Medical Imaging, Occupational Therapy, Midwifery Education, Physical Therapy and Physician Assistant are required to purchase and maintain individual professional liability insurance throughout the clinical training. Evidence of current malpractice insurance must be documented in the student's file prior to the start of any course involving clinical training.

## **REGISTRATION**

New students register during orientation. All other students register during the official registration period. Registration is not permitted after the first week of classes. A student is not considered registered until the registration has been approved by the Program Chairperson or the faculty advisor and submitted to the Office of the Registrar, and arrangements for payment of tuition and fees have been made with the Bursar's office. Students who have not registered for courses at the end of the add/drop period and who have not been granted a leave of absence will be withdrawn from the College.

In addition, students who register after the official registration period will be assessed a late registration fee.

## **READMISSION**

A student who withdraws or is dismissed from the College of Health Related Professions may reapply following the current admissions procedures of the College.

## **REMEDATION AND RE-EXAMINATIONS**

Remediation is defined as additional instructional and learning experiences within the body of a course, which may be available to students whose performance is below the expected standard or considered borderline. Remediation activities may include faculty advisement, tutorials, examination review, and completion of additional examinations. Comprehensive re-examinations may be available to students, who in the opinion of the faculty have performed within a reasonable level to warrant an opportunity for re-examination. Criteria for re-examinations, if offered, are outlined in the respective course syllabi. A grade of "R" will be recorded for courses that offer remedial work including re-examination. Remediation activities and the subsequent change of the "R" grade to an approved grade must be completed by the end of the Add/Drop period of the subsequent semester.

## **REPEAT COURSES**

1. A course in which a grade below the minimum passing grade for that course is achieved, or a grade of "WF" has been recorded, may only be repeated once.
2. To repeat a course, the student must re-register for the course. Both courses and grades will appear on the student's records, and both grades will be calculated in the GPA (except in the case of an "F" as indicated in the "Grading Policy" section).
3. If the student wishes to take a repeat course at another institution, written permission from the program must be obtained. A grade received in a course taken at another institution will not be reflected on the SUNY transcript nor will it be included in the student's GPA calculation. Only the course title and number of credits will appear on the SUNY transcript.

## STUDENT HONOR CODE

The students of the College of Health Related Professions are committed to receiving education in an atmosphere that is supportive of learning, and promotes and nurtures honesty, integrity, inclusion, professionalism and excellence. We, the future health professionals, understand the importance of maintaining the highest levels of professional decorum in the classroom, clinic setting, and the community. We vow to conduct ourselves with:

- Integrity
- Honesty
- Ethically and morally sound behavior (including social media behavior)
- Respect
- Sensitivity toward personal values, beliefs and morals of classmates, professors, staff and patients with whom we interact on a daily basis
- Sensitivity toward the disabled or anyone who is different

Because integrity is the cornerstone of our education and our community of trust, we will not tolerate actions such as the following: cheating on assignments, falsifying data, plagiarism, bullying (face to face or online), disrespect for one's sexual orientation, unprofessional communications, with faculty and/or preceptors (face to face or online), and disregard for patients' privacy. Each aforementioned action is considered a violation of the CHRP Student Honor Code. We, the students of the CHRP, pledge to contribute to an environment of professionalism and respect and adhere to the highest levels of moral and ethical conduct.

## STUDENT RECORDS

The College is in full compliance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment), which gives students access to their educational records. Students can arrange to review their academic records in the Office of the Registrar.

## SUBMISSION OF GRADES

All final grades will be submitted by the instructor to the Registrar's office within two days after the last day of final examination week. Excluded from this policy are courses extending past final examination week. The deadline for these courses is one week after the last day of class and/or the final examination, whichever comes later.

## TRANSCRIPTS

Refer to the Office of the Registrar section of the Student Handbook or the Registrar section of the SUNY Downstate website.

## TRANSFER CREDIT

The following programs do not allow transfer credits for program of study courses: Diagnostic Medical Imaging, Occupational Therapy, Physical Therapy and Physician Assistant.

The Midwifery Education Program and the Medical Informatics Program allow transfer credits for program of study courses according to program policies. Students who have completed graduate level courses at another institution prior to matriculation, with a minimum grade of "B" or better, may transfer courses if the courses are judged equivalent to those required at SUNY Downstate and meet the accreditation standards of each profession's accrediting body. The faculty determines the acceptability of transfer courses.

Transfer of approved credits earned prior to matriculation to the College of Health Related Professions will appear on the transcript accompanied by the letter "TR".

A maximum of 9 transfer credits may be accepted toward degree requirements in the Medical Informatics Programs and a maximum of 18 credits may be accepted toward degree requirements in the Midwifery Education Program.

To qualify for program of study transfer credit, the student must initiate a request for consideration of transfer credits, through the program chairperson or the academic advisor during the first semester matriculated at SUNY Downstate. Students must provide an official transcript and a copy of the course materials for the courses to be evaluated and considered for transfer.

### Advanced Standing

The Midwifery Program is the only program in the College of Health Related Professions that offers advanced standing credits. MS Completion students in the Midwifery Education Program may receive up to 38 credits of advanced standing for their previous midwifery education and professional experience. Students must contact the Midwifery Program chairperson for details.

Students in the basic Midwifery Education Program may receive up to 12 credits of advanced standing for areas in which they either have had coursework or areas in which they have had extensive professional experience (e.g. Introduction to Teaching or Research 1 and/or 2). Documentation of such coursework and/or experience must be provided. Students must contact the Midwifery Program chairperson for details.

### Course exemption

The Midwifery Program is the only program in the College of Health Related Professions that offers course exemptions for students in the Direct Entry Program. Contact the Midwifery Program chairperson for details.

## WITHDRAWAL FROM THE COLLEGE

The student should consult the Program Chairperson and should complete the following procedure:

1. Meet with program chairperson and complete the Leave of Absence / Change of Status form.
2. Meet with the Office of Student Affairs designee to remove all outstanding encumbrances, including: return of identification card and mailbox key, return of borrowed material to the library, bursar clearance, financial aid clearance, if applicable, and residence hall clearance, if applicable. Any student with outstanding encumbrances is not entitled to receive, or have sent on his/her behalf, transcripts of academic work, and may be denied readmission.
3. The student must continue with his/her course work (except in an emergency situation) until the withdrawal has been approved.

The student will receive a letter from the Office of Student Affairs confirming the effective date of the withdrawal and a copy of the Change of Status form.

## WITHDRAWAL FROM A COURSE

A withdrawal grade of “W” is recorded when a student withdraws from a course after the add/drop period and prior to completing one third of the course. There is no point value attached to the grade of W.

A withdrawal passing grade of “WP” is recorded when a student withdraws from a course, while performing at a passing level, after completing one-third of the course but prior to completing two-thirds of the course. There is no point value attached to the grade of “WP”.

A withdrawal failing grade of “WF” is recorded when a student withdraws from a course, while performing at a failing level and after completing one-third of the course but prior to completing two-thirds of the course. A grade of “WF” represents an academic deficiency and is calculated into the grade point average as 0.00.

A student may withdraw from a course during the WP/WF period, upon written request and approval by the Program Chairperson. Withdrawal from a course during the WP/WF period is permitted only in conjunction with medical emergencies, leaves of absence or withdrawal from the academic program. In the case of a medical emergency, a note from the student’s health care provider is required.

A student withdrawing from a course on the day of an examination receives an “F” grade for that exam and the exam grade is averaged with the other grades earned during the course.

To withdraw from a course, the student must:

Obtain an Add/Drop form from the Office of the Registrar. The completed form must be approved and signed by the Program Chairperson and delivered to the Office of the Registrar.

The date upon which the form is approved, not the date of the last class attended, is considered the official date of withdrawal. Nonattendance or notification of the instructor of the intent to withdraw does not constitute formal withdrawal.

A student may not officially withdraw from a course after the last official day for withdrawal (after 2/3 of the course is completed). After this date, the grade “F” will be recorded and computed in the grade point average.

The grade of “F” will be assigned for all unofficial withdrawals regardless of when they occur during the semester.

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## **EMERGENCIES (WEATHER AND OTHER EVENTS)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events, may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, "Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press "2" to hear the status of classes in your individual program. All others, Press "1" to continue to the main menu."

When you press "2," you will hear

For FOUNDATIONS press 1

For MS2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the School of Public Health, press 6

### College of Health Related Professions

A message will be placed on the College of Health Related Profession's emergency information lined (270-7703) regarding cancellation or delayed starting time.

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For further information regarding changes in the College of Health Related Professions *Bulletin* and program specific policies contact:

Diagnostic Medical Imaging Program

Ms. Yosefa Pessin, Chairperson  
(718) 270-7717

Medical Informatics Program

Dr. Isaac Topor, Chairperson  
(718) 270-7770

Midwifery Education Program

Dr. Ronnie Lichtman, Chairperson  
(718) 270-7740

Occupational Therapy Program

TBA

Physical Therapy Program

Dr. Joanne Katz, Chairperson  
(718) 270-7720

Physician Assistant Program

Mr. Felix Nwamaghinna, Chairperson  
(718) 270-2325

# **COLLEGE OF MEDICINE**



## HOW THE COLLEGE OF MEDICINE SECTION IS ORGANIZED

The Academic Policies section appears first, followed by the section on general information/services. If there is no designation of Foundation Years or Clinical Years, then the policy applies to all students in all class years. If you have any question about a particular policy and whether or not it pertains to you, please email [studentaffairs@downstate.edu](mailto:studentaffairs@downstate.edu)

[Topics/items are listed alphabetically whenever possible within the sections described above. There is also an index.]

### ABSENCES FROM EXAMS

Students are expected to appear for examinations and assessments at the appointed time or the course director may award the student a grade equivalent of “zero” for the exam, or assign a grade of “ID” (Identified Deficiency) for Medical Professionalism in the Unit. If students are ill or have an emergency that prevents them from attending a required summative assessment, they must contact the Office of Student Affairs by e-mail to [studentaffairs@downstate.edu](mailto:studentaffairs@downstate.edu), no later than the day of the exam, to explain the reason for their absence from the scheduled exam. Failure to notify the Office of Student Affairs in a timely fashion regarding an absence from an exam may result in a zero for the exam. Each absence shall be considered on a case-by-case basis for an excused absence.

A student may be excused from the exam by the Office of Student Affairs if notice is given of illness or other emergency (e.g. death in the immediate family, family emergency, or illness). A note from the student’s personal physician (may not be from a relative) or from SUNY Downstate’s Student Health Service, must be presented to the Office of Student Affairs, to document excused absences for illness.

If a student submits a request to the Office for Student Affairs for an excused absence from a summative assessment that is not an emergency, the Student Affairs Dean will consult the Associate Dean for Foundations. Opportunities for replacement assessments will be determined by the Office of Academic Affairs in consultation with the Unit leadership.

### ABSENCES FROM REQUIRED SMALL GROUP ACTIVITIES

Small group attendance is an integral component of all courses during the Foundation years. Regular attendance at small group sessions provides students with important learning opportunities not available in lectures or other venues. Furthermore, the success of small groups depends on the attendance and participation of all students.

***All Small Group sessions, including Problem-Based Learning (PBL), POPS, Clinical Skills and Laboratory Sessions are required activities. (Attendance to sessions with patients invited as part of the learning experience is also mandatory.)*** Timely attendance and active participation are mandatory. Late attendance compromises group dynamics. Students arriving more than 10 minutes after the start time of the small group session are considered absent.

All absences must be reported and more than one reported absence per Unit is strongly discouraged. A reported absence is defined as an absence that has been reported to the Office of Academic Affairs and falls under one of the categories listed on the Reported Absence Form. Students must notify the Office of Academic Affairs of their absences by completing the on-line ***Reported Absence Form*** no later than 9AM on the day of absence, or as soon as possible in the case of an illness or emergency. Students must also notify their small group leader (for PBL) and perform any necessary make-up work for sessions missed.

**If a student misses more than two required sessions (even if reported) within a unit, s/he will receive a Unit evaluation that may result in a grade of Identified Deficiency (ID) for Medical Professionalism and thus a failure in the unit. More than six (6) accumulated absences (even if reported) in Foundations 1 or greater than four (4) accumulated absences (even if reported) in Foundations 2 will trigger a Gateway evaluation that may result in a Gateway grade of Identified Deficiency (ID) for Medical Professionalism.** The student will be required to remediate any professionalism deficiency as determined by the Academic Progress Committee. If a student needs to be absent for more than the maximum of two absences per unit (i.e. extended illness or family emergency) s/he should email Student Affairs at: [studentaffairs@downstate.edu](mailto:studentaffairs@downstate.edu) with a written explanation. A Student Affairs Dean will contact the student to discuss.

Absences due to religious observance should be requested at the beginning of the academic year and do not count toward the maximum number of absences of two reported absences per unit.

**Zero unreported absences are permitted.** One unreported absence in the unit, if it is the only breach of professionalism, will result in a written warning. A second unreported absence in the unit will result in an automatic grade of Identified Deficiency for Medical Professionalism and a failure in the Unit. A single unreported absence in combination with other breaches of professionalism may also result in a grade of Identified Deficiency for Medical Professionalism for the Unit.

Breaches of professionalism include failure to complete formative assessments, failure to submit written assignments on time, and leaving before completion of a small group session, as well as egregious behaviors such as signing in to events for others, signing in without physically attending. Misrepresenting one’s own or another student’s attendance at required activities is a violation of the College of Medicine Honor Code and as such is reportable to the Honor Council, as well as the Academic Progress Committee. Sanctions based on breaches of professionalism become a permanent part of the student academic record and may be included in the Medical School Performance Evaluation for residency.

Students are required to make-up any work missed due to their absence. A deadline for making up the activity may be set at the time of the absence. Students are also responsible for informing their PBL/small group facilitators of the reason for any absences from these sessions.

#### Clinical Years

During the clinical years, excused absences are approved by the course director, preceptor or the Office for Student Affairs. Written documentation is required as described above. Missed clinical time may carry the requirement to be made up at another time. Unreported absences may be documented in a student’s final evaluation and may be included in the Medical School Performance Evaluation for residency.

Policy on students seeking permission to attend conferences during required courses:

Students who seek permission to attend academic conferences during required courses may be allowed to do so, at the discretion of the course director and/or the Office of Student Affairs, and only under the following circumstances:

- 1) The meeting is scientific in nature
- 2) The student will be presenting their own work at the meeting
- 3) The student asks for permission to attend well in advance of the conference
- 4) Documentation, such as a conference schedule, may be requested.

The student may be required to make-up time for the time missed to attend the conference.

**ACADEMIC ADVISEMENT**

During Foundations of Medicine, students are encouraged to seek academic assistance from their course directors or faculty instructors regarding how to improve their academic performance in a particular course. Students in academic difficulty should also seek early assistance from the Office of Academic Development (described below) and the Director of Student Counseling (for anxiety reduction and relaxation techniques).

Students who have questions regarding academic policies or their academic status, or seek information regarding academic support services, may seek assistance from any of the three Student Affairs Deans in the Office of Student Affairs.

During the clinical years, students in academic difficulty in a particular course are encouraged to seek assistance from their clerkship course director or faculty preceptors/attendings, the Office of Academic Development and/or the Director of Student Counseling. Students who have questions regarding academic policies or their academic status in the clinical years, or who seek information regarding academic support services, may seek assistance from their clinical assistant dean or the Student Affairs Deans.

**ACADEMIC DEVELOPMENT**

The primary goal of the programs offered by the Office of Academic Development is to help students achieve their full academic potential in medical school. Towards this end, academic development staff offers programs on efficient and effective approaches to learning:

- Individual academic counseling, as needed or requested for study, learning, memory, reading efficiency, time management, and/or exam reasoning skills.
- Active learning counseling sessions promoting long term retention and problem solving
- Clinical learning environment sessions that address adjustment to the relatively unstructured but demanding clinical setting.
- Individual and/or group peer tutoring sessions, provided free of charge
- Screening for previously undiagnosed learning difficulties and appropriate referrals
- The “Lending Library”, offering a small selection of relevant resources for both course work and the USMLE Board Examinations.
- Step 1 tutor review sessions, and “mock” board exams
- Individual meetings with students, as requested, to assist in planning optimal preparation for USMLE Step 1, Step 2, and clerkship exams.

**ACADEMIC MONITORING (IN FOUNDATIONS)**

In Foundations, the Office of Academic Affairs will provide a report to students and designated faculty at the mid-Unit time point based on formative assessments and small group facilitator feedback. Students who are performing below criteria will be offered support in meeting criteria before the end of the Unit. The group responsible for identifying and helping students consists of the Unit faculty in progress (including Unit clinical competency director), Student Affairs, Academic Development, and Professionalism Assessment Committee (PAC) as needed. A designee of this group will offer to meet with struggling students at the mid-Unit time point and help them each develop a plan to improve performance before it gets to the level of failure necessitating remediation.

Students are informed of the school resources available to them if they are struggling. Students are expected to evaluate their own performance after each formative assessment and take the initiative to seek assistance when needed. Students experiencing personal problems which interfere with their academic performance are encouraged to seek help. If a student is unsure of where to get help, the student can contact the Office of Student Affairs to receive a referral to the appropriate resource.

**CLINICAL COURSES**

During the clinical years, one week of clinical experience is equivalent to one week of academic credit.

Clerkships are available to medical students matriculated at SUNY Downstate Medical Center only. Clerkships are selected through a lottery selection process in the fall semester of the second year of medical school. Changes in clerkship schedules are approved only if space is available for rescheduling.

Electives may be intramural (within the SUNY Downstate Medical Center network) or extramural (away from the SUNY Downstate Medical Center network). Intramural electives are identified in the on-line catalogue. Intramural electives must initially be approved by the Electives Subcommittee of the Dean’s Council for Education. Only following Electives Subcommittee approval may an elective taken for credit by students.

Students may also create a “tailor-made” (intramural) elective with written documentation and approval of the faculty preceptor, Department Chair of the department in which in the elective is being offered and the student’s clinical assistant dean. A tailor-made elective may be a clinical experience or a research experience. For additional information regarding procedures, see the Office of the Registrar website which can be found at <http://sls.downstate.edu>.

Students on academic or clinical probation during the senior year of medical school are required to complete their electives at the SUNY Downstate Medical Center or a major affiliate hospital of SUNY Downstate Medical Center. One extramural (away) elective may be completed only with the prior approval of the student’s clinical assistant dean. A student on probation for the senior year must also meet on a monthly basis with his/her clinical assistant dean.

Additional information regarding clinical clerkships, clinical electives, procedures, and policies is contained on the Office of the Registrar website which can be found at <http://sls.downstate.edu>.

## EDUCATIONAL OBJECTIVES OF THE CURRICULUM

### The Six Competencies

SUNY Downstate's six competencies delineate the attitudes, knowledge and skills that students should possess upon graduation from this medical school. Each domain represents a distinct but interrelated component of an integrated model of physician competency. These competencies form the basis for graduation from Downstate, assuring that the physician is knowledgeable, technically skilled, socially conscious and professionally responsible. Upon graduation from SUNY Downstate, the student will have demonstrated the following:

#### 1. DOMAIN OF PATIENT CARE

Graduates must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

#### 2. DOMAIN OF MEDICAL KNOWLEDGE

Graduates must demonstrate knowledge about established and evolving biomedical, clinical, and cognate (e.g. epidemiological and social-behavioral) sciences and the application of this knowledge to patient care.

#### 3. DOMAIN OF PRACTICE-BASED LEARNING AND IMPROVEMENT

Graduates must be able to investigate and evaluate their patient care practices, appraise and assimilate scientific evidence, and improve their patient care practices.

#### 4. DOMAIN OF INTERPERSONAL AND COMMUNICATION SKILLS

Graduates must be able to demonstrate interpersonal and communication skills that result in effective information exchange and teaming with patients, their patients families, and professional associates.

#### 5. DOMAIN OF PROFESSIONALISM

Graduates must demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population. Graduates must also assess personal values and priorities in order to maintain an appropriate balance of personal and professional commitments.

#### 6. DOMAIN OF SYSTEMS-BASED PRACTICE

Graduates must demonstrate an awareness of the relationship between themselves and the patient, community, and health care system as well as recognize the impact on optimization of patient care.

### **GATEWAY 3: CLINICAL SKILLS EXAM – CSE (STANDARDIZED PATIENT REQUIREMENT)**

At the end of core clerkship year, all third year medical students are scheduled to participate in a mandatory standardized patient experience. It is not necessary to have completed all clerkships in order to successfully complete the experience.

- 1) Students are videotaped during their encounters with standardized patients.
- 2) Students perform directed histories and physicals on standardized patients.

Participation in this exercise is mandatory for all students:

If a student fails to attend on the assigned day without prior authorization for an excused absence or a documented medical excuse on the day of the assigned session, the student will be charged the fee for the examination day (the current charge is \$500). Students are required to notify the standardized patient coordinator no later than the day of their scheduled standardized patient session of any medical or personal emergency. Documentation must be submitted within 24 hours of the scheduled session.

The College of Medicine has established a minimum competence level for passing this mandatory educational activity (standardized patient exam). Students who fail to attain the minimum competency level will be required to undergo a mandatory remediation.

If the student fails the remediation, the student will be removed from his/her academic schedule. The student's entire academic record will be reviewed by the Academic Progress Committee, for further academic action. All options will be considered, including continuation with additional remediation, repeat year, or dismissal.

Students must pass Gateway 3 or its remediation to be eligible for graduation. Students will be required to sign a statement attesting to the fact that they will not share information about this exercise.

### **COURSE APPEAL PROCEDURE**

If a student wishes to appeal a grade received in a particular course, the student should first attempt to resolve the matter by meeting with the Unit director. If the student is not satisfied after attempting such resolution, s/he may file a formal written appeal to the Associate Dean responsible for that segment of the curriculum.

In the clinical years, if a student disagrees with a preceptor's evaluation or wishes to question the final clerkship course evaluation, the student must first meet with the clerkship director or designee. If there is still a concern, the student may schedule a meeting with the Associate Dean or Senior Associate Dean for Academic Affairs. That decision will be final. A student has one month after the official grade is received by the Office of the Registrar to challenge a grade with the clerkship director. After the one month deadline, if the student has not made contact with the clerkship director regarding the grade, the grade and evaluation comments are considered final and no changes can be made.

## COURSE WITHDRAWALS

### From Required Courses

A student may withdraw from a required course (unit/clerkship) upon written request, and requires approval by a dean in the Office of Student Affairs. Withdrawal from required courses is permitted only in conjunction with leaves of absence, withdrawal from the College of Medicine or a personal emergency or illness.

A “W” will be recorded on the student’s official transcript if the withdrawal is prior to the completion of 25% of the course.

A “WP” or “WF” will be recorded, according to academic status, if a student withdraws after the completion of 25% of the course.

### From Senior Year Elective Courses

A student may drop from an elective course by completing an Elective Drop/Add form available in the Office of the Registrar. When a student wishes to drop an elective after the drop deadline date of the quarter, the student must obtain the approval of the course instructor (preceptor).

No academic penalty will be incurred if the Elective Drop is prior to the starting date of the course.

(See Late Fees section of the Student Handbook and the Add/Drop dates on the Office of the Registrar website.)

Any student withdrawing from an elective course without filing a completed Drop/Add form with the Office of the Registrar will receive a “WF” grade.

Any student withdrawing after the start date of the elective will be assigned a “W,” “WP,” or “WF” grade, depending on the percentage of the course completed.

## DEFERRAL OF ADMISSION

Accepted applicants to the College of Medicine who request a deferral of admission, and who are granted a deferral by the Admissions Committee are deferred for only one year and are required to file a Delayed Matriculation AMCAS application form for the subsequent processing year in order to secure their place in the entering class. Deferrals of admission will not be extended beyond the one-year limit except under extraordinary circumstances.

## DEFICIENT GRADES & REMEDIATION – FOUNDATIONS

Progress in the curriculum requires satisfactory performance on all Unit assessments as well as on all Gateway assessments. Remediation of deficiencies in Unit assessments and Gateway assessments are addressed separately.

### Deficiencies in Unit Assessments

In order to pass, students must meet passing criteria in each competency of the Unit. Remediation of failed competencies is required in order to progress to the next segment (core clinical rotations and advanced clinical studies) of the curriculum. Remediation of each competency may require different timelines due to the nature of the deficiency. (For example, students might be required to take and pass one exam to demonstrate competency in medical knowledge, but it might take longer to remediate interpersonal communication skills deficiencies). Therefore, recommendations for remediation protocols must take into account differences by which successful remediation can be achieved and assessed in each of the different competencies. Remediation is required to address deficiencies in knowledge, skills and/or attitudes as manifested in behaviors.

Although remediation is individually tailored according to the deficiency, the process can be standardized across all competencies. The remediation process can be divided into the following 4 phases:

1. Identification of deficiency through end of Unit assessments
2. Completion of a professional learning plan in consultation with the appropriate resource to develop and adopt a plan to achieve benchmark(s)
3. Implementation of the plan
4. Completion of a parallel form of assessment to demonstrate attainment of benchmark(s)

The Unit Team and the Office of Academic Affairs meet at the end of each Unit and assign grades according to criteria described in the “Assessment” section. The Unit Team makes recommendations for remediation of identified deficiencies.

**Outcomes:** The Academic Progress Committee (APC) meets at the end of each Unit and reviews the Unit Team’s recommendations and students’ academic records (blinded to the students’ names). The APC reviews the complete record of the student (including performance in earlier Units) and makes decisions regarding the outcomes that ought to be demonstrated by the student to show successful remediation of deficiencies. As an example, for failure in medical knowledge, APC may decide that passing a repeat examination over the summer will fulfill the requirement for remediation. For failure in professionalism, a student may need to meet criteria of this competency by the next Unit. APC sets the standards and the conditions under which students must demonstrate successful remediation of deficiencies.

In cases where deficiencies are identified in a student’s attitudes and behaviors, the Academic Progress Committee may, depending on the severity of the deficiency, refer the student to a committee called the Professionalism Assessment Committee (PAC). This Committee would meet with the student, assess the student’s difficulties and help the student develop a Professional Learning Plan to improve on his or her deficiencies.

### Completion of a Professional Learning Plan (PLP)

**Process:** The Academic Progress Committee (APC) will review students who are having academic difficulty, and depending on the deficiency, will refer the student either to one of the support services (i.e. Academic Development, Student Affairs) or refer the student to the Professionalism Assessment Committee to develop a PLP or be referred to an appropriate faculty member. The PLP is the student's responsibility and they should take ownership of ensuring that the plan is successful.

Listed below are examples of specific deficiencies and faculty with whom students meet to develop a professional learning plan to address those deficiencies.

- *Patient Care (PC)* – Meet with Unit competency director and identify specific source of the problem.  
Develop a specific study strategy and plan for improvement:
  - (Doctor-patient communication) completion of specific doc.com modules
  - (Data gathering) additional preparation and SP encounters
  - (Physical exam skills) additional coaching and SP encounters
  - (Diagnostic thinking-clinical reasoning) additional practice and opportunities for assessment
- *Medical Knowledge (MK)* – Meet with Unit director and Academic Development to review the results of the exam to identify specific areas for study and improvement and identify the source of the problem. Once identified, refer appropriately:
  - (Content Knowledge) refer to resources and materials or tutoring that would help the student master the knowledge
  - (Study skills & test taking strategies) refer to Academic Development to help the student with time management/test-taking skills
  - (Non-Academic Issues) refer to Student Affairs
- *Practice-based Learning & Improvement (PBLI)* – improved behavior and reflective essay, adherence to any referrals
  - (Is unresponsive to feedback and reluctance to admit mistakes) meet with Student Affairs or PAC designee, reads an article and writes a reflective essay implementing a plan for improvement
  - *Interpersonal and Communication Skills (ICS)* – improved behavior and reflective essay, adherence to any referrals (PAC)
    - (Excessive shyness/reluctance to speak) meet with a Clinical Skills Faculty Member, Student Affairs or PAC to identify a strategy to improve
    - (Excessively dominant in group discussions) meet with Student Affairs or PAC to identify a strategy to improve
- *Medical Professionalism (MP)* – improved behavior and reflective essay, adherence to any referrals PAC
  - (Lack of respect in interactions with peers and faculty) meets with Student Affairs or PAC to identify the issues and develop a strategy to improve
  - (Frequently arrives late / or does not show up at all) meets with Student Affairs or PAC identifies & implements a plan to improve
  - (Dress or appearance) meets with Student Affairs or PAC and identifies plans to improve
  - (Inappropriate behavior) meets with PAC to develop a plan for improvement
  - (Lack of preparedness) Student meets with Student Affairs or PAC to develop a strategy to improve
- *Systems-based Practice (SBP)* – improved behavior and reflective essay, adherence to any referrals

### Timing of Remediation

#### **Knowledge & Skills (MK, PC):**

##### A single deficiency

Students will be allowed to remediate deficiencies during the summer at the end of Foundations year 1, and spring at the end of Foundations year 2.

##### Two or more deficiencies:

Students with deficiencies in two or more Units in the competencies of MK, PC, will be placed on academic probation. At the discretion of the APC, students might be given the option of remediating exams or repeating the year, and could be considered for dismissal.

#### **Attitudes & Behaviors (IPC, MP, PBLI):**

##### A single deficiency

Students will be allowed to remediate a single deficiency once a Professional Learning Plan (PLP) has been prepared and implemented, and the student has demonstrated improvement in that deficiency during the subsequent Unit.

The timing of remediation and parallel assessments will take into consideration the nature of the remediation change required, and the time necessary to achieve the remediation prescribed in the small group setting. [For example, if a deficiency in medical professionalism occurs because a student is chronically late for small group activities, this behavior might be expected to improve immediately during the next Unit. On the other hand, a deficiency in interpersonal and communication skills due to reticence to participate in small group discussions could take more time to demonstrate improvement.]

### Two or more deficiencies

Students with two or more deficiencies will be placed on Academic Probation and may be referred to the Professionalism Assessment Committee (PAC). A PLP is developed by the student, in conjunction with PAC. The expectation is that students will not have more than two deficiencies in the same competency in Units 1-6. Students who have repeated deficiencies in the same competency in Units 1-6 will be reviewed and considered for all options including dismissal. Acceptance of a remediation plan, with stated goals, and progress towards goals could qualify a student to continue to the next unit and/or, the Gateway. Documented monitoring is required. Successful remediation is defined by student passing deficient competency in subsequent Units.

### Deficiencies in Gateway Assessments

Gateways provide opportunities for students to demonstrate achievement of all the benchmarks at the end of a segment of the curriculum.

Gateway 1	Units 1—4
Gateway 2	Units 5—6
Gateway 3	Core clinical rotations
Gateway 4	Advanced clinical studies

Students may complete Gateway assessments if they have remediated all prior deficiencies or obtained a waiver from APC. If the student needs more time to complete the gateway, approval must be granted by APC. For those students, gateway assessments will be offered later (off-cycle) once they have completed professional learning plans & corresponding remediation and assessments.

If a student fails a gateway assessment, following approval of APC, s/he might be given opportunity to demonstrate competency after a study period and retake of a parallel form of the assessment.

Gateways will be listed as a separate entry on the student's transcript and will receive a grade of P, F, or F/P if a student fails a gateway and subsequently remediates the deficiency.

### **DEFICIENT GRADES – CLINICAL YEARS (CONDITIONAL AND FAIL)**

Courses (clerkships/electives) vary in how they evaluate student performance. Courses are obligated to inform students of the course requirements and evaluation procedures at the beginning of each course. This information should be provided to students in writing.

Courses are urged to submit narrative comments along with letter grades and to discuss the evaluation directly with the student. Each course should provide students with advice about their academic standing in the course, to detect academic difficulties prior to the final grade. Clerkship course directors are required to insure mid-course feedback to students during the clerkship.

Deficient grades must be submitted in writing to the Office of the Registrar, describing the course's recommendations and requirements for improving the grade to "Pass." Course recommendations are not final and may be superseded by the Academic Progress Committee, following a review of the student's entire academic record. (For a definition of the "Conditional" grade, see "Grading System" section.)

Remedial work during the clinical years may be undertaken by the student at the end of the year, following the review by the Academic Progress Committee. A single clerkship deficiency may be eligible for remediation during a vacation or elective period prior to the end of the academic year with permission from the Associate Dean for Student Affairs.

A student on academic probation or one who has received more than one deficient grade during the academic year will not be eligible for remediation of deficient grades until his/her record has been reviewed by the Academic Progress Committee.

When the student satisfactorily removes a deficient grade through the approved remedial work, the "Conditional" (C) grade or "Fail" (F) grade remains on the official transcript along with the grade achieved by removing the deficiency.

Example:	Medicine Clerkship	C/P
Radiology Elective	F/P	

A "Conditional" grade is a deficient grade and neither "Honors" nor can "High Pass" be obtained as a result of a re-examination.

Deficient grades (Conditional or Fail) in two or more courses in an academic year automatically places a student on Academic Probation and may subject the student to dismissal or the necessity to repeat an entire academic year. However, since each student's academic performance is reviewed on an individual basis, students are advised to meet with a Student Affairs dean during the academic year if they have questions about their particular situation.

For "Conditional" grades, the course report may prescribe a period of supervised study, followed by evaluation, re-examination at an appropriate time, or other measures not requiring completely repeating the entire course. A student has only one opportunity to remove a conditional grade in a course. If the student fails this re-examination, the student will be given a "Fail" grade. In the clinical years, a student may be required to repeat all or part of the clerkship.

A "Fail" grade can be remediated by repeating the entire course. In the case of clinical courses this can be accomplished by successfully repeating the same course at this institution.

## EVALUATION OF STUDENT PERFORMANCE

The faculty is charged with being objective and fair in the evaluation of student performance. Evaluation of student performance is conducted through multiple measures such as examinations (written, practical and oral), and by observations in laboratories, small discussion groups and in the clinical setting. Promotion or failure depends not only on factual knowledge, but on non-cognitive personal factors such as the ability to relate to patients, honesty, attitude, the ability to work with other members of the health care team, the ability to integrate information, and the ability to apply theory to practice. These may all affect a student's final grade.

Attendance at the College is a privilege and not a right. The College reserves the right to dismiss a student at any time for deficient academic performance or clinical incompetence or unprofessional behavior (especially as related to patient care) as determined by the Academic Progress Committee or the disciplinary procedures of the College.

Course directors (unit directors, clerkship directors, elective preceptors) are responsible for the submission of student grades in a timely fashion to the Office of the Registrar. Any change in a student grade or clinical course evaluation must be submitted in writing to the Office of the Registrar by the course director. Student questions regarding a grade in a course (unit, clerkship, elective) must first be directed to the course director. If a student believes that his/her final course evaluation has been affected by discriminatory behavior as defined by law, the student is urged to meet with the Dean of Students and/or the Director of Diversity and Inclusion in addition to the individuals listed above under "Course Appeal Procedure."

### Mandatory Assignments

As part of the coursework in Foundations of Medicine students are expected to complete certain mandatory assignments. Failure to complete these in a timely fashion will be recorded and students with multiple incomplete assignments will be judged to have failed to meet criteria for the Medical Professionalism competency in the corresponding Unit.

### Promotion

Promotion from one curriculum phase to the next depends upon the cumulative performance of the student in the specific Units completed and the successful passage of the Gateway, rather than solely upon performance in individual courses (Units, Clerkships or Electives).

### **The Academic Progress Committee (APC)**

The Academic Progress Committee (APC) is responsible for reviewing student progress in all four years of the curriculum and making decisions on student status and promotion. Remediation and final gateway assessments must be completed prior to the student progressing to the next phase of the curriculum. An advanced clinical year student may not take any advanced clinical course work until all Core Clerkship year requirements have been successfully completed/remediated.

The APC may make the following decisions:

1. Graduation
2. Promotion, unqualified
3. Promotion, once required remediation is successfully completed
4. Promotion with probationary status due to poor performance in any of the six competencies that require further remediation
5. Repeat courses or entire year
6. Academic leave of absence for remedial work and/or auditing followed by repeating the entire year
7. Dismissal for academic failure, unprofessional behavior or clinical incompetence

### Academic Progress Committee Membership

Voting:

- 6 Unit Directors (during the Foundations portion of the curriculum)
- 9 Clerkship Directors (during the Core and Advanced Clinical portion of the curriculum)
- Executive Committee clinical faculty appointees (2)
- Unit Clinical Competency Directors (2)
- Dean-appointed Faculty (2)

Ex-Officio:

- Associate Dean for Foundations of Medicine
- Associate Dean of Assessment
- Director of Academic Development
- Student Affairs Dean

### Committee Procedures

At least 7 (Foundations) or 9 (Clinical) of the voting members of the Academic Progress Committee must be present to render a decision. Decision by the committee for dismissal of a student shall require approval by two thirds (2/3) of the members of the committee present during voting.

Decisions by the committee for repeating the academic year or for promotion shall be passed by a simple majority of the members of the committee present in voting.

The Academic Progress Committee will meet after every Unit in Foundations to review students who have failed the Unit and will recommend all aspects of remediation, following the recommendations of the Unit Team and using the “Remediation by Competency” chart guidelines. The Academic Progress Committee will meet twice per year to review clinical students’ academic status and progress. Meetings of the Academic Progress Committee are confidential and closed to all but the members of the Committee and *ex-officio* members.

The remediation schedule will be set by the Academic Progress Committee. The schedule may depend on:

- a. type of competency that requires remediation
- b. number of assessments or multiple competencies to be remediated
- c. if it is a failed remediation but student receives another chance to be assessed.

Remediation and final gateway assessments must be completed prior to the student progressing to the next phase of the curriculum.

Dismissal will be considered under the following circumstances:

- a. Deficiency in more than one Unit in the first year (Units 1-4) and/or Gateway
- b. Deficiency in more than one Unit during the Foundations Years (Units 1-6) and/or Gateway
- c. Deficiency in the same competency in two or more Units
- d. Deficiency in more than one clerkship
- d. Deficiency in the same Unit or Clerkship more than once
- e. Deficiency in a Unit or Clerkship after being placed on academic probation
- f. Failure of a Gateway and failure of the remediation of the Gateway.
- g. Unprofessional behavior, clinical incompetence or failure to make satisfactory progress toward graduation within the published timeframe.

Students who are repeating a Unit/Clerkship (most often during a repeat year) may or may not have the chance to remediate a repeat failure of the same Unit/Clerkship, as determined by the APC. However, failure of the remediation of that repeat failure will lead to consideration for dismissal. School policy states that a student may take any Unit/Clerkship only twice.

### **Process for Appeals – The Student Appeals Committee**

Students who have been recommended by the Academic Progress Committee for repeating all or part of a year or dismissal for unsatisfactory performance, shall be notified by the Associate Dean for Student Affairs (or designee) of the right to appeal the Academic Progress Committee recommendation to the Student Appeals Committee. (See procedure below)

The Student Appeals Committee serves as an appeal board for students who wish to request a reconsideration of the Academic Progress Committee (APC) decisions. The Committee reviews APC’s decisions and may consider additional information presented by the student, prior to making a final determination. Meetings of the Student Appeals Committee are confidential and closed to all but the voting members of the Committee, *ex-officio* members, and the student making the appeal.

The Dean of Students (or designee), the secretary to the Committee, notifies students of the decisions made by the Student Appeals Committee.

The Student Appeals Committee may make the following decisions:

1. Affirms decisions of the Academic Progress Committee (either that the student repeat segments of the curriculum or that the student be dismissed)
2. Overturn the decision of the Academic Progress Committee that the student repeat coursework and the Appeals Committee may permit a student to take re-exams and to remediate deficiencies
3. Overturn the decision of the Academic Progress Committee that the student be dismissed and may require that the student repeat coursework to remediate deficiencies
4. Overturn the decision of the Academic Progress Committee and require that the student take a leave of absence to address personal issues

Student Appeals Committee membership will not include voting faculty from the Academic Progress Committee. The Chair of the Academic Progress Committee will be a non-voting member on the Student Appeals Committee to provide information on student performance.

Student Appeals Committee (SAC) Membership:

#### *Voting*

- Dean-appointed clinical faculty (Chair)
- Clinical Competency Director for Foundations
- Dean-appointed clinical faculty (4) (*including a minimum of one psychiatrist*)
- Dean-appointed basic science faculty (4)
- Executive Committee faculty appointees (*2 basic science and 2 clinical faculty*)

#### *Ex-officio*

- Academic Progress Committee Chair
- Associate Dean for Diversity Education and Research
- Student Affairs Dean



At least 9 voting members of the Student Appeals Committee must be present to render a decision. Decision by the committee for upholding the dismissal of a student shall require approval by two thirds (2/3) of the voting members of the Committee present during voting. Decisions by the Committee for repeating the academic year shall be passed by a simple majority of the members of the Committee present in voting.

#### Appeal and Notification Procedure

1. Students who have been recommended for repeating all or part of a year or dismissal for academic failure, clinical incompetence or unprofessional behavior, by the Academic Progress Committee shall be notified by the Associate Dean of Student Affairs (or designee) and granted the right to appeal to the Student Appeals Committee.
2. Verbal, telephone or written/email notification will be given to the student of a decision of the Academic Progress Committee of unsatisfactory academic progress; written/email notification is given within seven business days of the decision. The Associate Dean of Students (or designee) is required to employ only his/her best effort to notify the student of his/her status. (Initial notification will be made to the student's current local address as on file with the Registrar's Office, unless otherwise requested by the student. Email notification is to the student's SUNY Downstate email account.) Students are responsible for keeping the institution informed of their current address and telephone number, and for checking their SUNY Downstate email account a minimum of once a day. Students in academic difficulty are advised to contact the Office of Student Affairs immediately following the Academic Progress Committee meeting for their class to ascertain their academic status.
3. A student who wishes to appeal a decision of the Academic Progress Committee must submit a written or email notice to the Associate Dean of Students for an appeal within 2 business days of notification of the Committee decision. The student will have no less than 2 business days to prepare for the appeal. Appeals are intended to be expedited in the shortest reasonable time in order to provide the student with the opportunity to register for the next ensuing term or for summer reexaminations.
4. The Student Appeals Committee, which hears the appeal, will consider any extenuating circumstances or new information presented by the student, and may solicit additional information from the teaching faculty of the appropriate courses/units. The Student Appeals Committee will then make its decision, which is a final decision.
5. The student will be notified of the final decision of the Student Appeals Committee within ten business days. The Dean of Students is required to employ only his/her best effort to notify the student of his/her status. (Notification will be made to the student's local address unless otherwise requested by the student.)

#### Final Appeal after Dismissal

Students who are dismissed from the College of Medicine may initiate a request (within one month of the date of the dismissal letter) for a meeting with the Dean of the College of Medicine. The Dean, after due consideration, may accept the Student Appeals Committee decision, issue a final and binding determination, or request the Student Appeals Committee to undertake another review. The Dean of the College of Medicine will notify the student in writing of the results of the review.

#### **DRESS CODE POLICY**

The Student Dress Code is based on the following principles:

- a - Cleanliness
- b - Neatness
- c - Professional role modeling for patient care
- d - Dress that reflects respect for patients
- e - Visible SUNY-Downstate ID at all times
- f - No scrubs to be worn outside of the hospital

#### Notes:

1. Students in the Foundation years of medical school may dress informally but, the above principles still apply with patient contact.
2. Although the Clerkship Director will have the final authority on d) above, certain items listed below are considered inappropriate for **ALL** Clerkships e.g...
  - a - No visible tattooing
  - b - No visible body piercing other than ears
  - c - No overtly provocative sexual attire
  - d - No garments covering the face

## DRUGS & DRUG TESTING

Federal and State Regulations regarding alcohol and controlled substance abuse are identified in Appendix II of the Student Handbook. SUNY Downstate requires that all students comply with current New York State law regarding the use of substances in order to remain eligible for clinical activities (even if they visit another locality, state or foreign country where such substances may be permitted). Students shall be responsible for assuring that they do not participate in activities or ingest substances when visiting other U.S. states or foreign countries which may cause them to be ineligible to participate in clinical activities because these substances are not permitted in New York State. Failure to do so is a violation of SUNY Downstate policy and is subject to disciplinary action.

When the College of Medicine (e.g. Dean of Students) receives notification that a medical student has a positive drug test, either from a clinical site or from a drug test that may have been voluntarily undertaken by the student (e.g. such as in preparation for an away elective), the following shall occur.

The student will be notified by the Dean of Students (or designee) that a positive drug test report has been received. The student will be informed that he/she must take another drug test (within one week of our receipt of the drug test report) through CertifiedBackground.com, or another approved vendor, at the student's expense.

The student will be immediately suspended from his/her academic program until clearance (fitness for duty) has been obtained.

If the second drug test is negative, then the student will be reinstated and warned that any subsequent positive drug tests will lead to a possible medical school disciplinary hearing, a report submitted to the Committee on Physicians Health (or equivalent), and/or possible external reporting to the New York City Police Department.

If the second drug test is positive or if the student declines to take a second drug test, then the student will be continued on suspension, will be reported to the Committee on Physicians Health (or equivalent) for evaluation, and may be subject to a medical school disciplinary hearing and/or reporting to the New York City Police Department. Information about the positive drug test and subsequent outcome will be included in the Medical School Performance Evaluation (MSPE) also known as the Dean's Letter for Residency.

## DUTY HOURS POLICY

Medical student duty hours during clerkships and required rotations are set by the individual departments. These duty hours are never allowed to exceed, and in most cases do not approach, the duty hour restrictions for first year residents imposed by the Accreditation Council for Graduate Medical Education or by New York State. These outer-limit restrictions are as follows:

- Duty hours must be limited to 80 hours per week, averaged over a four-week period.
- Trainees must be scheduled for a minimum of one day free of duty every week (when averaged over four weeks).
- Duty periods must not exceed 16 hours in duration.
- Trainees should have 10 hours, and must have eight hours, free of duty between scheduled duty periods.
- Trainees must not be scheduled for more than six consecutive nights of night shifts.

Any violations of the duty hours policy are to be reported to the clerkship director or to the Senior Associate Dean for Academic Affairs (Jeanne.Macrae@Downstate.edu) for immediate resolution. Duty hours violations should also be identified on the student feedback form filled out at the end of each clerkship.

## EMAIL

In order to participate fully in receiving official information distributed by faculty and administration, students are required to check their email on a daily basis and to subscribe to the appropriate mailing lists described in their orientation information.

## FOUNDATION STUDENT ELECTIVES

Students in the foundation years may enroll in non-credit elective courses which have been specifically identified by the faculty. Additional policies and a description of all First and Second Year electives appear on the Office of the Registrar website at <http://sls.downstate.edu/registrar/>

Such elective courses are not credit bearing towards elective graduation requirements. Foundation year students may add a non-credit elective by completing a "First and Second Year Add/Drop Elective" form (available from the Office of the Registrar) and returning the completed form to the Office of the Registrar, prior to starting the elective. Faculty preceptors will be sent a grade evaluation form to be completed and returned to the Office of the Registrar.

Foundation year students who have received an "Identified Deficiency" grade in a course during the academic year, or who are on academic probation, are not eligible to enroll in a First or Second Year student elective. If a student earns an "Identified Deficiency" grade in a course during the academic year and is enrolled in an elective, he/she is required to withdraw from the elective by completing a "First and Second Year Add/Drop Elective" form and returning the completed form to the Registrar's Office.

## GOOD ACADEMIC STANDING – FOUNDATIONS

Good academic standing is defined as having passed all requirements and not being on probation for either academic or disciplinary reasons.

## GRADING SYSTEM – FOUNDATIONS

Every student has the right to a course grade that represents assessment of the student’s academic performance. Assignment of course grades is done using methods that meet educational standards of reliability and validity. Demonstrating achievement of each competency is required for successful completion of the Unit.

Grading in the Foundation Years is Pass/Fail. For the six Foundations Units we use the grade of “Identified Deficiency” of “ID” for the deficient grade. The Gateway grades are Pass/Fail.

Grades assigned in Foundation of Medicine are as follows:

<i>Grade</i>	<i>Criteria</i>
Pass (P)	Meet criteria in all competencies for Unit Pass Medical Knowledge and Patient Care Assessments In ICS, MP, PBLI ‘meets expectations’ ratings by faculty Pass Gateway Assessments
Identified Deficiency (ID)	Does not meet expectations in one or more competencies in a Unit. Noted on transcript as ID-Competency Name
ID/Pass (ID/P)	Originally did not meet expectations in a Unit and successfully remediated affected competencies.
ID/Fail (ID/F)	Did not meet expectations in a Unit and did not successfully remediate
Fail (F)	Did not pass assessments in a Gateway
Fail/Pass (F/P)	Did not pass assessments in a Gateway and successfully remediated affected competencies.

### Grade of Incomplete

A temporary grade of incomplete (I) for a unit/clerkship at the end of a semester or term usually indicates that the student has not completed some requirements. The instructor assigns a grade of incomplete when the student’s inability to complete a requirement is the result of an authorized absence.

The instructor or the Office of Academic Affairs will submit an incomplete grade to the Office of the Registrar. It is the responsibility of the faculty member or the Office of Academic Affairs to initiate and complete a change of grade form. Until the change of grade form is submitted, a grade of “I” will appear on the student’s transcript. A grade of “I” can only remain on a student’s transcript for one year, after which it converts to an “F.”

## GRADING SYSTEM – CLINICAL YEARS

H = Honors	EP = Elective Pass
HP = High Pass	EH = Elective Honors
P = Pass	W = Withdrawal
C = Conditional	WP = Withdraw/Passing
F = Fail	WF = Withdraw/Failing
I = Incomplete	

Honors: outstanding work in the subject area far exceeding the requirements of the course.

High Pass: above average work in the subject area which exceeds the requirements of the course.

Pass: successful completion of all requirements of the course.

Conditional: failure of part of a course (e.g. a written or oral examination) which requires remedial work; in the opinion of the faculty the student has performed well in the other segments of the course to warrant a passing grade upon successful remediation of a segment of the course. Course directors have the option to not use the conditional grade; students are notified of course grading policies at the beginning of each course.

Fail: failure to successfully complete the requirements for a major portion of the course, failure to complete successfully requirements for the entire course, or withdrawal from a required course after 75% of the course has been completed.

Incomplete: a portion of the requirements of a course has not been attempted, for reasons beyond the student’s control (e.g. illness)

When the course requirements have been completed in a timely fashion (usually within two weeks), the course director reports the change of grade to the Registrar. If the course requirements have not been completed by the specified time, the “I” grade is changed to an “F”. Course directors must submit any extensions to deadline dates for Incompletes, to the Office of the Registrar, in writing. The maximum length of time for satisfying course requirements is one year, unless there are special circumstances approved by the Academic Progress Committee. To be eligible for graduation, a student must remove any “Incomplete” grade. An “Incomplete” grade is not considered a deficient grade.

Withdrawal: when a student withdraws from a required course prior to 25% of the completion of the course.

Withdraw/Passing: when a student withdraws at a passing grade level from a course after 25% of the course is completed but prior to 75% of the completion of the course.

Withdraw/Failing: when a student withdraws at a failing grade level from a course after 25% of the course is completed, but prior to 75% of the completion of the course; or failure to complete an elective course and not officially withdrawing from the elective.

A “WF” grade is an academic deficiency and subject to review in the Student Evaluation process.

## GRADUATION HONORS

### *Distinction in Foundations of Medicine*

Students who have demonstrated consistent exemplary performance across all Units in the Foundation Years will be awarded 'Distinction in Foundations' at the end of the Foundations segment of the curriculum. Criteria for achieving this designation include the following:

- Achieving a cumulative average composite score of  $\geq 90$  in 6 Units in Medical Knowledge AND
- Achieving a cumulative average composite score of  $\geq 90$  in 6 Units in Patient Care
- OR Achieving a cumulative average composite score of  $\geq 90$  in 6 Units in Medical Knowledge + Patient Care
- Passing all competencies in Units 1-6 on first attempt
- Passing Gateways 1 & 2 on first attempt
- Being in good academic standing

**Distinction in Research:** To be eligible for this award, the student must have demonstrated a prolonged involvement -- typically over a period of 1-2 years with substantial investment of time -- in a basic or clinical research project. The work should be done while enrolled at SUNY Downstate Medical Center. Preferably, the work should be done at this institution. Students intending to submit research performed at another institution should contact the faculty committee Chair for prior approval. Students will be expected to show evidence of substantive intellectual input into the project. Mere technical participation will not be deemed sufficient grounds for conferral of this graduation honor.

Completed research project reports (original plus 4 copies) must be submitted to the Office of Student Affairs, no later than March 1\* of the senior year. It is the student's responsibility to ensure that the sponsor's letter and all other documents are received in the Dean's Office by the deadline date. The application must include:

- 1) a cover letter, from the student, describing the project and the student's involvement in it, the starting and finishing dates of the student's work on the project, and the sponsor's name and affiliation,
- 2) a letter of support from the mentor indicating a) the student's role in the project (including their contribution in relation to that of other workers), b) the time invested by the student, c) the significance of the work and d) its status vis-à-vis publication, and
- 3) either a) copies of a submitted, in-press or published paper or b) a report in the format of a manuscript (Abstract, Introduction, Materials and Methods, Results, Discussion and Bibliography, together with copies of an Abstract, if the work has been presented at a national or international meeting). MD-PhD candidates may not substitute thesis research for the report.

**Commendation in Investigative Scholarship:** This category of graduation honor is for students who have participated in either basic or clinical research for a limited period of time or who have participated in a project that has not achieved maturity. The work should be done while enrolled at SUNY Downstate Medical Center. The student must demonstrate both technical and intellectual input. It is expected that the research experience will have provided an understanding of the basic principles of the scientific approach.

Completed research project reports (original plus 4 copies) must be submitted to the Office of Student Affairs, no later than March 1\* of the senior year. It is the student's responsibility to ensure that the sponsor's letter and all other documents are received in the Dean's Office by the deadline date. The application must include:

- 1) a cover letter describing the project and the student's involvement in it, the starting and finishing dates of the student's work on the project, and the sponsor's name and affiliation,
- 2) a letter of support from the faculty mentor indicating the student's level and time of involvement, and
- 3) a brief report in the form of a manuscript (Abstract, Introduction, Materials and Methods, Results, Discussion and Bibliography). MD-PhD candidates may not substitute thesis research for the report.

A faculty committee will review applications, and then recommendations will be made to the Dean of the College of Medicine for either award. Approval of this graduation honor is contingent upon eligibility for graduation.

\* Extensions up to one week past the March 1 deadline, for either type of research honors application, will be considered by the faculty committee as follows:

- 1) An explanatory letter from the student and external confirmation of the extenuating circumstances will be evaluated by the committee for approval or disapproval.
- 2) The types of circumstances that will be considered are: a) a serious illness/trauma with a physician's note (not from a relative); b) a serious family emergency with appropriate documentation; c) some other serious setback with appropriate documentation.

**Note:** When March 1 falls on a weekend, the deadline will be the next business day. The March 1 deadline for December graduates will be the year in which they graduate.

## GRADUATION REQUIREMENTS

Students must meet all College of Medicine graduation requirements:

1. Satisfactory completion of the Foundations curriculum;
2. Satisfactory completion of all clinical course requirements as delineated in the college catalog, the Course Selection Book or other college publications;
3. Satisfactory remediation of any academic deficiencies;
4. Be in good standing (i.e. not on academic or clinical or disciplinary probation at the time of graduation);

5. Have no disciplinary charges in progress or pending;
6. Pass Step 1 and Step 2 of the United States Medical Licensing Exam (USMLE) as specified by college policy;
7. Satisfy all financial obligations due the SUNY Downstate Medical Center, including at least eight semesters of full-time tuition (except transfer students and students admitted with advance standing who must pay two semesters of tuition for every year of medical education completed at the SUNY Downstate Medical Center). [Note: tuition payment is related to attendance, not class year. For every year of full-time medical education completed at the SUNY Downstate Medical Center, students must pay two semesters of full-time tuition.];
8. Complete a mandatory financial aid exit interview if the student has received financial aid while at the SUNY Downstate Medical Center;
9. The student has the responsibility to register for and satisfactorily complete all required course work.

**Issuance of Diplomas:** There are three official graduation dates each year; May 31, June 15 and December 31. However, there is only one Commencement ceremony each year in May. Students who are expected to fulfill graduation requirements by June 15 following the spring Commencement ceremony are permitted to receive their diploma upon satisfactory completion of degree requirements and participate in the spring Commencement ceremony. Students, who fulfill graduation requirements after June 15, are eligible to participate in the subsequent year's ceremony.

### **HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

All students must be current in their Health Information Portability and Accountability Act (HIPAA) training prior to first year orientation and prior to the start of the clinical years, as well as upon return from any leave of absence, and following any change in the law which requires re-training. Failure to do so will result in not being permitted to register or to participate in any clinical educational activities. For more information, contact the Office of the Registrar.

### **HEALTH REQUIREMENTS**

Prior to admission, all accepted students are required to satisfactorily complete all health forms. On an annual basis, all students are required to complete a health assessment through the Student Health Service. Students who are not in compliance with the annual health assessment will not be eligible for registration in the subsequent semester (i.e. your registration forms and tuition bill will be withheld and you will not be an enrolled student in the College). During the clinical years, students not in compliance with the annual health assessment may be removed from their clinical courses until they are in compliance; any missed course work must be remediated as specified by the course director.

### **LEAVES OF ABSENCE**

#### Requesting a Leave

To request a Leave of Absence from the College of Medicine, a student must:

1. Obtain a Leave of Absence form from the Office of Student Affairs.
2. Request a leave in writing as specified on the Leave of Absence form. The request must include:
  - a) the length of time desired for the leave (up to one year)
  - b) reasons for the request; and
  - c) a description of the activities that will make the leave meaningful and useful (outline a plan).
3. This written request must be brought/sent to the Dean of Students, and the student must meet with one of the deans in the Office of Student Affairs.
4. The student must continue in coursework (barring an emergency situation as defined by the Dean of Students), until the leave of absence is approved.

Although a leave is granted, the Academic Progress Committee will review the student's academic status up until the time the leave was approved, and may take action. All grades earned by the student prior to the approval of the leave remain on the student's transcript.

#### Leaves of absence may be granted for the following reasons:

1. Special Academic Program (i.e. research year, second degree, global health experience)
 

Written requests should be made to the Dean of Students with documentation.
2. Health or Other Personal Emergency
 

Health, family, social, or emotional situation may necessitate time away from medical school
3. Academic
 

If a student is struggling academically, a leave of absence may be recommended or required by the appropriate Committee or requested by the student.

Consultants from the Student Health Service and/or psychiatric consultants may be asked to provide information depending on the nature of the student's request. The student may wish to consent to the review of medical or psychiatric records.

Leaves of absence are granted for a maximum of one year. An extension may occasionally be granted unusual circumstances if the student requests an extension in writing at least two months prior to the expected reentry date.

During the clinical years, leaves of less than twelve weeks that will not cause a delay of graduation may be granted by the Dean of Students (or designee).

## Returning from a Leave

A student may only return if the student has met the goals and conditions for the leave. A request to reenter must be received by the Dean of Students (or designee) by the date specified in the Leave of Absence letter. Such requests will be evaluated in terms of the student's success in resolving the problems which necessitated the leave and the student's ability to resume the responsibility of becoming a physician. Every student returning from a leave of absence must be cleared by the Student Health Service and receive written approval to resume classes or clinical work.

A student granted permission to return from a leave must meet with the Dean of Students (or a designee) to schedule courses for the academic year. The Academic Progress Committee will determine the appropriate date of return depending on the student's performance in the units or clerkships.

If at the end of the approved absence the student has not applied for reentry or is not permitted reentry, the student is withdrawn from the college. There is no appeal from this determination.

## **MAINTENANCE OF MATRICULATION FOR RESEARCH**

SUNY Downstate matriculated medical students who pursue a one year leave of absence in a full time research program (see below) are eligible for a "research maintenance of matriculation" student enrollment (if that option is not available through their research program already). Under the "research maintenance of matriculation" enrollment, the student will pay for one credit hour of tuition, will be considered a full time student, and must provide proof of medical insurance coverage. The student must register for the "maintenance of matriculation" each semester, by the same registration deadline dates published for medical students by the Office of the Registrar.

Programs which are not full-time research programs for each semester are not eligible for consideration. For example, students pursuing research part-time and other activities part time are not eligible for the "research maintenance of matriculation" option.

Approved programs for eligibility for the "research maintenance of matriculation" option are:

- Fulbright
- Luce
- NIH Medical Scholars
- CDC Applied Epidemiology Fellowship
- Sarnoff Fellowship Program
- NIH Fogarty International Clinical Research Scholars Program
- Doris Duke Clinical Research Fellowship
- SUNY Downstate's Alumni One Year Research Fellowship (if it is one year of full time research)
- Any NIH full time research program
- Approved full-time research year by Student Affairs

## **NEW YORK STATE DEPARTMENT OF HEALTH REGULATIONS**

All medical students are required to attend an education program on HIV infection, the HIV Confidentiality Law, universal precautions, OSHA regulations, and any other mandated Department of Health requirements. Documentation of required training is required prior to the student's entrance into clinical training.

## **POLICY AGAINST MISTREATMENT**

SUNY Downstate College of Medicine subscribes to the ethos that all medical learning must occur in an environment of mutual respect between teacher and learner. All participants in the educational endeavor must assume their responsibilities in a manner that enriches the quality of the learning process in order for effective, caring and compassionate health care to occur. However, we acknowledge that, from time to time, there will be inappropriate actions or mistreatment of individuals. These may be alleged, perceived, or real incidents.

### **Examples of inappropriate conduct or mistreatment include:**

Words, statements or actions that are disrespectful, berating, humiliating or mocking

- Aggressive behavior such as yelling, swearing, throwing objects, hitting and physically restraining or using silence in a hostile manner
- Exploiting students – asking students to perform personal errands, buy coffee or food, or order them to complete hospital chores on patients that are not assigned to them while they miss educational activities like rounds or classes
- Speaking disparagingly about a student's race, ethnicity, religion, sexual orientation, gender or gender identity, disability or socioeconomic background
- Telling jokes or relating stories that are inappropriate, racist or sexist, or concerning religion, ethnicity, or disability
- Commenting judgmentally about other students, residents, faculty, patients or staff
- Sexual harassment – inappropriate touching, staring, or using other suggestive mannerisms
- Linking sexual, financial or other favors with grade inflation (or threatening the reverse)
- Making the student perform procedures that he/she does not feel adequately trained for or confident about
- Any other actions that seem strange and are in violation of the inherent trust between teacher and learner

**We have a zero tolerance policy regarding student mistreatment** at SUNY Downstate College of Medicine. Students who believe that they have been subject to inappropriate conduct or mistreatment have several options for reporting incidents. Most important, reports are handled in an atmosphere that is confidential, safe, and without retaliation.

### The reporting options are:

- If the incident occurs during a clerkship, contact the clerkship director and/or site director immediately. Also report it on the end of clerkship evaluation form. This also applies to students who witness mistreatment of a peer.
- Contact the ombudsman. An incident form can be accessed on line via PRIME and after submission, the ombudsman will respond promptly. Anonymity will be preserved in all cases except those in which reporting is mandated by NY state law. There is an option to be contacted for further follow-up, a choice of means of contact and an opportunity to meet privately with the ombudsman if the student wishes.
- Report the incident(s) on the course/clerkship evaluation form, if there is a concern that reporting the incident during the course might affect the final grade. The student's identity is anonymous. Any mistreatment reports are shared with the Senior Associate Dean for Academic Affairs, and the Dean of Students. For clinical courses, the Dean of Students informs the clerkship director who conducts an investigation and initiates appropriate action. The Ombudsman is also informed of the incident.
- Consult with one of the deans in the Office of Student Affairs to discuss what has occurred and participate in an appropriate course of action.
- Allegations of sexual harassment or discrimination may be reported to the Office of Diversity and Inclusion at SUNY Downstate.
- The Director of Student Counseling Services at SUNY Downstate is another resource for students to discuss mistreatment. This is especially helpful for students who have become anxious, frightened, avoidant, despondent, unable to study, etc. as a result of the inappropriate action of others.

In all cases, there will be follow-up, and students who have self-identified will be informed of the process and/or resolution. Students must understand that anonymous complaints can only be taken so far and that it is impossible to give them feedback

SUNY Downstate College of Medicine urges all students who believe that they have been subject to mistreatment or the unprofessional behavior of residents, faculty, other health professionals and staff to use one of the above options. Student well-being, safety, and learning in a healthy and collegial atmosphere are fundamental to our mission.

### PROBATION POLICY (FOUNDATION YEARS)

Academic Probation is an "at risk" academic status that a student may be placed on after poor performance in one or more units. Earning a deficient grade while a student is on Academic Probation may lead to dismissal from the College of Medicine.

Students will be placed on academic probation at any time during the academic year for the following reasons:

1. Academic deficiencies in two or more units, and/or Gateways, based on poor performance in any of the 6 competencies.
2. Unprofessional behavior or clinical incompetence

If a student on probation receives a deficient grade or violates the conditions of probation, the Academic Progress Committee will review the student's performance in its entirety; such a review may occur prior to the end of the academic year.

#### Probation Notification

Students placed on Academic Probation are informed in writing that the faculty are concerned about their academic performance, academic progress, or professionalism, and are expected to use all available support services on a regular basis throughout the academic year. The APC may require students on academic probation to meet monthly with a Student Affairs Dean or have required sessions with Academic Development.

Students are informed in writing that deficient academic performance while on academic probation may lead to dismissal from the College of Medicine.

Academic Probation does not appear on the official transcript and is not reported externally, at the discretion of the Academic Progress Committee.

#### Removal from Probation

A student on probation for academic deficiencies may be considered for removal from academic probation after the student has successfully completed the next segment of the standard curriculum (i.e., all required units/clerkships in any given academic year) with no deficiencies, at the discretion of the Academic Progress Committee

### PROBATION POLICY (CLINICAL YEARS)

The Academic Progress Committee is responsible for determining a student's probationary status and the conditions of that probation. Students can be placed on academic and/or clinical probation at any time during the academic year for the following reasons:

1. Academic deficiencies in two or more courses, including clinical deficiencies and/or;
2. Unprofessional behavior or clinical incompetence.

In the clinical years, students who earn two deficient grades ("Conditional" or "Fail") will automatically be placed on academic probation at the time that the second deficiency occurs. A student who has been required to repeat all or part of an academic year will automatically be placed on probation.

If a student on probation receives a deficient grade or violates the conditions of probation, the Academic Progress Committee will review the student's performance in its entirety; such a review may occur prior to the end of the academic year. Deficient academic performance while on probation or violation of clinical probation may lead to dismissal from the College of Medicine.

A student on probation for academic deficiencies may be considered for removal from academic probation after the student has successfully completed the next year of the standard curriculum (i.e., all required courses/units in any given academic year) with no deficiencies. A student on clinical probation for unprofessional behavior in the academic setting will be reviewed annually. In both instances, the Academic Progress Committee will review the student's record to determine whether the student should be removed from probation. Senior year medical students who have completed all requirements must warrant removal from probation by the Academic Progress Committee before they will be allowed to graduate.

Students on probation during the senior year of medical school are required to complete their electives at the SUNY Downstate Medical Center or a major affiliate hospital. Extramural (away) electives may be completed only with the prior approval of the student's clinical assistant dean. A student on probation for the senior year must also meet on a monthly basis with his/her clinical assistant dean.

At the discretion of the Academic Progress Committee, academic and/or clinical probation is noted in the Dean's letter and/or the official college transcript.

## **PROFESSIONALISM**

### **DEFINITION OF PROFESSIONALISM**

**Professionalism:** A physician professes both knowledge and expertise, accompanied by a moral code of conduct toward his or her patients and colleagues. Professionalism encompasses a number of virtues expressed in attributes resulting in specific behaviors. These attributes are described under the Honor Code below.

## **STUDENTS AND INDUSTRY REPRESENTATIVES**

Medical students may not be knowledgeable or experienced enough to discern the evidence based rationale for pharmaceutical use from the advertising messages presented by pharmaceutical company representatives. In order to provide educational support and supervision in student dealings with industry, SUNY Downstate has implemented the following set of rules:

1. Industry representatives are prohibited from interacting one-on-one and in the absence of faculty supervision with medical students at any time on the grounds of SUNY Downstate.
2. Industry representatives can interact with students only under the direct supervision of and at the invitation of faculty and only for educational purposes.
3. Access to industry representatives is limited to non-patient care areas, only by appointment and only at the invitation of faculty.
4. Affiliates of SUNY Downstate are strongly urged to prohibit industry representatives from interacting directly with medical students at any time while the students are on hospital grounds.
5. Curricular events shall never be used as forums for industry representatives
6. Students are prohibited from accepting gifts of any sort at any time from industry representatives.
7. Faculty working with students either in the clinical venue or elsewhere on campus shall disclose any and all industry financial obligations to students. When making presentations to students on topics for which they receive industry support such faculty disclosures should be made directly.
8. All inappropriate behaviors as outlined above should be reported to the clerkship director or Senior Associate Dean for Academic Affairs.

## **TIME LIMIT FOR DEGREE COMPLETION**

Students will not be allowed more than three years to complete the Foundation of Medicine; nor more than a total of six years to complete the MD degree, except under special circumstances as determined and approved by the Academic Progress Committee. This does not guarantee three years for the Foundations years nor six years for degree completion if the Academic Progress Committee is not satisfied with the student's academic performance and progress. (For MD/PhD. students, the time limits pertain only to the MD portion of the dual degree program.)

## **UNITED STATES MEDICAL LICENSING EXAMINATION (USMLE) REQUIREMENTS**

### **Step 1, USMLE**

1. All students must take and pass the United States Licensure Examination (USMLE) Step 1 in order to officially matriculate into the clinical portion of the curriculum.
2. All students (including MD/PhD students) in Foundations 2 are required to take Step 1, USMLE by April 1st unless granted specific permission in writing, from the Office of Student Affairs, to defer the exam.

Students who are granted an initial deferral or extension of the April 1st deadline must take a first attempt of Step 1 on the agreed upon extension date, but no later than July of the same year, even with extenuating circumstances; or it will be considered that they have forfeited one of their three attempts to pass Step 1.

Students will commence clerkships before the results of the exam are received. Continuation in clerkships and third year courses is contingent upon passage of Step 1, USMLE.

3. No student will be allowed to defer taking the exam unless specifically exempted in writing by the Office of Student Affairs. A student who receives approval to defer cannot start the first clerkship until USMLE has been taken.
4. Students who do not receive a passing score on the Step 1 exam on the first try will be required to:
  - a. retake the Step 1 exam prior to December,
  - b. discontinue their third year clerkships as of July, until they have passed Step 1, USMLE.
  - c. A student may maintain matriculation by participating in a structured study program through the Office of Academic Development, if that option is deemed by the College to be in the best interest of the student. This period taken for remediation would also be eligible for financial aid consideration. These options are to be determined by the school, working with the student, but each student will be required to participate in one of them.
  - d. receive a passing score on Step 1 prior to being permitted to restart clerkships.



5. Students who fail the second administration of Step 1, USMLE will be placed on an administrative leave of absence until documentation has been received that they have taken and passed Step 1.
6. The third attempt of Step 1, USMLE must be taken within 12 months of the first attempt (or by the deadline specified by the Academic Progress Committee) unless written approval for an alternative test date has been approved by the Academic Progress Committee due to documented extenuating circumstances, which would warrant such a delay.
7. Students who fail Step 1 in the third sitting or who have not passed Step 1 within the specified 12 months will be dismissed from the College.

### Step 2, USMLE

All students are required to pass both the Step 2 Clinical Knowledge Exam (written) and Step 2 Clinical Skills Exam (standardized patient) to graduate from the College of Medicine. All students must register for both the Step 2 Clinical Knowledge Exam (written) and Step 2 Clinical Skills Exam (standardized patient), by August 1st of the Advanced Clinical Year. **One attempt to pass both exams must be taken by November 1st** or you will be suspended from your coursework.

Only written petitions to delay taking one or both exams due to illness (with documentation) or extraordinary circumstances will be considered. Petitions may be submitted to the Office of Student Affairs, and must be approved by the Associate Dean for Student & Curricular Affairs.

Only one attempt at both the written and the clinical exam will be included in the third year financial aid budget.

## **STUDENT RECORDS AND TRANSCRIPTS**

These records are confidential and are released only to appropriate faculty and administrative offices. Release of student records to any other college, prospective employer, agency, or individual occurs only with the written permission of the student as described in the Family Educational Rights and Privacy Act.

Medical students may review their current academic record in the Registrar's Office by showing a current student ID card when they request their academic file.

Students are encouraged to review their clerkship course evaluations on a regular basis. During the senior year, students may authorize faculty references to review their academic files by completing the appropriate permission form in the Office of the Registrar.

The Registrar's Office does not release student addresses or telephone numbers unless these appear in the student directory.

Official transcripts cannot be given to the student; they must be sent directly to the college, institution, employer, or agency. Transcripts cannot be sent for any student whose financial obligations to the institution have not been met. There is currently a \$5 charge for each official transcript. Students may obtain an unofficial copy of their academic progress report on the Banner Student Information System.

(Additional information regarding Student Records and Transcripts, and the Family Educational Rights and Privacy Act appears in the Appendix of the Student Handbook.)

## **DISCIPLINARY PROCEDURES**

Refer to Appendix IV.

### Turn It In Software

Turn It In is a software package that provides an "anti-plagiarism/anti-cheating" service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

## **STUDENT HONOR CODE**

### Preamble

Medical school places us at the crossroads between the study and practice of medicine. As we join the SUNY Downstate community, we willingly and wittingly assume the responsibilities and expectations of our profession. Our success is not only dependent on scores and skills, but is inextricably bound to the integrity of our student body. We are committed to fostering an environment of student responsibility and initiative, guided by self-governance with transparent and consistent procedures for lapses in behavior.

Our path is inherently entwined with profound ethical obligations. We collaborate with our peers and teachers amid stress, fatigue, and challenge. We are also privileged with the most intimate physical and emotional knowledge of strangers.

As we embark on this career path together ± through the classrooms, laboratories, and wards ± we set the precedent for the rest of our careers. We should understand that our behavior today is the origin of our professional identity with integrity, self-awareness, compassion, and intellectual curiosity.

### School Culture

We encourage a community of mutual support and growth, one without prejudice and discrimination in any form. We have a collective responsibility to aid each other. This includes engaging in honest discussions, offering constructive criticism, and leading by example, as we develop into knowledgeable and responsible physicians. We must not be afraid to initiate dialogue with our peers regarding behaviors and actions. This conversation should be frank, constructive, respectful, and confidential, especially regarding but not limited to non-academic concerns. High standards for confidentiality avoid public stigmatization and encourage an open and sincere exchange of ideas. Such discourse will provide a unique opportunity to learn from each other and further grow within our diverse community.

## Academic Integrity

While the pursuit of knowledge is integral to our training, we must not let the promise of academic achievement overshadow our ethics. Any conduct unbecoming (including, but not limited to, acts of plagiarism, cheating, multiple submissions, falsification, forgery, sabotage, unauthorized collaboration, or violations of clinical integrity, confidentiality, and community cooperation) compromises our privilege to practice medicine and will not be tolerated.

## Professionalism

1. **Excellence:** Desire to maintain a standard of knowledge that exceeds ordinary expectations, and includes a commitment to lifelong learning. Some examples of behaviors that exhibit excellence include:
  - a. Creating an atmosphere of learning
  - b. Putting forth effort beyond what is needed for a course grade
  - c. Presenting ones behavior and self in a professional and respectable manner.
  - d. Exhibiting intellectual curiosity
  - e. Being receptive to feedback from peers and faculty
  - f. Recognizing and reflecting upon personal limitations in knowledge and abilities
  - g. Not making decisions on the basis of inadequate knowledge
2. **Altruism:** Readiness to place the interests of others above our own. Some behaviors include:
  - a. Accepting inconvenience to meet the needs of our patients
  - b. Accommodating patients' and families' special needs for comfort, help, and information
  - c. Volunteering our skills and expertise for the welfare of the community
3. **Compassion:** Sympathy combined with a desire to remedy the problem.
  - a. Independently recognizing the patient's needs.
  - b. Appreciating the patient's and family's special needs for comfort, help, and information
  - c. Doing our utmost to meet the needs of the patient.
4. **Duty:** Preparedness to behave conscientiously, reliably, ethically and responsibly with respect to rules and schedules. Some behavior which exhibit a sense of duty include:
  - a. Being available and responsible when "on call."
  - b. Reporting on time
  - c. Completing paperwork and assigned tasks
  - d. Fulfilling academic and clinical responsibilities and being part of a team
  - e. Following established and published policies of SUNY Downstate (such as those listed in the Student Handbook) and the policies and procedures of clinical sites to which you are assigned.
5. **Accountability:** Accepting responsibility for our own behavior, and that of our peers, towards our patients, our colleagues, the profession, and the public. Some examples of accountability include:
  - a. Accepting constructive feedback and incorporating it to make changes in behavior
  - b. Recognizing limitations and seeking help
  - c. Not working in an impaired state
  - d. Protecting patient confidentiality in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules.
6. **Honor and Integrity:** Honor is the consistent regard for the highest standards of behavior. Integrity is the refusal to violate the code of professionalism. Possessing honor and integrity implies being fair, being truthful, keeping one's word, meeting commitments, and being straightforward. Some examples of the lack of honor and integrity include:
  - a. Cheating, plagiarism, forgery, and sabotage
  - b. Falsification of patient histories or records
  - c. Misrepresentation
  - d. Public intoxication and/or the inappropriate or illegal use of substances in academic, social, or professional settings.
  - e. Theft or misuse of property not belonging to you.
  - f. Maintaining professional behavior while in academic, social, and professional settings, whether in the classroom, clinic, laboratory, or other settings, including off campus social settings.
7. **Respect:** Readiness to treat others, including patients, colleagues, and faculty, with consideration for their rights and interests and without discrimination on any basis. For example:
  - a. Establishing and maintaining appropriate boundaries in work and learning situations
  - b. Respecting others, regardless of our personal bias

- c. Dressing appropriately and maintaining good hygiene
  - d. Using professional language and communicating in a respectful, non-threatening and effective manner in person, in writing, via e-mail, through social media or any other means
  - e. Resolving conflicts in a manner that befits the dignity of every person involved
  - f. Demonstrating personal commitment to honoring the choices and rights of other persons, especially regarding their medical care
  - g. Listening to other members of the health care team and taking their opinions into account
8. **Medical Knowledge:** A commitment to life-long learning that encompasses, but also goes beyond, the curriculum of the SUNY Downstate College of Medicine. Facility with these principles and skills extends to the ability to share this knowledge with our peers and our patients. However, knowledge is not static and it is our responsibility to keep current with the best-available evidence. Examples of medical knowledge include:
- a. Understanding the basic science that forms the basis of clinical medicine
  - b. Practicing principles of health maintenance and disease prevention
  - c. Awareness of healthcare in the context of society and our diverse community
  - d. Utilizing resources that support clinical decision making.

### CONDUCT UNBECOMING

The following is a list of the types of behaviors that are defined as violations of the Student Honor Code. These behaviors are unacceptable at SUNY Downstate and are subject to penalty. It is every student's responsibility to become familiar with the standards of academic integrity at the University. Claims of ignorance, unintentional error, or academic or personal pressures are not sufficient reasons for violations of academic integrity. The following descriptions are examples of a spectrum of infractions rather than an exhaustive list.

**Plagiarism** is taking and passing off as one's own the ideas, writing, computer-generated material, etc., of others. Examples of plagiarism include: paraphrasing or summarizing without acknowledgement; submission of another student's work as one's own; the purchase of prepared research or completed papers or projects; the unacknowledged use of research sources gathered by someone else. Factors contributing to a determination of plagiarism include the degree of dependence on unacknowledged outside material, inadequate acknowledgment, or the presence of misleading references. Students should contact individual faculty members for information about acceptable or appropriate methods of acknowledgment.

**Cheating** is using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include: the use of notes, books, electronics, or other aids during an examination; abusing a bath room break to record or reference material for the test; arranging for another person to take an examination in your place; looking at someone else's exam during the examination period; intentionally allowing another student to look at your exam; unauthorized discussion of test items during the examination period; the passing of any examination information to students who have not yet taken the examination; taking any restricted materials, institutional or national, out of the room to which they are limited; conversation while an examination is in progress.

**Multiple submissions** is submitting substantial portions of the same work for credit more than once, without the prior explicit consent of both the instructor to whom the material is being submitted and the instructor to whom it has been submitted in the past.

**Falsification** of research data involves the intentional misrepresentation of circumstances, procedures, participants, and/or results of research.

**Forgery** is imitating another's person's signature on academic, clinical, or other official documents (e.g. signing an advisor's name to an add/drop form or signing a classmate's name into a required session).

**Sabotage** is destroying, damaging, or stealing another's work or working materials (including lab experiments, computer programs, term papers, or projects).

**Unauthorized collaboration** on projects, papers, or other academic exercises regarded as inappropriate by the instructor.

**Violating clinical integrity** is knowingly falsifying scientific or educational data, university documents, or patient records, flouting infection control policies, or in any other way engaging in any action, which may harm, physically or emotionally, any patient whom we have been privileged to encounter.

**Violating confidentiality** is willingly and inappropriately sharing any personal, academic, or clinical information with which we have been entrusted under the auspices of confidentiality.

**Violating community cooperation** is concealing or destroying educational materials meant for community use in order to advance oneself at the expense of others. Information and knowledge are of value only when they can be shared. As students we learn from information offered by another, be it a professor, colleague, or patient. We are willing to share experience, knowledge, and particular expertise with our colleagues, so that we may learn from them as well.

### AMENDMENTS

1. Amendments to the Honor Code are to be proposed during Honor Council Meetings. They may be proposed by any student or faculty member.
2. Amendments must be discussed and voted upon by the Honor Council within four months of proposal. Amendments are passed by approval of a majority of the permanent members.
3. If passed by the Honor Council, the amendment, along with arguments for and against it, is to be presented to the student body and the Dean's Office. Input from both parties must be solicited and addressed. The amendment may then be proposed for ratification by the student body.
4. To be enacted, the amendment must receive approval by at least two-thirds of the entire student body.

## PLEDGE

I pledge to conduct myself in a manner befitting the expectations of physicians and scientists and to uphold the tenets of professionalism. I will take responsibility for my actions and hold myself, and other members of our community, to the highest standards of integrity, compassion, and the pursuit of knowledge in our medical training.

In the spirit of self-governance and self-responsibility, if I ever have knowledge or suspicion that any of the above standards may have been breached, it is my duty that I responsibly report such information to a member of the Honor Council or to the appropriate school administrator. Failure to do so represents a violation of the Student Honor Code on my part. I understand that unethical behavior violates the spirit of medical education, and if there should ever be suspicion regarding my actions, I expect a fair review with due process, and I will cooperate to the best of my abilities.

**Note:** In addition to the Student Honor Code above, all medical students are also obligated to follow the regulations and behavioral guidelines of the College of Medicine and of SUNY Downstate, which are described in the Student Handbook. 5/2012

## SUNY Downstate College of Medicine Student Honor Council By-Laws

(Revised July 2014)

The Honor Council is charged with:

- 1 – Serving as the duly elected advocates of the Honor Code on behalf of the SUNY Downstate College of Medicine student body:
  - a. Holding Honor Council Meetings on a monthly or as-needed basis to discuss issues concerning the Honor Code and to review, update, and improve the Honor Code.
  - b. Hosting Honor Code Events to promote awareness of the Honor Code and the importance of professionalism in medicine.
- 2 – Receiving all Honor Code Violation Reports and making recommendations for action:
  - a. Collaborating with Office of Student Affairs to reach an official recommendation for each Honor Code Violation Report, to be forwarded to the Academic Promotions Committee as outlined below in “Honor Council Phase Two Actions.”
    - i. The Honor Council will propose an action for each Honor Code Violation Report, which will be considered by the Office of Student Affairs.
    - ii. If the Honor Council and the Office of Student Affairs are in agreement regarding the proposed action, then they will jointly approve the recommendation, which will become the official recommendation for that Honor Code Violation Report.
    - iii. If the Honor Council and the Office of Student Affairs are in disagreement regarding the proposed action, then further discussions will be undertaken between the Honor Council and the Office of Student Affairs until an action satisfactory to both parties is proposed. At that time, the Honor Council and the Office of Student Affairs will jointly approve the recommendation, which will become the official recommendation for that Honor Code Violation Report.
  - b. Submitting an annual summary report of the types of cases reviewed by Honor Council over the course of the previous year. This report will be limited to a general description of the accusation made (ex: “plagiarism”) in order to maintain anonymity of the cases mentioned.

## Honor Council Membership

Student members:

- a. **Permanent members:** There will be twelve permanent student members of the Honor Council, two each from the first-year and second-year classes and four each from the third-year and fourth-year classes, to serve for a two-year term. All members must be in good academic standing in order to be selected and/or remain as a member.
  - i. **Selection of permanent members:** Candidates will be self-nominated with a statement of interest and their qualifications to serve on the Honor Council. The members from each College of Medicine class will be elected by the majority vote of the class they represent. Elections will be held during each class’s first and third years.
    - a. Each first-year class will hold elections in September for permanent members, to serve from September of MS1 through at least July of third year.
    - b. Each third-year class will hold elections in July for 2 additional permanent members, to serve from July of third year through the end of their fourth year. If one or more standing permanent members of the third year class wants to give up his/her seat on the Honor Council, a new third year student will be elected to replace that student(s) at that time.
    - c. If any permanent member of Honor Council chooses to leave Honor Council or falls out of good academic standing and thus can no longer serve on the Honor Council, elections will be held to replace that student within 1 month from the end of his/her term.
  - ii. **Duties of permanent members:** Representatives from the permanent members of the Honor Council will attend and actively participate in all Honor Code- and Honor Council-related activities, including Honor Council Meetings, Honor Code Events, and Honor Council Hearings. They will act as voting members at Honor Council Hearings.
  - iii. **Chairs of the Honor Council:** A third year permanent members will serve as the chair of the Honor Council. He/she will be required to attend all Honor Council Hearings as a non-voting moderator. In the case the quorum is needed for a meeting, the chair may participate as a voting member. The Chair may also vote if there is a tie during a Phase 2 Hearing.

The chair will appoint a permanent Honor Council member as chair if he/she is unable to attend a Hearing. The Chair may also appoint another permanent Honor Council member as Chair, for a particular case, if he/she in conflict with that case. The alternate chair must be a third or fourth year Honor permanent Honor Council member.

- b. **Rotating members:** All students in all College of Medicine classes, except the permanent members of the Honor Council, are eligible to serve as rotating members of the Honor Council.
- i. **Selection of rotating members:** During the orientation of the first-year class, students will be informed that they may, at any time during their matriculation at the College of Medicine, be called upon to serve as rotating members of the Honor Council during Honor Council Hearings.
    - a. A student is ineligible to serve if he or she is directly involved in the case being brought before the Honor Council Hearing.
    - b. A student who is called upon to serve may decline to do so if he or she has a valid reason for not being able to serve at that time; however, that student may still be called upon to serve at a later time.
    - c. The duration of a student's rotating membership on the Honor Council will be limited to the duration of the Honor Council Hearing, for that particular case, in which that student was selected to participate.
    - d. Two rotating members will be selected from the same class as the student being reviewed at the Honor Council Hearing, and one rotating member from each other class will be selected, for a total of five rotating members at each Honor Council Hearing.
  - ii. **Duties of rotating members:** Rotating members will attend and actively participate in the Honor Council Hearing to which they were assigned. They will act as voting members at that Honor Council Hearing.

Advisors: Non-student advisors, comprised of Student Affairs staff, Ethics "Experts" (e.g., someone from the hospital ethics committee), and faculty from various specialties, will be called upon as needed to attend Honor-Council-related activities and to serve in an advisory capacity in other settings. Their attendance is never mandatory before a decision on an issue can be reached.

#### Honor Council Leadership

- a. Honor Council Chair
  - i. A third year student serves as the Chair for the Honor Council.
  - ii. The Chair leads Phase One and Phase Two Hearings.
- b. Reporting manager
  - i. A designated individual in the Office of Student Affairs will serve as reporting manager.
  - ii. Receives all Honor Code Violation Forms and assigns the necessary number of permanent Honor Council members to interview involved students.
  - iii. Vets interviewers to rule out any conflict of interest.
  - iv. Randomly selects the five rotating members for Honor Council Hearings and informs secretary of the five rotating members.
  - v. Schedules both Phase One & Phase Two Honor Council Hearings based on availability of the permanent members. If possible, both Phase One & Phase Two meeting times will be set prior to selection of the rotating members to help ensure that rotating members can attend both Phase One & Phase Two.
  - vi. Oversees interviewers to ensure that violation reports are adequately completed, and typed within two weeks of receipt.
  - vii. Serves as a contact person for interviewers in the event that a problem or concern arises.
  - viii. Distributes completed Honor Code Violation Reports to voting members with no identifying information.
  - ix. Collects and stores or shreds case material after Hearings, as appropriate. Reporting manager will store confidential records of prior cases heard by Honor Council in the office of student affairs. Unless otherwise specified in the recommendations made by Honor Council for a particular case, these reports will not be a part of the accused student's academic record.
- d. Secretary
  - i. Takes notes or assigns another Honor Council member to take notes at open and closed Honor Council meetings.
  - ii. Schedules and coordinates monthly meetings.
  - iii. Manages Honor Council email account.
  - iv. For each Honor Council Hearing, secretary writes an abstract describing the case and recommendations within 24 hours after the Phase One and Phase Two Hearings. The Chair will review the abstract and send it to the reporting manager. The reporting manager will store the abstract with a copy of all other documentation pertaining to the given case in the office of student affairs.
- e. Event Coordinator
  - i. Organizes Honor Council events with a goal of 3 events per year.
  - ii. Coordinates workshops & informational presentations
  - iii. Plans and gives presentations of the Honor Code and Honor Council to the incoming Foundations 1 Class at Orientation.

#### Honor Code Events

Honor Code Events are events hosted by the Honor Council to promote awareness of the Honor Code and the importance of professionalism in medicine. Examples include Honor Code signings and lectures on medical professionalism or ethics by invited speakers.

#### Honor Council Meetings

Honor Council Meetings are to be held on a monthly basis whenever possible to discuss issues concerning the Honor Code and to review, update, and improve the Honor Code. These meetings will be hosted and moderated by the permanent members of the Honor Council

### Honor Code Violation Reporting Procedures

When a student or a faculty member observes a particular student incident or behavior that he or she believes violates the Honor Code, he or she is strongly encouraged to submit an Honor Code Violation Report so as to standardize the academic community's approach to violations and prevent arbitrary and unfair resolutions. An Honor Code Violation Report consists of the following two parts which must be fully prepared in order to be processed at a Phase One meeting: one, completion of an Honor Code Violation Form by the student filing the complaint, and two, evaluation of the incident or behavior by the assigned permanent member(s) of the Honor Council serving as an interviewer(s).

- a. Honor Code Violation Form
  - i. An Honor Code Violation Form should be completed within four weeks of the incident or behavior in question. If the completion of the report exceeds those time limits, a written explanation for the delay must be provided, which will be considered by the Honor Council.
  - ii. The reporting party may choose to contact a permanent member of the Honor Council prior to submission of an Honor Code Violation Form.
- b. Evaluations of the incident
  - i. Interviewer(s)
    - a. Reporting Manager will assign an appropriate number of interviewers for each case. The goal will be to assign a separate interviewer to the reporter and the accused to minimize bias in the final Honor Code violation report presented to Honor Council. However, this is not required when not possible.
    - b. Interviewer(s) meets with students involved in violation as explained below.
    - c. Interviewer(s) must complete an Honor Code Violation Investigative Report, which is a detailed transcript of all interviews completed, by the given deadline and submit this final summary report to the Reporting Manager.
    - c. The permanent Honor Council member who conducts the interviews and completes the Honor Code Violation Investigative Report must attend the Hearing and will serve as a voting member.
  - iii. Meeting between the Honor Council member and student involved in incident
    - a. Each assigned Honor Council member will create an evaluation with a complete description of the event as stated by the respective students interviewed.
    - b. An accused individual for a potential violation does have the right to know who filed the violation report.
    - c. The accused and accusing individuals are not permitted to discuss the case amongst themselves or with other students.
  - iv. Requirements of the Honor Code Violation Investigative Reports
    - a. The reports must be completed within four weeks of an Honor Code Violation Form submission. Some cases may be time sensitive and an effort will be made to expedite the process under such circumstances.
    - b. No identifying information is included in the documents in an effort to ensure anonymity.
    - c. All Honor Code Violation Reports are distributed to the Honor Council and Office of Student Affairs prior to Phase One.

If a student or faculty member is not sure whether a student incident or behavior constitutes a violation of the Honor Code, or has other questions about the Honor Code violation reporting procedures, then that person is encouraged to contact a permanent member of the Honor Council with his or her questions. This does not obligate the case to be formally proposed for evaluation.

Student concerns about faculty and house staff: If students have concerns about the behavior of faculty or house staff, such matters are beyond the scope of the Honor Council. Such cases are referred to the Ombudsman of the College of Medicine.

### Honor Council Hearing Procedures

When an Honor Code Violation Report is received by the Honor Council, it will be processed through an Honor Council Hearing in two phases. The entire process, from the receipt of the report forthwith, will be treated with the utmost level of confidentiality and sensitivity. All of the accused student's records while enrolled in the College of Medicine, including prior academic and disciplinary actions, are eligible for review during both phases of the Hearing.

- a. **Phase One: Evaluation Phase**
  - i. **Purpose** – To review the Honor Code Violation Reports received on an as needed basis and determine, by unanimous decision, whether each one should be either dropped or forwarded to Phase Two.
    - a. Only the reporting manager and the members of Honor Council who conducted interviews will know the identity of involved parties.
    - b. The Office of Student Affairs, who will receive Honor Code Violation Reports concurrently with the Honor Council, will have the opportunity to advise the Honor Council for or against forwarding each report to Phase Two before a final decision is made.
    - c. At the beginning of a Phase One meeting, anyone in attendance with a personal conflict of interest may excuse himself without explanation.
  - ii. **Quorum** – At least 9 total Honor Council members including all 5 rotating members and at least 4 permanent members must be present for a Phase One meeting.
  - iii. **Deadline** – Each Phase One meeting must be completed within four weeks from the time of submission of the complaint.

- iv. **Procedure** – The Chair will moderate Phase One meetings as a non-voting member. At least four permanent members and five rotating members will vote on all reports presented for a total of at least nine votes per report. At least nine votes must be cast for a decision to be valid.
  - v. **Decision** – For an incident to be considered a violation of the Honor Code and for it to proceed to Phase Two, the voting members must unanimously decide that the incident was a violation.
- b. **Phase Two: Action Phase**
- i. **Purpose** – To review the reports forwarded from Phase One and make recommendations for action by majority vote.
  - ii. **Quorum** – At least 7 total Honor Council members including any combination of the 5 rotating members and at least 4 permanent members who attended the Phase One Hearing must be present for a Phase Two meeting. Only members who were present during Phase One may vote in Phase Two.
  - iii. **Deadline** – Each Phase Two meeting must be completed within six weeks from the time of submission of the complaint, or within two weeks of completing the Phase One meeting.
  - iv. **Procedure** – The Chair will moderate Phase Two meetings as a non-voting member. At least four permanent members and at least three rotating members will vote on all reports presented for a total of at least seven votes per report. At least seven votes must be cast for a decision to be valid.
  - v. **Decision** – All Phase Two decisions will be made based on a majority ruling amongst the voting members.

**Special circumstances**—MD/PhD students are eligible to serve as permanent members or as rotating members of the Honor Council for each year during which they are actively enrolled in the College of Medicine program. If an MD/PhD student is being brought before an Honor Council Hearing, then at least one rotating member at that Hearing will be another MD/PhD student, if possible. MD/PhD cases will only be heard by the Honor Council if they occurred while the student was actively enrolled in the College of Medicine program.

#### Honor Council Phase Two Actions

The possible recommendations the Honor Council can make during a Phase Two meeting include but are not limited to the following:

- A) no action – meeting with the Honor Council representative deemed sufficient
  - B) written warning to the student
  - C) remedial action (such as community service or anonymous letter to the community)
  - D) academic probation
  - E) comments to be appended to the permanent record, including the Dean’s Letter
  - F) dismissal from the College of Medicine
1. If the Honor Council in conjunction with the Office of Student Affairs opt for Actions A through C, these actions will not be forwarded to the Academic Promotions Committee for consideration and will be considered final.
  2. Recommendations for Actions D through F will be forwarded to the Academic Promotions Committee, and one of the Co-Chairs of the Honor Council will present the case and recommendation to the Committee.
  3. The Dean of Students will notify the student of any decision in writing within five business days.
  4. Hearing records shall be maintained by the Office of the Dean of Students.

#### Honor Council Appeals Process

Honor Council is open for appeals only after the completion of Phase One and Phase Two Hearing. At this time, the accused student may appeal the decision made during Phase One or the recommendations made during Phase Two. An appeal must be submitted within 7 days of receipt of the Honor Council recommendation. Requests for appeal should be submitted directly to the Office of Student Affairs. Appeals will be conducted through the standard appeals process as outlined by the Academic Promotions Committee.

#### Amendments to the Honor Code and the Honor Council By-Laws

1. Amendments to the Honor Code and the Honor Council By-Laws are to be proposed during Honor Council Meetings or through the Honor Council drop box on Prime. Amendments may be proposed by any student or faculty member.
2. Amendments must be discussed and voted upon by the Honor Council within four months of proposal. Amendments are passed by approval of a majority of the permanent members.
3. If passed by the Honor Council, the amendment, along with arguments for and against it, is to be presented to the Dean’s Office. Input must be solicited and addressed.

## GENERAL INFORMATION

### COLLEGE OF MEDICINE EDUCATIONAL ADMINISTRATION AND UNIT/COURSE DIRECTORS

	Tel.
Senior Associate Dean for Academic Affairs Jeanne Macrae, MD	8216 (Jeanne.Macrae@downstate.edu)
Associate Dean for Foundations of Medicine Riccardo Bianchi, PhD	7833 (Riccardo.Bianchi @downstate.edu)
Associate Dean for Clinical Medicine Jeanne Macrae, MD	8216 (Jeanne.Macrae@downstate.edu)
Associate Dean, Director of Assessment Bonnie Granat, PhD	8534 (Bonnie.Granat@downstate.edu)
Assistant Dean of Clinical Competencies Robin K. Ovitsh, MD	2124 (Robin.Ovitsh@downstate.edu)
Assistant Dean for Faculty Development Fred Volkert, PhD	3923 (Fredric.Volkert@downstate.edu)
Associate Dean for Student and Curricular Affairs Sophie Christoforou, MEd	2187 sophie.christoforou@downstate.edu

### COURSE DIRECTORS

The following individuals are the faculty Unit/Clerkship directors. Questions regarding course policies and procedures should be directed to these individuals

#### Foundations Unit Directors

	<u>Tel.</u>	
Systems Overview: Human Structure & Function	K. Williams	4610
Molecules to Cells	M. Wagner	3894
Infection & Host Defense	F. Volkert	3923
Gastrointestinal, Endocrine & Reproductive Systems	M. Markell	1584
Cardiovascular, Renal & Respiratory Systems	R. Wadgaonkar	
Brain, Mind and Behavior	L. Merlin	3957

#### Clerkships

	<u>Tel.</u>	
Anesthesiology	D. Dimaculangan	3765
Emergency Medicine	L. Fan	245-2975
Medicine	S. McFarlane	2390
Neurology	B. Anziska	2502
	L. Merlin	3957
Pediatrics	L. Bruno	2994
Primary Care 1/ Family Medicine	P. Harris	2257
	R. Sadovsky	4096
Primary Care 2	P. Harris	2257
Psychiatry	J. Feola	2022
Surgery	R. Di Raimo	1973
Women's Health	M. Haughton	2076

### ALPHA OMEGA ALPHA (AOA)

Alpha Omega Alpha (AOA) is the national honor society for colleges of medicine in the United States. The honor society was founded in 1902 by William Webster Root and five other medical students at the College of Physicians and Surgeons in Chicago.

Chapters elect undergraduate members from students in their last two years of medical school. Scholastic excellence is a key criterion but not the only one for election; capacity for leadership, compassion, and fairness in dealing with one's colleagues are also to be considered.

You may be elected to AOA while you are a student, as a resident, or as a faculty member. The local chapter elects student members from those in their last two years of medical school. A maximum of 1/6 of the class total may be selected from each medical school class, of which not more than 25% may be selected in their junior year.

Transfer students may also be considered for election to AOA in their senior year, after they have completed one academic year at SUNY Downstate.



## ALUMNI ASSOCIATION

*SUNY Downstate Medical Center, College of Medicine Alumni Association*

The primary mission of the Alumni Association-College of Medicine is to provide financial support and other assistance to the medical students to enhance the quality of their experience at Downstate. All medical students and graduates of the College of Medicine are members of the Alumni Association. Annual dues, paid by graduates, finance the activities and alumni publications and support services to alumni and students.

The Board meets quarterly to review activities and guide the programs. Income from the endowment is used to support many programs and projects for the benefit of medical students. These include: student tuition scholarships, summer research fellowships, student activities (e.g. White Coat Ceremony, publications, Clerkship Orientation, Match Day, Senior Awards, Senior Graduation celebrations), special education programs (e.g. Health Care in Developing Countries) and:

Medical Student Research Scholarship - a one-year paid full-time research scholarship. Completion of at least one year of medical school is required for eligibility.

### Student Advisory Program

The Alumni Office maintains lists of alumni practicing in many specialties who have volunteered to talk to students about their specialty, their training and practice location.

### Annual Reunion

There is an annual alumni reunion weekend held each spring for the classes celebrating a multiple of 5-years since graduation. This includes a scientific session of presentations by the Alumni, awards to alumni for achievement, and a splendid dinner-dance.

## CLINICAL ASSISTANT DEANS

Early in the third year of medical school, students are assigned a clinical assistant dean. There are eleven clinical assistant deans who provide advisement on the senior year program of study. They provide students with general advisement on their course schedules, and they may be consulted to discuss career plans, general residency information, and other matters of personal concern.

Clinical assistant deans also assemble your "Medical Student Performance Evaluation" (MSPE) used in the residency application process. The MSPE letter follows a **standard, national format** for all students. For further information about the MSPE template, you can go to Helpful Links on the Downstate C.A.R.E. website at: [http://www.downstate.edu/college\\_of\\_medicine/care.html](http://www.downstate.edu/college_of_medicine/care.html)

## THE CLINICAL NEUROSCIENCES PATHWAY

Startling breakthroughs in molecular biology and basic neuroscience have defined the cause of many diseases of the nervous system and are transforming the practice of neurology, neurosurgery and psychiatry. Basic research is giving new information on how the brain works and how brain injury occurs-and how it can be prevented or improved. A large number of our faculty are actively involved in and have been contributing significantly to these groundbreaking discoveries. Recognizing the exciting opportunities now available to better understand nervous system function and to design new treatments for neurological diseases, Faculty have developed an interdepartmental program, *The Clinical Neurosciences Pathway*, to provide an enhanced exposure to the neurosciences while pursuing the Doctor of Medicine degree.

### Program goal:

The Clinical Neurosciences Pathway provides medical students with an enriched experience in the neurosciences throughout their four years in medical school. This program will provide students interested in the clinical neurosciences (e.g. Neurology, Neurosurgery, Ophthalmology, Neuropathology, Neuroradiology, Psychiatry, Neurorehabilitation, Neuroanesthesia) with access to a number of stimulating clinical and research activities. In addition, students will have the opportunity to participate in activities specifically designed for medical students in the program. Pathway students will be eligible for special summer research and year-out opportunities for clinical and basic neuroscience study.

### ***Specific Elements of the Program***

#### Basic Mechanisms of Clinical Neuroscience course:

This course is offered as an elective every Fall of 2nd year; for students enrolled in the Pathway, it will be a mandatory part of their curriculum. Eight sessions, 1-1.5 hr. each, cover clinical topics in the neurosciences and highlight what is understood about the underlying basic mechanisms. This is a cutting-edge course in which our research faculty members have the opportunity to share with the students their research endeavors in an exam-free setting. Students benefit by (1) gaining insight into the strong clinical relevance of the basic neuroscience they learned in 1st year, (2) hearing about breakthroughs in the neurosciences before these topics make it into their textbooks, and (3) discovering the extent of basic neuroscience research taking place on this campus by our world-renowned faculty.

#### Special Conferences and Seminars

Students will receive invitations to departmental programs such as Grand Rounds, Journal Club, and Visiting Professor and other special seminars. Opportunities will be provided for the students to meet with outstanding scientists from within and outside our institution.

#### Summer Research Experiences

The program will provide opportunities for research in laboratories of basic and clinical neuroscientists. Students may apply for funding for this work.

### Clinical activities

In conjunction with activities sponsored by the Student Interest Group in Neurology (SIGN), the Downstate Psychiatry Society, and the Alumni Association, students have numerous opportunities to gain clinical exposure, even in their early years of training. Students in the program have the opportunity to shadow faculty and/or residents in relevant clinical areas if desired. Students can also arrange for tours of our specialized facilities (epilepsy monitoring unit, stroke unit, sleep lab). Other clinically-relevant activities typically include panel discussions on career opportunities and residency training in neuroscience-relevant fields as well as case presentations and clinical conferences by residents and/or faculty from the relevant departments. Finally, the Mystery Case of the Month provides the opportunity to work on advanced clinical cases in the neurosciences (see below for more information) and is accessible to all students in all years of training.

### Mentoring Program

Through the cooperation of the Alumni Association mentoring program, each student enrolled in the Clinical Neurosciences Pathway will be paired with a clinical or basic neuroscientist as a faculty mentor. This mentor will meet with the student on a regular basis to discuss topics ranging from research issues and new approaches to treating neurological disease to career opportunities. Mentors will help students select summer or year-out research experiences and help develop opportunities for in-depth study.

### History of Neuroscience/Journal Club Seminar and Discussion

In this series of lectures and discussions, students will review topical neuroscience articles (“landmark” papers) or cover aspects of the historical development of our knowledge about the nervous system and the evolution of modern neurology. These will be held in an informal social setting, allowing for an intimate casual discussion of the topic. There will be no more than 3-4 such sessions per year.

### Mystery Case of the Month web-based competition

Each month (September through May), a new mystery case will be posted on PRIME, and students will be invited to submit their answers to the Director of the Pathway. This competition will be open to all students, but members of the Pathway will be expected to submit answers at least every other month in their 3rd and 4th years. This will allow participation in the program even when clinical rotations take our students off campus, making it difficult for them to attend meetings and seminars on site.

### Partnering with junior students of the neurosciences

Students in the program will be able to participate in *Brain Awareness Week* activities at local elementary and high schools by giving presentations on common nervous system disorders (dizziness; seizures; effects of drug use; autism; et al.). They will also have the opportunity to serve as mentors to pre-med students at Hunter College and participate in activities held in conjunction with our *Co-SIGN* chapter there (Co-SIGN = College Student Interest Group in the Neurosciences).

### Year-Out Fellowships

Students will have the opportunity to compete for support for a full year off to gain laboratory or clinical research experience in a number of areas (see graduate school website for details of opportunities on our campus). Molecular neuroscience, cellular neuroscience, experimental therapeutics and other exciting programs may be available.

### Admission to the Program

The Clinical Neurosciences Pathway is open to all medical students who have a strong interest in pursuing a career in the clinical neurosciences. While students with previous experience in neuroscience are welcome, this is not a prerequisite. Students may participate as much or as little as they like, but those who have participated in all required academic components throughout their 2nd through 4th years will be acknowledged as graduates of the CNS Pathway. Students who have enrolled may drop out at any time without penalty. To enroll, simply email your request to Dr. Lisa Merlin (Lisa.Merlin@downstate.edu) sometime during your FOUNDATIONS year and she will add you to the mailing list.

## **CAREER EXPOSURE OPPORTUNITIES**

Career Exposure Opportunities (CEOs) are non-credit electives which accommodate very short exposure opportunities aimed at introducing students to clinical disciplines and subspecialties. These opportunities differ from the other Non-Credit Electives offered in Foundations by having a short duration (4 to 10 hrs.) and they are not graded and do not appear on a student’s transcript.

To register for a Career Exposure Opportunity, students do not need to fill out an add/drop form (as they would for other types of electives). Rather, they will directly contact the faculty member offering the Career Exposure Opportunity. See information about the approved Career Exposure Opportunities by clicking on your area of interest on PRIME.

## **DEAN’S COUNCIL FOR EDUCATION**

The Dean’s Council is responsible for management of the undergraduate medical education program. Its charge is to assure that the curriculum is logically sequenced; coherent, coordinated, and aligned with the curricular goals and that methods of pedagogy and medical student assessment are appropriate to achieve the objectives of the curriculum.

The Council monitors program effectiveness by outcomes analysis using national norms as well as locally determined metrics of quality and outcomes. The Council monitors the content and workload in each discipline as well as identifies omissions and unplanned redundancies in the curriculum. The Council reviews objectives, methods of pedagogy, and assessment to ensure congruence with the curricular objectives. The Council approves major scheduling changes of units or clerkships, start and ending dates of the academic year, major changes in content that require changes in credits, changes in grading formulas, changes in allocated institutional learning objectives, addition of new required courses into the curriculum or new requirements for promotion or graduation.

The Unit Directors, Clerkship Directors, and Advanced Clinical Year Directors Groups report to their prospective Associate Deans who deliver reports and requests for approval to the Dean’s Council for Education. The Curriculum Evaluation Committee, the Student Assessment Committee, and the Electives Committee, report directly to the Dean’s Council for Education. The Council may establish other subcommittees and ad hoc groups as needed.

## **EMERGENCIES (WEATHER AND OTHER EVENTS)**

### **(CANCELLATION OF CLASSES)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You should check the SUNY Downstate website for information. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events may cause the cancellation of specific classes by the course instructor or college dean.

### College of Medicine, Foundations

Your unit director will email an announcement which states the class schedule for all activities for that day, for that unit.

### College of Medicine, Clinical

Follow the schedule at your clinical site. If they have not contacted you via email, contact your preceptor and your clerkship director if you are unsure about your responsibilities or the clinical schedule.

## **Policies on Hazards, Exposure to Disease & Health**

### **Policy on Training Medical Students on Exposure to Infectious and Environmental**

#### **Hazards**

#### **Purpose**

This policy describes the mandatory training and education to insure our students understand how to protect themselves against infectious and environmental hazards.

#### **Policy**

During Orientation

- Students must attend a mandatory OSHA presentation by the Director of the Student Health Service, who discusses the following:
  - The prevention of sharps and splash exposures, personal protective equipment (PPE), and steps to take if an exposure occurs.
  - Information about hepatitis B, hepatitis C and HIV infection
  - How to find additional information in the “Exposure to Blood and Body Fluids” section of the Student Health website, and in the Student Handbook which is distributed to students on a flash drive at Orientation and is also available online. OSHA training is performed annually.
  - In all instances, standard and universal precautions are to be utilized by all students during patient care activities.
- Medical students in New York State are required to receive training in Infection Control and Barrier Precautions which is given by the Hospital Infection Control Department, Division of Infectious Diseases. This New York State approved course is valid for a four year period.
- Wallet-sized cards are distributed that contain:
  - Information about “Universal Standard Precautions” which includes PPE and steps to take in case of exposure, including follow-up care at Student Health.
  - A second card is distributed which contains emergency phone numbers and the HIV post-exposure protocol.
  - In the second year of the curriculum students must be “fit-tested” for N-95 particulate respirators and receive a respirator for personal use.
  - Documentation of required training is required prior to the student’s entrance into clinical training.
  - Before beginning Core Clerkships students must retake OSHA training.
  - Visiting students are given (and must sign receipt of) laminated cards with “Universal Standard Precautions” and emergency phone numbers and HIV post-exposure protocols. Additionally they must be given a copy of the Blood and Body Fluids section of the Student Health website. Visiting students are required to show proof of completion of OSHA training within the past year, and the mandatory NYS Infection Control and Barrier Precautions training. They are “fit-tested” for N-95 masks at Student Health before they begin their elective, and are given OSHA instruction if needed.

### **Policy on Procedures for Care and Treatment after Exposure to an Infectious or Environmental Hazard**

#### **Purpose**

This policy describes the procedures for care and treatment after exposure to an infectious or environmental hazard including a definition of financial responsibility.

## **Policy**

- Immediately after exposure to a needle puncture or mucous membrane exposure to blood or other potentially infectious material (OPIM) the student should:
  - Clean wound with soap and water or flush affected mucous membranes with clear water
  - Contact his or her supervisor. The student should not rely on fellow students or house staff for instructions.
- The student should report to the following depending on the site of clinical rotation or care:
  - For exposures at SUNY Downstate during normal working hours, the student should report to the Student Health Service. When Student Health Services is closed, report to the Emergency Room at SUNY Downstate.
  - For exposures at Kings County Hospital, the student should report to the Emergency Room at KCH.
  - For exposures at other clinical sites, the student should ask the nurse in charge, who will be able to direct the student how to proceed, e.g., to the Emergency Room or the Employee Health Service.
- If the student was not initially seen at the Student Health Services, the student should report there when it next opens for the necessary follow-up care. The Student Health Center is located at 440 Lenox Road, Apt 1-S, and is open Mon-Fri, 9 am-4 pm. The contact number is 718-270-1995 or 2018.
- Services received at Student Health will be at no charge. Charges to the student's insurance for services received in the KCH Emergency Room may be reversed by having the student report to the KCH Employee Health Service within 5 days. The student's insurance may be charged for services received at other clinical sites.
- It is the responsibility of the site of the clinical rotation to provide the appropriate follow-up of the source patient, if known.

## **Policy on Effects of Infectious Disease or Disability on Medical Student Learning Activities**

### **Purpose**

This policy describes the effects of infectious and environmental disease or disability on medical student learning activities.

### **Policy**

- The College of Medicine abides by the following center-wide policy on HIV and other infectious or communicable diseases (see Section 20 of SUNY Downstate Medical Center UHB Policies and Procedures): and shall not discriminate against any person on the basis of HIV status or other communicable diseases (e.g. Hepatitis B, Hepatitis C). The College may not require a test for verification of HIV status or other communicable diseases for the purpose of attaining or maintaining academic admission or continued matriculation.
- The College of Medicine shall maintain confidentiality regarding communicable diseases (e.g. HIV testing, HIV status, or AIDS-related conditions) of its students in accordance with all applicable federal, state and local laws and regulations and in accordance with all policies and procedures of SUNY Downstate Medical Center.
- For students who are infected with hepatitis B, hepatitis C, and/or HIV the risk of transmission to patients increases with the invasiveness of the procedure provided by the student and his/her viral load. The Society for Healthcare Epidemiology of America (SHEA) has issued guidelines for the above infections in healthcare workers, including students. The full report may be accessed at "Infection Control and Hospital Epidemiology", March 2012, Vol. 31, No. 3. There are three categories of healthcare-associated procedures according to risk of transmission:
  - Procedures with de minimus risk of bloodborne virus transmission.
  - Procedures for which bloodborne virus infection is theoretically possible but unlikely.
  - Procedures for which there is definite risk of bloodborne virus transmission or that have been classified previously as "exposure-prone".

An expert panel may be convened to counsel students who are known to be infected with hepatitis B, hepatitis C and/or HIV if they are performing Category II or Category III procedures, and have viral loads above those recommended in the SHEA guidelines for each infection.

- No person shall be subject to adverse education actions or removed from educational experiences solely because of a non-task related disability. Reasonable accommodations will be made for students with communicable disease consistent with the current state of knowledge on transmission of infection. If the Director of the Student Health Services determines that the safety of a student or the safety of others in contact with the student are at risk, the Director will contact the Senior Associate Dean for Academic Affairs. The Senior Associate Dean for Academic Affairs will then convene a panel to review and recommend educational activities for the student in question that are based on current state of knowledge on the infection.

## **Medical Student Exposure to Extraordinary Infectious or Environmental Hazards Policy**

### **Purpose**

LCME standard MS-30 states that each school must have policies addressing student exposure to infectious and environmental hazards. The purpose of this policy is to promote student health and safety during periods when extraordinary outbreaks of infectious disease or environmental hazards may affect the undergraduate medical education program. This policy specifically includes epidemics, pandemics or extraordinary environmental hazards that potentially threaten the health and safety of undergraduate medical students. It does not include infectious or environmental exposure encountered in normal clinical activities. The latter policy regarding the effects of infectious diseases is also included in the Student Handbook.

## Policy

1. The Senior Associate Dean of Academic Affairs in consultation with the Associate Deans for Foundations and Clinical Medicine will determine the extent of undergraduate medical student participation in academic and clinical activities when potential exposure to infectious or environmental hazards substantially exceeds expected standards. This may involve individual or small groups of students with potential exposure to a specific high risk environment or wide spread occurrences such as epidemics or pandemics.
2. The decision of the Senior Associate Dean of Academic Affairs will be based on the following principles:
  - a. While such situations may provide a unique learning experience the potential educational benefits must be weighed against student health and safety concerns, public health concerns and the objectives of the undergraduate medical education program. The first priority for undergraduate medical students will be their health and safety.
  - b. Students are in an educational role and should not be involved in clinical activities that go beyond the roles performed in the normal clinical environment. Students may participate in clinical activities during periods of significant risk according to the level of clinical competence of the student and the assessment of risk of the clinical environment.
  - c. Academic education activities should continue wherever possible regardless of the cancellation of clinical education activities.
  - d. Undergraduate medical students are not permitted to volunteer for involvement in clinical activities during situations subject to this policy without the approval of the Senior Associate Dean of Academic Affairs.
  - e. As a matter of general course, all students will:
    - i. Have their immunization record reviewed annually and updated as needed through the Student Health Service
    - ii. Be mask-fitted in second year through the Student Health Service
    - iii. Be schooled in the concept of universal precautions and techniques for infection control before exposure to clinical activities
3. It is the responsibility of faculty members, staff and students to notify the Senior Associate Dean of Academic Affairs in a timely manner of the existence of any hazardous environment that might affect undergraduate medical students.
4. Any decisions made under this policy will be communicated promptly to students, faculty, and healthcare organizations affected by the decision.
5. The procedures for care and treatment of students after occupational exposure, and any secondary disability, would be addressed through Student Health Services at Downstate Medical Center.

## Definitions

**Epidemic:** epidemic is a classification of a disease that appears as new cases in a given human population, during a given period, at a rate that substantially exceeds what is “expected,” based on recent experience

**Pandemic:** pandemic is an epidemic that spreads through human populations across a large region (for example a continent), or even worldwide.

**Environmental Hazards:** “Environmental hazard” is a generic term for any situation or state of events which poses a threat to the surrounding environment.

## HISTORY

Downstate Medical Center, a unit of the State University of New York, had its beginnings as a small charitable medical service set up in 1856 by a group of German physicians. This free dispensary, organized to treat indigent Germans living in Brooklyn, was staffed by five physicians.

The original intention of the founders of the dispensary was to build a large hospital to care for the German population of Brooklyn. But changing population trends, which brought a largely Irish patient load to the dispensary, necessitated a revision to this plan. On October 27, 1857, physicians from the German General Dispensary, then located at 145 Court Street, and several other prominent Brooklynites, resolved to organize a charitable institution in the City of Brooklyn, to be called St. John’s Hospital. From November 7, until December 23 of that year, the dispensary was called The St. John’s Hospital; on December 23, the name of the hospital was changed to The Long Island Hospital and Medical College. It was on this date that a medical college with a hospital was first projected.

Dr. Bauer and John Bryne, MD., the prime movers in the establishment of the medical college, were trained in Europe, where it was customary for medical schools to be associated with hospitals. The two physicians naturally wanted to adopt this system to prepare the future physicians of Brooklyn, then an independent city and the third largest in the United States. A bill to incorporate the Long Island College Hospital of the City of Brooklyn was introduced in the State Legislature January 20, 1858, and was passed March 6. The hospital’s charter empowered 25 regents to operate a hospital and to confer degrees on candidates twenty-one years of age, or older, who had passed three years of preceptorship under a practicing physician and had completed two courses of lectures at the hospital.

Almost immediately after the charter was signed, the Perry Mansion, located in Brooklyn Heights, was purchased to house the new medical complex. The old dispensary on Court Street was vacated, and by mid-June, 1858, the hospital was admitting patients. The official inauguration of the Long Island College Hospital took place June 3, and the complex was opened for the inspection of the profession and the public generally on November 15.

Financial difficulties beset the new institution almost immediately, slowing down efforts to open the medical school. The hospital itself was forced to close in late September, 1859. Meanwhile, several outstanding medical men were secured to fill the professorships at the college, and on March 29, 1860, the institution reopened its doors following financial arrangements underwriting the expense of the collegiate department and settling various liens.

The following day, March 30, 1860, the instruction of students began. The first teaching faculty was a distinguished one. Most eminent of all was Austin Flint, Sr., MD., professor of practical medicine and pathology, who had been a professor of medicine at Rush Medical College in Chicago.

A medical student's training in 1860 consisted of his three year preceptorship under the direction of a practicing physician and his attendance at two courses of lectures of at least sixteen weeks each. The lectures that were given one year were repeated the next, sometimes verbatim, so many students took their first course of lectures at one school and their second at another. The first class had 57 students, as well as a number of graduates of other institutions. The first commencement took place July 24, 1860, with 21 students graduating.

In 1861, in anticipation of the medical needs of the Civil War, the curriculum included a one month course on military surgery, dissection, and clinical instruction on the wards. By 1869, major changes were introduced into the teaching curriculum. Daily class examinations were instituted to insure more exact knowledge, especially in the demonstrative and elementary branches. Another change, made in 1872, was the establishment of a reading and recitation term that began early in October and extended to the beginning of the regular term in March. This term included dissection and clinical instruction as well as reading and quizzes.

A new wing was added to the Pacific Street side of the Long Island College Hospital in March, 1869, and another wing was built on the Amity Street side in 1871. The latter was built chiefly for the accommodation of United States sailors, and brought the hospital's capacity to 200 beds. The total number of "indoor patients" treated in 1870 was 1,008, of whom 56 died in the hospital.

By 1879, the faculty of the Long Island College Hospital concluded that the system of teaching medicine in the United States was radically wrong. They debated the possibility of instituting a compulsory, full-graded, three year course of instruction, but abandoned the idea because of their fears that such a plan would result in the loss of many students, when the college was entirely dependent for its existence on students' fees. Certain changes were made, however, to improve the curriculum. The regular term was lengthened from sixteen weeks to five months, but the four month reading and recitation term remained optional. Thus, a total of eighteen month's instruction was available to any student electing two regular and two reading and recitation terms.

Between 1888 and 1897, the Long Island College Hospital grew rapidly. The Hoagland Laboratory building, built primarily for research in bacteriology, was constructed. At its opening, it was considered one of the best equipped buildings for research and medical training in the country.

In December, 1897, the Polhemus Memorial Clinic Building was completed. The new building, eight stories high, was erected on the southwest corner of Henry and Amity Streets.

By this time, State law required that a student take three courses of lectures in three different years. The system of having a regular term of five months and an optional reading term was retained. The entering class of 1897-1898 began the first four year graded course of instruction. The reading term was abolished, and the school year lasted seven months. In 1897, the student fees were raised to \$185 and \$190, from \$125 in 1895. In the period from 1899 to 1909, the average number of student in the school was 310, and the average number in the graduating class was 62.

During the years immediately before and after World War I, many additional changes occurred at Long Island College Hospital. Admission to the school was opened to women; postgraduate teaching was instituted; a new wing increased the number of beds to 500; and affiliations were established with other Brooklyn hospitals.

In 1930, the college and hospital were separated from one another so that each would be under its own governing board. The college was conducting much of its clinical teaching in other hospitals throughout the borough, and it seemed preferable that it not be governed by the board of only one hospital. The college became the Long Island College of Medicine.

Other changes occurring during the 1930s included the construction of the Polak Memorial Laboratory, housing laboratories in bacteriology, histology, physiology, pathology, gynecology, and surgery. In 1935, 500 beds at Kings County Hospital were set aside in a college division for the clinical instruction of students.

In the 1940s, full-time chiefs were appointed in all the clinical departments, training in psychiatry was offered a separate department, and Maimonides Hospital and the Veterans Administration Hospital in Fort Hamilton became affiliates, along with the Brooklyn, Brooklyn Jewish, Coney Island, Greenpoint, Kings County, Kingston Avenue, the Long Island College, and the Methodist Hospitals. In 1946, the third year curriculum was changed so that nearly two thirds of the work consisted of clinical clerkships.

In 1945, the college purchased a six and one-half acre tract of land that eventually became the site of Downstate Medical Center. After approval by a faculty committee and the board of trustees of the Long Island College of Medicine, the board of managers of the Alumni Association, the trustees of the State University of New York, and the State Board of Regents, the State Legislature in 1950 passed a bill legalizing the merger of the Long Island College of Medicine and the State University to form Downstate Medical Center. The establishment in 1966 of the School of Graduate Studies, the College of Health Related Professions, and the College of Nursing, and the construction of the basic sciences building in 1956, student residence halls in 1965, State University Hospital in 1966, the student center in 1967, and the nurses' residence in 1968, completed the transition of the medical school as it is now known for its early days as the German General Dispensary on Court Street.

## INTERNATIONAL ELECTIVES

You may have thoughts about taking an elective overseas. If you do, you may take an elective abroad for academic credit (provided that the corresponding department at SUNY Downstate approves it for graduation elective credit), or you can complete the experience on your own time (non-credit).

If you decide to try and have the experience count towards graduation elective credit, you will need to begin your paperwork early (allow a minimum of four months lead time).

How do you arrange for an international elective? You can contact a SUNY Downstate faculty member who may be from the country you are interested in. He/she may still have colleagues or contacts in that country that can help you set up an elective. Or, you can write directly to a hospital department in the country you are interested in, explain what you are interested in doing, and ask for the name of someone at the hospital who might be interested in serving as your preceptor.

The College of Medicine is pleased to participate in the Association of American Medical College's Global Health Learning Opportunities (GHLO) program. For more information about GHLO, visit the AAMC website: <https://www.aamc.org/services/ghlo/>

Our School of Public Health (SPH) offers the Global Health in Developing Countries elective in the senior year for a limited number of students. Application is through the SPH in October of your third year. For more information, <http://www.downstate.edu/publichealth/programs/global-health-elective.html>.

AMSA has a very helpful website at [www.amsa.org](http://www.amsa.org), and then go to the “International Health Electives Web Page.” The site lists courses, and electives, and volunteer and internship opportunities.

Before you depart, make certain that you have repatriation coverage in your health insurance policy. If you do not, you can purchase through the Bursar’s Office, an inexpensive rider which is offered by the State University of New York. You will also need to check that you have all the appropriate immunizations, and that you have contacted the U.S. State Department for any travel advisories. If you need liability (malpractice) coverage, complete the liability forms in the Registrar’s Office.

The USA State Department’s travel warnings, announcements and information sheets for every country is available by touch tone phone from 202 647-5225 or web site ([travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)).

The US Public Health Service, Center for Disease Control has a hot line at 404 332-4559 and a web site at [www.cd.gov](http://www.cd.gov) -- select the “Travelers’ Health” menu and then the “Blue Sheet” option. Requirements and recommendations about vaccinations, and country specific health information from the Centers for Disease Control and Prevention. ([www.cdc.gov/travel/travel.html](http://www.cdc.gov/travel/travel.html))

Information on how and where to apply for passports, includes a passport application that can be downloaded ([travel.state.gov/passport\\_services.html](http://travel.state.gov/passport_services.html))

Links to home pages of U.S. embassies and consulates throughout the world ([travel.state.gov/links.html](http://travel.state.gov/links.html))

U.S. Custom Service regulations for returning U.S. residents ([www.customs.ustreas.gov/travel](http://www.customs.ustreas.gov/travel))

## **MD/PHD PROGRAM**

During the fall semester of Foundations2, the School of Graduate Studies notifies the Office of the Registrar which MD/PhD students will be entering the PhD phase of the program and which students may be completing their thesis and therefore eligible to return to the medical school curriculum.

MD/PhD students are required to take the March administration of the Step 1, USMLE at the end of the Foundations years, unless they have the written approval of the Associate Dean for Student Affairs for an alternative test administration.

A letter from the Dean of the School of Graduate Studies must be submitted which states that the MD/PhD student is eligible to return to the MD curriculum. MD/PhD students may express a preference for a clerkship schedule by meeting with the Registrar. It is strongly recommended that MD/PhD students participate in a non-credit clinical refresher experience prior to their return to the MD curriculum.

The research conducted as part of the PhD portion of the MD/PhD program may not be credited towards MD graduation degree requirements or elective requirements.

## **OFFICE OF ACADEMIC DEVELOPMENT**

The primary goal of the programs offered by the Office of Academic Development is to help students achieve their full academic potential in medical school. Medical school presents a host of new learning challenges to incoming students since the volume, time constraints and level of detail required for passing far exceed those of undergraduate college. In addition, the knowledge you acquire in medical school must be retained over long periods of time. For example, Step 1 of the United States Medical Licensure Examinations (USMLE, Step 1), which tests students on all the material learned in the Foundation years, is given and must be passed at the end of Foundations.

The Office of Academic Development works closely with students and faculty by offering programs on efficient and effective approaches to learning in medical school. Seminars, workshops, and/or individual training are provided in the following areas:

Active learning to promote long term retention: Students learn about methods of summarizing, integrating and organizing information to facilitate long term retention of information and effective problem solving.

### Exam Taking Skills

Students learn new test taking skills which enable them to complete exams in a timely manner and avoid careless errors. Reasoning skills are addressed in this context.

Memory: In addition to learning the principles and concepts of basic and clinical science, medical students must learn many facts and details. Approaches to reviewing and self- assessment are presented to help ensure effective, long-term mastery of the plethora of medical facts and details.

Reading Efficiency: Medical texts are long and detailed. Advice is offered on how to use, read and integrate texts with other study resources.

### Resource Management

Medical studies require the use of a multitude of learning resources including lectures, labs, text books, class handouts, computer programs, small group instruction, and problem sets -- to mention just a few. Students are advised on ways to develop time effective and organized approaches to studying using these resources.

### Time Management

Critical factors in implementing a high yield medical study program are effective organization and management of time. Unlike undergraduates, medical students must learn to plan their classes, study time, leisure and day to day living activities in order to attain high levels of productivity. Advice on time management for studying smart is offered.

### Tutorial program:

Peer tutorial programs are available to all students. Upper level students, who are trained and supervised as tutors, provide both individual and group tutorials.

### USMLE, Step 1 preparation programs:

The USMLE Step 1 exam is a comprehensive examination which must be passed at the end of Foundations and is a requirement for licensure. Instruction on how to organize, select resources for, and implement a high yield review is provided through the Office of Academic Development.

### USMLE Step 2 preparation programs:

The USMLE Step 2 comprehensive examination covers the clinical science materials addressed in the third year of medical school (i.e. Internal Medicine, Neurology, Surgery, Obstetrics and Gynecology, Psychiatry, and Pediatrics). Practice exams, seminars on how to prepare, and individual counseling are all available.

## **OFFICE OF DIVERSITY AND RESEARCH**

The Office of Diversity Education and Research is responsible for implementing, sustaining, and evaluating structured programs that are designed to attract and retain students, trainees, and faculty from backgrounds that are traditionally underrepresented in medicine and biomedical research. The Office seeks to foster a nurturing and supportive environment at Downstate in which all students can achieve their academic and personal best. The Office of Diversity Education and Research works with other offices to identify and refer students who may benefit from academic counseling and advisement. The Office sponsors regular events aimed at raising awareness about the diverse student groups and programs at Downstate. We work closely with Student Affairs, Academic Development, and the campus-wide Office of Diversity and Inclusion as well as other programs in the College of Medicine. The Office supports an array of educational, research, and outreach programs that will advance the Medical College's ability to remain at the forefront of delivering patient-centered and culturally sensitive care, to be a leader in cross-cultural medical education, to pioneer interdisciplinary health equity research, and to advocate for social justice and community engagement. The Office operates several pipeline programs which encourage and assist students to enter the field of medicine. We also provide medical students with an opportunity to participate in outreach. Our pipeline programs provide students with shadowing, research opportunities, study tactics and mentorship. Several medical students have served as mentors or teachers in programs such as the Early Medical Education Program and the Undergraduate Summer Research Program. The Office provides a space where all students can come to share their experiences, raise concerns, or share ideas. All students are welcome to come to us and share their ideas on how we can embrace the rich diversity that defines Downstate. We look forward to working with all of you and hearing your voices.

For further information contact:

Carla Boutin-Foster, M.D., M.S

Associate Dean for Diversity Education and Research

Room 2-72 BSB, Box 1186, 270-3033

Website: [http://sls.downstate.edu/diversity\\_education/](http://sls.downstate.edu/diversity_education/)

## **OMBUDSMAN**

SUNY Downstate Medical School is committed to the ethos that all medical students complete their studies in an atmosphere of safety, personal security and respect. If you feel that you have been subjected to any form of abuse or harassment (verbal, emotional, behavioral, sexual) or unprofessional and inappropriate behavior by supervisors (professors, residents or attending physicians) please complete an Incident Form which is easily accessed on PRIME. You will be contacted and then have an opportunity to discuss the situation in a confidential manner with an assurance that something will be done.

## **THE PARENTS ASSOCIATION OF THE COLLEGE OF MEDICINE**

### Purpose:

1. To introduce parents to the College of Medicine and to help them become acquainted with the school;
2. To acquaint parents with the academic program of the school through guest speakers from the school (faculty and administration);
3. To assist parents in learning how to cope with the emotional needs of medical students.

The Parents Association has purchased computers for the medical students, and Gross Anatomy teaching models. They have also contributed funds to the senior class party, to the senior yearbook, and to the Student Counseling Service.

### History

The parents of the students at the Long Island College of Medicine began working as a group in 1943. They assisted in a fund raising campaign to expand the College's physical plant and to help meet its annual deficit. In 1947, the group adopted a constitution and by-laws and was formerly organized as the Parents' Society of the Long Island College of Medicine, dedicated to a "better understanding among parents, school and community." In November, 1995, the Parents' Association was incorporated as a non-profit, tax exempt corporation.

### Membership

Annual dues are \$35 (\$25 for single parents) and meetings are held the third Thursday of each month. These membership meetings provide an opportunity to meet other parents and share the common concerns and problems of the students.

## **RESEARCH OPPORTUNITIES**

A list of faculty mentors and their research topics is available from the institutional website. Research projects may be taken on a non-credit basis, through the First and Second Year Electives process or as senior elective credit. For research projects of significant duration and effort, it is also possible to request a leave of absence for up to a year through the Leave of Absence procedure described previously. The Student Research Coordinator is Dr. Frank Barone (Frank.Barone@downstate.edu). Email him for an individual appointment.



## RESIDENCY ADVISEMENT

Residency advisement is available to all students throughout their four years through the Care and Residency Explorations Program (C.A.R.E). Website: [http://www.downstate.edu/college\\_of\\_medicine/care.html](http://www.downstate.edu/college_of_medicine/care.html)

The programming of the C.A.R.E. activities and the administration of the website are housed in the Office for Student Affairs, under the direction of the Associate Dean for Student and Curricular Affairs and the Director of Career Services. There is a staff support person who manages the first year student faculty mentoring program, the physician shadowing program, as well as other career exploration activities.

The C.A.R.E. Program **structures the career activities as a developmental career “curriculum” based on the stage of the medical student. The following are the “courses” for each level of student:**

### ***CARE 101 (Foundations in Medicine – 1st Year Students)***

- Introduction to AAMC Careers in Medicine (October)
- Introduction to creating a Medical Student CV (November)
- Clinical Faculty Specialty Forum (January)
- Research Faculty Lunchtime Talks (January/February)
- Practical Opportunities are provided for exposure to specialties
  - o Career Exposure Electives
  - o Student Specialty Organizations (i.e. PEDS R US)
  - o Faculty Mentoring/Peer Mentoring
  - o Career Mentoring – Shadow A Physician Program
  - o Brooklyn Free Clinic

### ***CARE 201 (Foundations in Medicine – 2nd Year Students)***

- AAMC Careers in Medicine and Residency Resources Overview (November)
- Study Strategies for USMLE Step 1 (November)
- Career Exploration Meetings/Workshops/Forums (Offered Nov thru April)
- Clinical Faculty Specialty Forum (January)
- Research Faculty Lunchtime Talks (January/February)
- Practical Opportunities are provided for exposure to specialties
  - o Career Exposure Electives
  - o Student Specialty Organizations (i.e. PEDS R US)
  - o Faculty Mentoring/Peer Mentoring
  - o Career Mentoring – Shadow A Physician Program
  - o Brooklyn Free Clinic

### ***CARE 301 (Core Clerkships – 3rd Year Students)***

- Career Day – Specialty Information by Alumni Practitioners (April - during Required Transition to Clerkships week)
- Senior Schedule Planning Meeting (December/January)
- Clinical Department Residency Information Meetings (February)
- Career Decision Making Workshop (March)
- Student-to-Student Residency Forum (March- Peer advice after Match day)
- Residency Application and ERAS Overview (June/July)
- CV and Personal Statement Writing (June/July)
- Individual Advisement from Clinical Assistant Deans and Special Advisors for students who need additional support/guidance (throughout)
- Practical Opportunities
  - o Four weeks of Core clinical electives for career exploration are part of the curriculum in the third year and required.

### ***CARE 401 (Advanced Clinical Year – 4th Year Students)***

- Residency Interviewing Seminar (October)
- Rank Order Strategies Session (December/January)
- Individual Advisement from Clinical Assistant Deans and Special Advisors for students who need additional support/guidance
- Practical Opportunities
  - o Senior Clinical Electives are part of the curriculum in the 4th year and required.

*Careers in Medicine* is an on-line program (<http://www.aamc.org/cim>) designed to assist medical students in understanding options for choosing a specialty and applying to residency programs. There are four stages in the program — self-assessment, career exploration, decision-making, and implementation. You may find some of the resource links including Specialty Information & Specialty Organizations, Career Planning Resources & CareerMD.

During the first and second years of medical school, students should avail themselves of various non-credit electives and Career Exposure Opportunities, which are designed to give students a brief exposure to a specialty field. In late fall of the first year, a presentation is given by second year students on the summer educational activities they participated in the previous summer.

We also encourage first and second year students to take advantage of the activities sponsored by such groups as the Family Practice Club, the Sports Medicine Club, Peds 'r Us, and the Surgery Club.

The Alpha Omega Alpha (AOA) Medical Honor Society organizes a Subspecialty Forum in the fall. Faculty representatives from approximately ten departments come and talk to first and second year students about their field of medicine and considerations if someone is interested in going into the specialty.

A list of Specialty Advisors is distributed to students annually. This is a list of individuals designated by each department who are prepared to offer specialty counseling and advisement to students.

## **STUDENT COMMITTEES**

### Representation on the Dean's Council for Education

The Dean's Council has overall responsibility for all aspects of the educational program leading to the MD degree. It has central responsibility for overseeing, managing, and reviewing the curriculum. Student membership to the Dean's Council for Education is elected as follows:

For each class, the representative shall be chosen from among the six (6) Student Liaison Committee members elected by their respective classes.

The chosen representative to the Dean's Council shall be reevaluated on a yearly basis, upon which, the same representative can continue to serve or a new representative can be named.

For a new incoming class, representation will remain vacant until a Foundations 1 Student Liaison Committee is elected. After the students have been elected, they will immediately choose among themselves a representative to the Dean's Council.

### Organization of Student Representatives (OSR)

The Organization of Student Representatives (OSR) fulfills a unique role among medical student organizations. As part of the AAMC, it provides all United States allopathic medical students with voting representation to the nation's largest association dedicated solely to the advancement of academic medicine. The OSR provides medical students with an active role in achieving the AAMC's mission to improve the nation's health through the advancement of academic medicine. The OSR also seeks to assure that students actively participate in directing their education, preserving their rights, and delineating their professional responsibilities. To this end, the OSR provides medical students with a voice in academic medicine at a national level and strives to foster student involvement in this arena at a local level.

The strategic goals of the OSR are:

TO PROVIDE medical student input on all issues addressed by the AAMC and state or federal governments that will impact student education, quality of life, or professional development.

TO DEVELOP AND IMPLEMENT OSR initiatives and aid in the implementation of AAMC initiatives.

TO FACILITATE communication between student bodies of different medical schools and between medical student organizations regarding issues relevant to medical student life and education.

TO ENCOURAGE education techniques and objectives that provide medical students with the intellectual skills, professional standards, and knowledge required to meet the needs of an evolving health care system.

TO PROMOTE a safe, supportive learning environment free of abuse, unreasonable health risks, bias, and inequities.

TO ASSURE that all medical students possess equal freedom and opportunity to pursue the career directions of their choice.

Each school may designate one official and one alternate representative. The representatives of each school are required to attend a fall national meeting and a spring regional meeting of the OSR.

### Student Liaison Committee

Section 1: The Student Liaison Committee (SLC) is an elected body that acts as a liaison between faculty and students for all four years. The SLC shall use all resources in their power to communicate the majority opinion of the class. These resources shall include but are not limited to class meetings, surveys, electronic mail, and petitions.

Section 2: There shall be five (5) elected members and one (1) Med Council representative. Each class shall have a SLC. The Med Council members of each class shall act as the Election Committee. The election procedure shall follow those of Article VI that apply unless otherwise noted in Article XV. The elections shall take place after and no later than three (3) weeks from the Med Council elections.

Section 3: Elected members of the SLC shall hold the position for one (1) year and may be re-elected for a second term. The elected members of SLC shall be held to the same standards as Med Council representatives as written in Article VI, Section 12, Clause B. A majority vote of the SLC shall be needed to impeach a SLC member. Re-elections shall be held in accordance with Article VI, Section 12, Clause C.

Section 5: The President of the Class shall provide the SLC with a nomination list consisting of Med Council representatives of the same class year as SLC. The SLC shall choose, within two (2) weeks of receiving nominations, one Med Council representative from the list of nominations to become a permanent member of SLC.

Section 6: The five (5) elected Liaison Members and the Med Council representative shall vote one of their members as chairperson. If the SLC is unable to appoint a chairperson prior to the first official SLC meeting with the faculty, the President of the Class reserves the right to appoint a temporary chairperson until a permanent chairperson is elected.

Section 7: Elected SLC members shall not be Med Council Representatives.

Section 8: Med Council reserves the right to oversee the SLC and make necessary changes.

# **COLLEGE OF NURSING**

# ACADEMIC POLICIES AND PROCEDURES

## ALL GRADUATE & UNDERGRADUATE STUDENTS

[When possible, items are organized alphabetically under topic headings.]

### ACADEMIC ADVISING

All actively enrolled students will be assigned a faculty advisor. Students may refer to posted listings or inquire at the College of Nursing's Academic Programming Office about their advisors. It is recommended that students meet with their advisors at least one time during each semester.

### ACADEMIC INTEGRITY DEFINITION

"Integrity" is defined as a "firm adherence to a code of moral values." The College of Nursing further defines "academic integrity" as the maintenance of the highest standard of honesty observed in all aspects of college work. This includes demonstrating ethical and professional behavior in both the academic and clinical spheres, and performance of all tasks in accordance with the rules and regulations as set forth in the college's "Academic Policies and Procedures."

Students are expected to maintain the highest standards of honesty in their college work. Academic dishonesty is considered a threat to the integrity and reputation of SUNY Downstate and all the faculty and students associated with it. Since the academic integrity and behavior of students indicates their future professional behavior and integrity in fulfilling their clinical responsibilities to the public, the faculty and students of SUNY Downstate are committed to upholding and enforcing high standards of academic integrity. Students found guilty of any form of academic dishonesty are subject to disciplinary action. Academic dishonesty includes cheating, forgery, plagiarism, and any and all other infringements that may imply deviance from the highest standard of honesty in all aspects of college work.

#### Forms of Academic Dishonesty

**Cheating** is defined as giving or obtaining information by improper means in meeting any academic requirements. Cheating is a serious violation that includes, but is not limited to, the following examples:

1. The use for academic credit of the same work in more than one course without the knowledge or consent of the instructor(s).
2. The reporting and/or recording of information relating to clinical performance that is not an accurate reflection of the student's own clinical work.
3. The fabrication of any information used to satisfy any academic or clinical requirement.
4. Behavior that constitutes academic dishonesty during an examination includes but is not limited to the following:
  - a. Copying the work of others.
  - b. Deliberately exposing examination materials to review by other students.
  - c. Using any notebooks, textbooks, information or materials not specifically authorized by the instructor.
  - d. Speaking or communicating with other students at any time during the examination.

**Forgery** is defined as the alteration of college forms, documents or records or the signing of such forms or documents by someone other than the designated or authorized individual. Forgery also includes modifying an examination or assignment, which has been graded and returned to the student for review.

**Plagiarism** is the representation, intentional or unintentional, of someone else's words or ideas as one's own. This includes using the work of another student, past or present, as well as the work of published authors. Since, under New York State Law, words in print are the property of an author or publisher, the intent to deprive that person of property is a form of larceny punishable by fine. When using another person's words in a paper, students must place them within quotation marks or clearly set them off in the text and give them appropriate attribution by footnoting or references. When students use only the ideas and change the words, they must clearly identify the source of the ideas. Plagiarism, whether intentional or unintentional, therefore, is a violation of the property of the author plagiarized and of the implied assurance by the students when they hand in work that the work is their own. This includes those individuals who facilitate acts of academic dishonesty by providing papers or other information for use by another student as their own work. If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the matter by conferring with the instructor.

#### Turn It In Software

Turn It In is a software package that provides an "anti-plagiarism/anti-cheating" service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

### ACADEMIC MISCONDUCT

#### Examinations

Behavior that constitutes misconduct during an examination includes:

- a. Copying the work of others.
- b. Deliberately exposing exam material to review by other students.
- c. Using any notebooks, textbooks, or materials not authorized by the examiner.
- d. Verbal, non-verbal, electronic, etc. communication with other students at any time during the examination.

Faculty responsibility for examinations is to:

- a. Review rules of misconduct before the exam.
- b. Make a statement in class to inform students that they are expected to be trustworthy.
- c. Distribute seating to maximize space between students during the examination. The faculty proctors can require that students place all study materials at a designated site before an examination begins.
- d. Advise students before the exam that they will not be allowed to leave the room once the exam is in progress.

#### Plagiarism Offenses

In the event that the faculty can provide evidence that a student's work is other than her/his original work, the faculty should:

- a. Inform the student and produce evidence of plagiarism;
- b. If evidence is produced supporting plagiarism, then the student will receive an irrevocable grade of zero for the paper in question; and the case may be referred through the disciplinary process for further action.

#### Procedures for Resolving Academic Integrity Cases

1. The faculty member must communicate with the student as soon as possible to clarify the incident and determine whether a breach of academic policy has taken place.
2. The faculty member must determine the academic penalty to be imposed and notify the program chair within 24 hours, after communicating with the student. The penalty may include, but not be limited to:
  - a. failing grade on a specific piece of work;
  - b. a grade of zero on a specific piece of work;
  - c. failure of the course itself (Course grade of "F").

The faculty member must notify the student, Program Director and respective Associate Dean, in writing, of the violation and the academic penalty.

The faculty member must document in the student's official record all incidents of breach of academic integrity, meetings/communications with and notifications to students of academic penalty.

If an incident of breach of academic integrity cannot be resolved between the faculty member and the student, the matter is referred to the Program Director/Associate Dean. The following may occur:

- a. uphold the penalty;
- b. initiate disciplinary action (see Appendix, Disciplinary Procedures).

Dismissal may occur in situations of a second documented incidence of academic dishonesty or in cases of severe breaches of academic integrity (such as theft of examination materials).

### **ADMINISTRATIVE AND BEHAVIORAL GUIDELINES FOR STUDENTS DURING CLASSROOM EXAMINATIONS AND POST EXAM REVIEWS**

Testing for competency is critical in health care professions; consequently it is important for examination procedures to be valid and reliable. Students are expected to adhere to the following regulations during all exams.

1. Students are expected to arrive on time. It will be at the discretion of the faculty whether students can take the exam if they arrive late. A student who begins the test late will not be given additional time to complete the exam.
2. Students may be assigned seats rather than letting them select their seats.
3. There is to be no talking or other forms of communications between students during the exam session.
4. Proctors will be introduced to the students at the beginning of the testing session. The proctors will walk around the room to observe student behavior and will not discuss the test with the students. The proctor will designate and hold one cell phone to be left on vibrate during an exam for emergency purposes.
5. Students are to keep their paper tests and answer sheets flat on the desk, not to hold them up in the air.
6. When students take computer based exams, the student is to keep the computer screen angled away from classmates.
7. Students should not ask the faculty/proctor questions about the content of the exam during the examination period as this is disruptive to the exam process. They are to write their questions, misunderstandings, corrections, etc. on paper provided by the proctor which is to be submitted with the exam and answer sheet at the end of the exam. The instructor can take the information into account at the time of scoring the exams.
8. When students finish taking a paper exam, they are to bring the answer forms and tests to a specified location in the room. When students complete a computer based exam, they are to completely log off the site.
9. Students may be requested to remain seated until all exams are completed and submitted.
10. All electronic devices capable of recording and/or communicating information (including but not limited to cell phones, smart phones, ipads, personal computers etc.) must be turned off (powered down) before entering the room where examinations will be administered or reviewed.
11. The student is expected to abide by the Academic Integrity policies of the College of Nursing as written in the College Bulletin and the Student Handbook. It is the student's responsibility to be familiar with these policies. Failure to comply with the above policies will constitute cheating.

## ACADEMIC GRIEVANCE AND APPEALS

### Appeals Procedure

To fully respect the rights of nursing students and, in the interest of due process, the appeals procedure can only be invoked in cases of dismissal, **or under the conditions as described under #3 of the “Process for Re-evaluation of final course grade”.**

Prior to initiating an appeal, the student must do the following (see below) within 10 calendar days of being informed of the Educational Policy Committee’s decision, or within 10 calendar days of being notified of a final submitted course grade.

The Educational Policy Committee’s decision remains in effect until an Appeals Committee has deliberated the issue. However, students may be allowed to attend classroom activities, but not clinical, if there is a high risk to the patient’s (or others) health or safety, until the completion of the Appeals. The Educational Policy Committee will notify the student in writing if they are not allowed to attend clinical.

1. Meet with the course faculty and/or the faculty advisor to review the basis for the decision.
2. Meet with the appropriate Associate Dean to complete the “Initiation of Appeals Procedure Form.”
3. The appeal will be considered by an Appeals Committee appointed by the Dean of the College of Nursing. The Assistant Dean of Student Affairs or designee serves as an ex-officio member of the Committee. The Committee will be composed of three voting faculty members. Two faculty will be selected by the Dean and one will be selected by the student. Of the two faculty members appointed by the Dean, the Dean will appoint one as the chairperson. The Appeals Committee will consist of full-time faculty members who are not currently involved in the student’s grievance. Each faculty member on the Appeals Committee, including the member selected by the student, will have full voting privileges.
4. The Appeals Committee will meet within two weeks of the receipt of the appeal. Materials related to the appeal must be provided by the Dean to the Appeals Committee faculty for review no less than three days prior to the appeals meeting.
5. The student should appear before the Appeals Committee to discuss extenuating circumstances related to the situation. In addition to the three faculty members, the student may elect to be accompanied either by a College of Nursing faculty member or another College of Nursing student, both of whom will have a voice, but no vote. Any additional written substantiating information should be provided at this time.
6. The course faculty member will be given the opportunity to appear before the Appeals Committee and to discuss information related to the student’s grievance.
7. In its deliberations, the Appeals Committee will consider whether there were extenuating circumstances, misapplication, or inequitable application of the College of Nursing regulations, procedures, or policies.
8. The Appeals Committee can recommend that prior decisions be upheld, modified, or reversed. The Appeals Committee’s recommendations must be submitted to the Dean, in writing, within two days after the Committee has met. The Dean’s decision is final.
9. The Dean of the College of Nursing will inform the student of the final decision in writing.
10. If the original decision is reversed or modified, the appropriate associate dean, course and/or clinical faculty and the Educational Policy Committee will be notified by the Dean in writing of the outcome.
11. For a student who is permitted to retake an examination following an appeal and achieves a passing grade, the student shall receive the minimum passing grade for the course.

The filing of an appeal does not assure a reversal.

### Process for Re-evaluation of Written Assignments

Students may request a reappraisal of any written assignment up to seven school days after the grade is received. The student:

1. Notifies the initial faculty member who graded the assignment, about the request for reappraisal.
2. Submits a written request to the Associate Dean, Graduate Programs or the Associate Dean, Undergraduate Programs.
3. Provides a rationale for the request.
4. Meets with the Associate Dean, Graduate Programs or the Associate Dean, Undergraduate Programs, to determine a second reader from the faculty of the College of Nursing. The second reader offers written comments on the papers being examined. The grade remains the responsibility of the faculty member who graded the written assignments initially.
5. The second reader informs the Associate Dean of his/her comments and recommendations. The Associate Dean notifies the faculty who initially graded the assignment of the second reader’s comments.
6. The original course faculty informs the Associate Dean whether the grade will remain the same or be changed.
7. The Associate Dean notifies the student of the final decision. The process should be completed within one week following the student request, and the student is notified in writing of the decision.

### Process for Re-evaluation of final course grade

1. Written request to the course instructor within 3 business days of notification of grade.
2. The course faculty will review the student’s request and communicate to the student the outcome within 5 business days of receipt of the grade reappraisal.
3. When the student sends the original request for grade reappraisal, it should be copied (cc) to the Associate Dean also. If the student and the course instructor do not arrive at a resolution, the instructor and the appropriate Associate Dean will meet. **If the faculty member and the Associate Dean agree, then the decision is final and NOT subject to further appeal.** If they fail to come to a decision/resolution, the request for reappraisal is then referred to an Appeals Committee using the “Appeals Procedure” (above), used for appeal of a dismissal.

## ACADEMIC SUPPORT SERVICES

A variety of support services are offered to students to assist them in their academic development. They include group tutorials, individual learning sessions and group workshops. Topics include time management, test taking, study organization, reading, memory, test anxiety. Students may obtain assistance from Ms. Lotus Jones, Assistant Director of Academic Development, HSEB, Room 6-026, Box 1190. Please contact her via email at [lotus.jones@downstate.edu](mailto:lotus.jones@downstate.edu) or via phone at 718-270-7546.

## ADMINISTRATIVE WITHDRAWAL

If a student does not register for any semester, and no request for a Leave of Absence has been made and/or granted, the student is deemed to be “out of status.”

1. Students who wish to return after one semester “out of status” must file for a retroactive leave of absence.
2. Nursing students who are “out of status” from the program more than one semester will be administratively withdrawn after two semesters, by a Change of Status form being sent from the appropriate Associate Dean in the College of Nursing to the Registrar.

## ATTENDANCE

Full and responsible participation in classroom and clinical experiences is deemed essential for the preparation of beginning and advanced practice nurses. Therefore students:

1. are obligated to attend all lectures and seminars;
2. are required to attend college and clinical laboratory experiences;
3. who are not meeting course/clinical objectives or are unprepared to participate in client care will be asked by faculty and/or clinical preceptor to leave the clinical setting;
4. who show lack of recognition of their own limitations in performing care, do not adhere to regulations of the college, clinical institution or agency, will be asked by faculty and/or clinical preceptor to leave the clinical setting.
5. who are assessed by faculty and/or clinical preceptor to be incapable of providing safe care to clients can be permanently denied access to the clinical setting.

### Absence from Scheduled Examinations and Clinical Days

Each student is required to be present for scheduled examinations and for all clinical days. In the event of an absence from a scheduled exam or clinical day(s), the student is required to contact faculty, no later than two hours before the scheduled exam and the scheduled clinical, to explain the reason for the absence. Failure to notify faculty will result in a zero grade for that examination or clinical day(s).

Upon return, the student will document in writing the reason for the absence using the clinical/exam absence form accompanied by validating documentation such as a physician’s note or funeral notice. The student will give the documentation to the course faculty member who will place it in the student’s file. If the faculty member deems the reason for the absence to be acceptable, the faculty and the student will discuss options for a make-up. Requirements and grading for course completion are the decision of the faculty.

**ADD/DROP COURSE** (adding and dropping courses) Students may add or drop courses during the add/drop period. Forms are available from the College of Nursing’s Academic Programming Office. Add/drop changes must be approved by the student’s faculty advisor. After the add/drop period, withdrawal from a course is subject to policies outlined under “Course Withdrawal.”

## CHANGE OF PROGRAM

To change to another graduate program within the College of Nursing, students must apply for the new program through the SUNY Downstate Office of Student Admissions by filing a new application to the new program.

### Withdrawal from the College

To withdraw from the College, the student should consult the appropriate Associate Dean and complete the following procedure:

1. Meet with the Associate Dean (graduate) or Associate Dean (undergraduate) and complete the Change of Status form.
2. Meet with the Associate Dean of Student Affairs or designee to remove all outstanding encumbrances, including: return of identification card and mailbox key, return of borrowed material to the library, bursar clearance, financial aid clearance, if applicable, and residence hall clearance, if applicable. Any student with outstanding encumbrances is not entitled to receive, or have sent on his/her behalf, transcripts of academic work, and may be denied readmission.
3. The student must continue with his/her course work (except in an emergency situation) until the withdrawal has been approved.

The student will receive a letter from the Office of Student Affairs confirming the effective date of the withdrawal and a copy of the Change of Status form.



## **CHANGES IN REGULATIONS AND COURSE OFFERINGS / PROGRAM SPECIFIC POLICIES**

Changes in academic regulations or course offerings will be communicated to students as soon as possible.

Copies of all changes and additions will be mailed to students through the local mailboxes. Updated copies of all regulations are available for review in the Office of the Dean and in the Office of Student Affairs.

For further information regarding changes in the College of Nursing *Bulletin* and program specific policies contact

Undergraduate Nursing Program

Dr. Nellie Bailey, Associate Dean

(718) 270-7617

RN BS Program

Dr. Nellie Bailey

Accelerated BS Program

Dr. Suzanne Marie Carr, Director

(718) 270-7623

Graduate Programs

Dr. Laila Sedhom, Associate Dean

(718) 2707605

Nurse Practitioner Programs

Dr. Maria Rosario-Sim, Director

(718) 270-7652

Nurse Anesthesia Program

Mr. Joseph Jennas, Director

(718) 2707657

## **COMPUTER LABORATORY**

The College of Nursing computer laboratory is located on the 8th floor of HSEB, Room 839. There are to be NO liquids or food items in the computer lab. (Additional information appears in the General Information, Office of Educational Computing and Technology section of this Student Handbook.)

## **COURSE AUDIT**

After consultation with their faculty advisor, enrolled Downstate students may audit a course in the College of Nursing by obtaining permission from the faculty member teaching the course. Clinical courses may not be audited. No credits are awarded when a course is audited. Course enrollment is at the discretion of the course faculty.

## **COURSE CHALLENGE / REQUIREMENT WAIVER**

The College recognizes that some students have acquired knowledge and skills equivalent to those normally acquired through course work. In such cases, students may receive credit for appropriate classes by ‘challenging’ those courses. To challenge a course, students must apply the semester prior to the course being offered to the associate dean offering the course they wish to challenge. Each program decides under what circumstances a course may be challenged, as well as when students may complete course challenges.

Course challenge requirements are prepared by the instructor and subject to approval of the program or a subgroup thereof. The passing or failing of a challenged course is determined by the instructor, reported to the registrar and is not subject to appeal. Credits granted on the basis of course challenges are acknowledged on student transcripts with a grade of “E” and an administrative fee will be charged. Semester hours earned for challenged courses do not count toward full-time enrollment status.

Students may not challenge any course more than once, and are limited to a maximum of 9 challenge or transfer credits.

## **COURSE FAILURE (F)**

Students who receive a failing (F) grade while enrolled in the College of Nursing will be allowed to repeat the course only once. Students who fail to achieve a passing grade in the repeated course or who fail a subsequent course will be dismissed from the College of Nursing.

### Failure in a Clinical Laboratory Experience

Students who fail the clinical laboratory component of a course will receive an automatic failure in the course and be dismissed from the course at the time of the failure.

## COURSE INCOMPLETE

A grade of “Incomplete” (I) shall be reported on the Grade Roster to the Office of the Registrar, for any student who has obtained, in advance, the permission of the course instructor to postpone completion of specific course requirements beyond the semester in which the course was taken. Students who need additional time to complete clinical hours must be registered for at least one credit for the semester in which they are completing the hours, though not necessarily for the course they are completing.

1. Students who receive an “I” in a course must arrange for an anticipated date of completion with the course instructor. This date is to be determined by the faculty member, but is not to exceed the end of the following semester in which the student is actively enrolled.
2. Students must have a letter grade in a prerequisite course to progress to any course(s) for which this course is a prerequisite. The completion of the outstanding requirement(s) is not to exceed 10 days from the date of being informed of the incomplete grade. Failure to remove the “I” grade within 10 days from the date of notification will result in administrative withdrawal from the course for which this incomplete course is a prerequisite.
3. Upon successful and timely completion of course requirements, the grade “I” will be removed and the letter grade earned will be recorded on the student’s transcript.
4. A Change of Grade form must be submitted to the Office of the Registrar by the faculty member at the completion of the requirements. If this form is not submitted by the appropriate deadline, the “I” will be converted to an “F”.
5. As an internal procedure, before changing an “I” grade to an “F”, the Registrar’s Office will submit a list of the outstanding incompletes to the Dean of the College of Nursing and the Educational Policy Committee.
6. A student on approved “Leave of Absence” with an outstanding “I” grade must remove the “I” by the end of the first semester after returning as a registered student.

## COURSE WITHDRAWAL

A withdrawal grade of “W” is reported when a student withdraws prior to completing one third of a course. There is no penalty attached to the grade.

A withdrawal passing grade of “WP” is reported when a student withdraws at a passing level after completing one-third and prior to completing two-thirds of the course.

A withdrawal failing, “WF,” is reported when a student withdraws at a failing level after completing 1/3 but prior to completing 2/3 of the course.

To withdraw from a course, the student must:

1. obtain an Add/Drop form from the College of Nursing’s Academic Programming Office;
2. discuss the intent to withdraw with the assigned faculty advisor;
3. obtain a withdrawal grade with the signature of the course instructor and the Associate Dean (graduate) or the Associate Dean (undergraduate); and
4. return one copy to the College of Nursing’s Academic Programming Office and submit the form to the Registrar’s Office. The effective date of withdrawal (W, WP, WF) is the day the form is received by the Office of the Registrar.

Withdraw Failing (W/F) Policy Undergraduate students are only permitted to receive a total of three withdrawal failing (WF) grades in the nursing program. These three WF grades may occur in any combination of nursing and supporting courses taken at the College of Nursing. However, only two WF grades are permitted in a single course. Dismissal from the program will occur when the WF limitation has been reached.

## DISMISSAL

Failure to meet requirements, whether through unsatisfactory academic or clinical performance, unavailability for learning experiences, or inappropriate or unprofessional behavior, may result in academic dismissal from the College of Nursing. Students who fail to achieve a passing grade in the repeated course or who fail a subsequent course will be dismissed from the College of Nursing.

A student who has been dismissed from the program must submit a new application for readmission. In addition, the student must submit a written request for evaluation of previous courses taken at the College of Nursing. Students who are dismissed may be readmitted one time and are held to the Admission, Curriculum and Educational requirements/policies in effect at that time. A decision by the Committee on Admissions to readmit a student who has been dismissed is based on evidence that the student has taken steps to overcome obstacles to academic success.

## DRESS POLICY

A clean, pressed uniform is required of all undergraduate students during clinical, lab and stimulation experiences. White Pullover shirts may be worn under uniforms. Light colored cardigan sweaters may be worn over uniforms but are to be removed when giving client care. The college patch is to be affixed to the shoulder of the left sleeve. The dress policy may be adapted in the community setting and physical assessment lab.

To complete the uniform, white hosiery covering exposed legs and clean white non-porous (may be leather or faux-leather) closed shoes are to be worn. The SUNY Downstate student identification card is to be worn. A watch with a second hand is required. The dress policy of the affiliating agency will be maintained.

Students may wear a single ring without edges, designs, or raised stones. Bracelets, dangling earrings and face jewelry are not permitted. A single necklace is permitted but must be worn inside the uniform top. Nails must be kept short and clean. No artificial nails, extensions or polish permitted. No visible tattooing is permitted. Hair should be pulled back off the collar/uniform top and secured to prevent it from falling forward when in uniform.

Federal and State Regulations regarding alcohol and controlled substance abuse are identified in Appendix II of the Student Handbook. SUNY Downstate requires that all students comply with current New York State law regarding the use of substances in order to remain eligible for clinical activities (even if they visit another locality, state or foreign country where such substances may be permitted). Students shall be responsible for assuring that they do not participate in activities or ingest substances when visiting other U.S. states or foreign countries which may cause them to be ineligible to participate in clinical activities because these substances are not permitted in New York State. Failure to do so is a violation of SUNY Downstate policy and is subject to disciplinary action.

In addition to policies and procedures identified in Appendix II, the following policies will also be instituted when a College of Nursing student has a positive drug test (either from a clinical site or from a drug test that may have been voluntarily undertaken by the student e.g. such as in preparation for a clinical affiliation):

1. The student will be notified by either the Dean for Student Affairs (or designee) or the Dean of the College of Nursing (or designee) that a positive drug test report has been received. The student will be informed that he/she must take another drug test (within one week of our receipt of the drug test report) through CertifiedBackground.com, or another accepted vendor, at the student's expense.
2. The student will be immediately suspended from his/her academic/clinical program until clearance (fitness for duty) has been obtained.
3. If the second drug test is negative, then the student will be reinstated and warned that any subsequent positive drug tests will lead to possible disciplinary action and/or possible external reporting to the New York City Police Department.
4. If the second drug test is positive or if the student declines to take a second drug test, then the student will be continued on suspension, will be reported to the College of Nursing Educational Policies Committee for evaluation, and possible disciplinary action and/or reporting to the New York City Police Department.
5. Resources can be found in Appendix II of the Student Handbook for students who violate state and federal regulations and/or college policies on alcohol or controlled substance abuse.

### **ELECTIVE COURSES FOR DEGREE REQUIREMENTS**

While enrolled in the College of Nursing, RN-BS students must take seven (7) credits of electives; and Accelerated BS students must take (5) credits of electives. One course (three credits) must be either a nursing elective, an interdisciplinary course, or a course in another discipline offered at SUNY Downstate. Guidelines are available from the Academic Programming Office and are to be used for all electives.

### **E-MAIL**

In order to participate fully in receiving critical information distributed by faculty and administration, students are expected to check their Downstate e-mail on a weekly basis.

### **EVALUATION AND GRADING**

It is the responsibility of the College of Nursing faculty and administration to examine and evaluate students in order to graduate qualified and competent nurses. Faculty meetings are held at intervals to evaluate students' academic status and clinical standing in the College of Nursing. A student's work is evaluated in a variety of ways, including written tests, written assignments, oral presentations, simulation, lab and videotaped performance as well as clinical performance. Course and clinical objectives are the criteria used in the evaluation process. Students are encouraged to participate by evaluating their own progress throughout the program.

Evaluation reports are maintained in the student's departmental folder until graduation. Students may review their departmental folders with their Program Director or faculty advisor at the College of Nursing's Academic Programming Office. Students must make an appointment with the secretary in the College of Nursing's Academic Programming Office for this purpose.

### **GRADUATION REQUIREMENTS**

To graduate, students must meet all college and program requirements as established in the catalog and other university, college or program publications. Where applicable, students must also meet specific academic requirements as specified by the program.

Candidates for graduation must complete all of the following by the day of graduation:

1. Complete all academic requirements for admission to the respective program.
2. Complete the program of study for the degree, including satisfactory completion of all required courses.
3. Meet all attendance, course, credit and other stated requirements of the program and college.
4. Have a minimum cumulative grade point average of 2.5 for the B.S. degree; 3.0 for the M.S. degree and Advanced Certificate with no more than 6 credits in graduate core courses of "C" grades in core or supporting courses.
5. Satisfy clinical course requirements.
6. Meet program residency requirements.
7. Satisfy all financial obligations due to SUNY Downstate.
8. In the RN-BS program, pay all fees for the NLN exam prior to registering for the last semester of attendance.
9. Complete a mandatory financial aid exit interview if the student has received financial aid at SUNY Downstate.
10. Complete all program requirements for the degree as listed on the Program of Study Acknowledgment form during the semester prior to Commencement or the semester prior to your expected last semester of attendance.
11. Have no disciplinary charges in progress or pending.

Note: The student has the responsibility to register for and satisfactorily complete all required course work. It is strongly recommended that each student make an appointment with her/his academic advisor and a staff member in the Office of the Registrar prior to his/her last semester, to review his/her program of study and verify that all degree requirements will be met.

All degree requirements must be completed within five years of the date a student is first matriculated, (except nurse anesthesia students.) Time elapsed during formal leave of absence is counted toward the five year limit.

Nurse anesthesia students must complete all degree requirements **within three and one-half years** of the date of matriculation. Time elapsed during a formal leave of absence **is counted** toward the three and one-half years limit, for nurse anesthesia students.

### Issuance of Diplomas

Students may be approved for degree/certificate completion and the awarding of a diploma/certificate three times each year. A student's degree/certificate conferral date is the next official graduation date after the degree/certificate requirements are completed. The three official graduation dates are May 31 (Spring); August 31 (Summer); and December 31 (Fall). The student's official transcript records the actual date upon which degree requirements are completed.

### Commencement Ceremony Participation

Students who are following the usual full-time program of study for their program are permitted to participate in the Commencement ceremony in May, with the approval of the faculty and the Registrar. If the program normally specifies completion after May and degree requirements will be fulfilled within one semester of the May Commencement Ceremony, students may be granted permission to participate in the Commencement ceremony. Participation in Commencement is based on the completion of degree requirements, not when the student entered the College. The determination of who is eligible to participate in the Commencement Ceremony rests with the College and the Registrar. There is only one Commencement ceremony each year and students are entitled to participate in only one Commencement ceremony per degree earned at SUNY Downstate.

Students who have pursued an irregular program of study (e.g., stopped out, leave of absence, part-time program of study) may be deemed ineligible to participate in a Commencement ceremony until all graduation requirements are fulfilled or until they are within one semester of completion of requirements.

## **GRADUATION HONORS**

### Bachelor of Science Degree

The following honors are granted at graduation:

- *cum laude*, for a cumulative GPA of 3.50 - 3.74.
- *magna cum laude*, for a cumulative GPA of 3.75 - 3.89.
- *summa cum laude*, for a cumulative GPA of 3.90 - 4.00.

Master of Science Degree To graduate with distinction, a student must meet the following criteria:

- 3.80 GPA or above.
- No "C" grades.
- No record of disciplinary action or lack of professionalism while in the program.

## **HIPAA POLICY**

All students in the College of Nursing are required to provide proof of HIPAA training at the time of matriculation, upon return from any leave of absence, and following any change in the law which requires re-training.

## **LEAVE OF ABSENCE**

A leave of absence may be granted for a maximum one academic year.

1. A request for a leave of absence should be submitted in writing to the Associate Dean (graduate) or Associate Dean (undergraduate) of the College of Nursing. This letter must include the student's reason for requesting the leave of absence. The student will then meet with the appropriate Associate Dean and, if the request is deemed appropriate, complete the Leave of Absence form. The student will then meet with the Assistant Dean of Student Affairs or designee to review any outstanding encumbrances. Any student with outstanding encumbrances is not entitled to have official transcripts sent and may be denied readmission. The student will receive notification of the decision from the Assistant Dean of Student Affairs.
2. Incomplete grades remaining from the semester in which the leave was taken must be removed in accordance with item "6" under "Course Incomplete" Grade Regulations.

### Returning from a Leave

It is the student's responsibility to initiate the process. The student must:

1. Contact the Office of Student Affairs before the deadline stated in the leave of absence notification letter regarding his or her intent to return. The student must be prepared to document that all of the conditions of the leave have been met. If the student does not contact the Office of Student Affairs by the deadline date, he or she will be considered to have withdrawn from the program.
2. If the deadline date and conditions have been met, the student will receive a letter from Student Affairs advising the student to meet with the academic advisor to schedule courses for the upcoming semesters.
3. If the student misses the deadline date and still wishes to attend the program, the student must reapply for admission to the program, following all admission procedures; or will be administratively withdrawn.
4. If the student requests an extension of his/her leave of absence, a written request must be submitted to the Office of Student Affairs before the deadline date of the expiration of the leave (deadline for return). The decision of whether to grant an extension and any additional required conditions is at the discretion of the program.

## MAINTENANCE OF MATRICULATION

In order to graduate at the end of any given semester, a student must be registered for that semester. A student may satisfy this requirement either by (a) being registered for coursework until graduation; or (b) registering for Maintenance of Matriculation to maintain matriculation. Students must receive permission from their appropriate Associate Dean in the College of Nursing to register for Maintenance of Matriculation.

Maintenance of Matriculation (MOM) is a 0.00 credit course (INDI 4000). This course assists students to remove a grade of “I” while not enrolled in other courses. The only grade for the “course” will be a Z, which carries no value toward the GPA.

Students may not register for Maintenance of Matriculation while they are completing clinical course hours. Students who need to complete additional clinical course hours must register for an independent study.

Students who need to take a semester off because there are no courses available for them to take or because they have personal, financial, or medical reasons to not be enrolled in course work must apply for an appropriate Leave of Absence.

## MALPRACTICE INSURANCE

All students in the College of Nursing are required to carry professional liability insurance. Information about insurance appropriate to the level of student is available from the Office of Academic Programming, College of Nursing. Evidence of current malpractice insurance must be documented in the student’s record at the College of Nursing prior to any course involving clinical practice.

## MATRICULATED STUDENTS

Students admitted to the College of Nursing are designated as matriculated. “Matriculated” indicates students who have been accepted as candidates for a Bachelor of Science degree or a Master of Science degree, and have met the College of Nursing admissions requirements.

Matriculated students will be assigned a faculty advisor as long as they are actively enrolled in courses in the College of Nursing. Advisors are assigned each semester. Students can refer to posted listings or inquire at the College of Nursing’s Academic Programming Office about their advisors. It is recommended that students meet with their advisors at least one time during a semester. All degree requirements must be completed within five years of the date a student is first enrolled.

## NON-MATRICULATED STUDENTS

Individuals who wish to enter as non-matriculated students with the intention of ultimately applying to the College of Nursing programs must meet the following criteria:

- Completion of an associate degree in nursing (RN-BS program), baccalaureate degree in nursing (MS program) or a baccalaureate degree in any field (Accelerated BS program) from a regionally accredited college or university
- Completion of the non-matriculated application
- Submission of an official transcript of the degree completed
- Copy of current RN registration (RN-BS and MS students)

Individuals who meet the criteria for non-matriculated students are limited to specific courses in each program. Students must achieve a grade point average (GPA) of 3.0 for each graduate course and (GPA) 2.5 for each undergraduate course to be considered for admission as a matriculated student.

### 1. Courses Available for Non-Matriculated Students

#### Undergraduate Courses

NRBS 3000 Professional Nursing Practice in Health Promotion

NRBS 3150 Professional Nursing Development

NRBS 3600 Contemporary Issues in Health Care

PAPH 6300 Pathophysiology

NRBS 3300 Principles of Teaching and Learning

NRBS 4600 Statistics

#### Graduate Courses

NRMS 5190 Advanced Pathophysiology

NRMS 5110 Advanced Pharmacology

NRMS 5040 Philosophical & Theoretical Perspectives for Adv. Nursing Practice

- Non-matriculated status shall not extend beyond 7 credits maximum, and shall not extend beyond one calendar year. Time spent as a non-matriculated student will not count towards the five year limit for work on a degree in the Nursing program.
- No registration will be processed by the Registrar for non-matriculated status if that student has previously registered for 7 credits.
- Non-matriculated status does not guarantee entry into a program. A non-matriculated student must complete the entire admissions procedure and will be considered on the same basis as any other applicant.
- If you are accepted to a program, grades and credits obtained in the non-matriculated courses will count towards your degree.
- Non-matriculated students are not allowed to pre-register for courses during the pre-registration period. They are eligible to register the first day of classes, if space is available.
- Health clearance is required for students to register each semester.

## REGISTRATION FOR CLINICAL COURSES

Student pre-registration for clinical courses is mandatory.

Students are not allowed to register in any clinical course unless all of the following documents are current and on-file in the College of Nursing Academic Programming Office: RN License, New York State registration, proof of malpractice coverage\*, BLS and/or ALS certification, health history and physical examination with documentation of appropriate titers and/or vaccinations including PPD.

### Special Requirements for Graduate Students

Graduate students will not be allowed to register for a clinical course without obtaining permission from the Clinical Coordinator and the Associate Dean for Graduate Programs. Nurse practitioner students must carry nurse practitioner student malpractice coverage and nurse anesthesia students must carry nurse anesthesia student malpractice coverage.

### Special Requirements for Undergraduate Students

Students will not be allowed to add clinical courses during in-person registration and/or the Add/Drop period. Failure to provide the necessary information by the final day of the respective pre-registration period will result in cancellation of the student's registration for the clinical course(s).

## STUDENT ACCESS TO RECORDS

The College of Nursing is in full compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives students access to educational records. Students may arrange to review their records by making an appointment with their faculty advisor.

## GRADUATE NURSING PROGRAM

### ACADEMIC POLICIES AND PROCEDURES

#### Advanced Placement/Transfer of Credits

Students admitted to the Master's program must complete required credits as specified in the graduate program description. There are, however, several policies that modify this general rule, in order to give recognition to prior learning on a more equitable basis.

#### Transfer of Credits/Records

Students who have completed graduate courses at another institution, prior to matriculation, with a minimum grade of "B" or better, may transfer credits if the courses are judged equivalent to those required at SUNY Downstate's Graduate Nursing Programs. The graduate faculty determines acceptability of transfer courses.

Transfer of approved credits earned prior to matriculation to the College of Nursing will appear on the transcript accompanied by the letter "TR."

A maximum of nine credits may be approved for transfer from other accredited graduate schools, if those credits were taken prior to matriculation. Once matriculated, credits will not be transferred if taken subsequent to matriculation.

To qualify for program of study transfer credit, you must initiate a request for it through the Associate Dean during your first year at SUNY Downstate. Students must provide an official transcript and a copy of the course materials for the courses to be considered for transfer.

#### Pre-requisite Courses

If a transcript does not reflect a grade for a prerequisite course, other evidence of the student's grade achievement for the prerequisite will be required for graduate students.

## GRADUATE ACADEMIC PROGRESSION

Students in the graduate program are expected to meet the academic progression requirements of the College of Nursing. Graduate students must:

1. maintain cumulative grade point averages of "B" or better (3.0);
2. achieve no more than six credits of "C" level or below (2.0 or below) work in supporting courses;
3. achieve a minimum grade of "B" (3.00) in all clinical specialization courses and advanced practice nursing role courses (NRMS 5110, 5180, 5190).

#### Clinical specialization courses for FNP students are:

CNNP 5230, NFNP 5130, **5131**, 5230, 5300.

#### Clinical specialization courses for WHNP students are:

CNNP 5230, NWHP 5140, 5240, 5290, 5300

#### Clinical specialization courses for Nurse Anesthesia students are:

NRAN 5100, 5110, 5200, 5210, 5220, 5230, 5300, 5310, 5400, 5410, 5500

#### In addition, Nurse Anesthetist students must achieve passing grades in:

NRAN 5240, 5320, 5420, 5510, 5600, 5700 (the clinical practicum courses).

Students failing to meet these academic requirements will have their academic status reviewed by the Educational Policy Committee of the College of Nursing. Actions that may be taken by the Committee, in consultation with the Associate Dean, include placement on academic probation, modification of the student's program of study, or dismissal from the College.

## Academic Probation

1. A graduate student is placed on academic probation if the cumulative and/or semester GPA falls below 3.0.
2. Students on probation may register for a maximum of 7 credits, including clinical courses. (This policy may be waived upon written request with rationale from the student to the appropriate Associate Dean.) Following placement on academic probation, a cumulative GPA of 3.0 must be achieved within 2 consecutive semesters in order to be removed from academic probation. A student who fails to achieve a cumulative GPA of 3.0 within 2 consecutive semesters may be dismissed from the College of Nursing.
3. Requirements for the degree include completion of the graduate program, with a minimum grade point average of 3.0 on a 4.0 scale, within five years of entry.

## **CLINICAL COURSE INCOMPLETE**

Graduate students who do not complete the required clinical hours for a course will receive a grade of “IP.” Clinical hours must be completed no later than four weeks from the end of the semester in which the course was offered. Failure to complete the clinical hours within the specified time limit will result in the “IP” grade being changed to an “F”. Students who need additional time to complete clinical hours must be registered for at least one credit for the semester in which they are completing the hours, though not necessarily for the course they are completing.

A grade of “IP” does not apply to the semester in which the student is graduating. All clinical hours must be completed by the date of graduation.

## **GRADUATE GRADING SYSTEM**

The grading system for the Graduate Program of the College of Nursing appears below:

<u>Grade</u>	<u>Quality Points</u>	<u>Numerical Range</u>
A	4.0	95-100
A-	3.67	90-94
B+	3.33	85-89
B*	3.00	80-84
B-	2.67	77-79
C+**	2.33	74-76
C**	2.00	70-73
F	0.00	Below 70
I	None	A portion of the requirements for the course have not been completed for reasons beyond the control of the student (e.g. illness)
IP	None	Clinical course in progress
P	None	Successful completion of course requirements. No letter grade assigned.
W	None	Withdrawal prior to completion of 1/3 of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0.00	Withdrawal at failing level after completing 1/3 but prior to completing 2/3 of the course. A WF is considered an academic deficiency and is averaged into the GPA.
E	None	Credit by Examination or Course Challenge/Requirement Waiver
TR	None	Course transferred from another institution without grade and grade is not averaged into the GPA
Z	None	Thesis in Progress Maintenance of Matriculation

\*A final course grade of “B” is the minimum requirement for successfully completing a clinical specialization course, and Advance Practice Nursing Core course. Any grade below a “B” becomes an “F.” How the final course grade is determined can vary by course or instructor and is explained in the course syllabus.

\*\*A grade of “C+” or “C” is acceptable for Graduate Nursing Core or courses. Any grade below a “C” becomes a “F.” A grade of “F” will be given for failure to successfully complete the requirements.

### Quality Point Definitions

None = is not averaged into student’s GPA

0.00 = is averaged into student’s GPA

The grades of “P”, “W”, “WP”, “I”, “TR”, “Z”, and “E” carry no numerical value, and are not calculated in the grade point average. However, courses which are assigned “P”, “TR”, or “E” grades are counted in the total number of credits accumulated for graduation. Courses, which are assigned “Z” grades, are not counted in the total number of credits accumulated for graduation.

Exemption from course (with no credit) will appear on student’s transcript as a “note on record” in the “Comments” section of the transcript.

Some courses may be graded pass/fail. A “P” grade allows no points, but an “F” grade is calculated as 0.0 in the grade point average.

If a course in which the student has earned an “F” or “WF” is successfully repeated, the “F” or “WF” will appear on the transcript, but will not be counted in the GPA.

### Grading in Clinical Specialization Courses

Graduate students receive a grade of Pass/Fail for the clinical components of the graduate program. Grading is based on the student's ability to meet course objectives, which is determined through the following:

1. faculty/preceptor observation of student performance in the clinical setting and a faculty student conference.
2. faculty/preceptor discussion of student progress.
3. a written evaluation of student performance by the preceptor(s) using established criteria.
4. a written self-evaluation by the student using established criteria.

Both the theory and clinical component of the course must be passed in order for the student to receive a passing grade for the course. If a student fails the course, the clinical hours must also be repeated.

A grade of "IP" indicating "Course in Progress" will be used for students attending a clinical course who do not complete the required clinical hours during the semester in which they registered for the clinical course. Clinical hours must be completed no later than four weeks from the end of the semester in which the course was taken. Failure to complete the clinical hours within the specified time limit will result in the "IP" grade being changed to an "F."

### **CERTIFICATE NURSING PROGRAMS**

Students enrolled in Advanced certificate programs offered by the College of Nursing are subject to policies and procedures contained in the Student Handbook. All students are subject to academic standing policies of the Graduate Programs. Faculty teaching in the program assume the responsibility to inform students about College of Nursing Handbook content and regulations relevant to their educational status.

### **UNDERGRADUATE NURSING PROGRAM**

#### **ADVANCED PLACEMENT**

Students admitted into the baccalaureate program at the College of Nursing must complete 65 credits in the upper division as specified in the undergraduate course of study. Students in the Accelerated BS Program must complete 60 credits. In order to give recognition to prior learning, transfer credits and course exemptions are available to eligible students.

#### Challenge Examinations

RN students may be exempted from selected courses through challenge examinations. Results of these challenge examinations are not subject to appeal.

#### Credit by Examination (RN Students)

Registered nurses in the undergraduate program are exempt from N324, N325, N340, N350, N400, N410, N420 and N430 ( 27 credits) upon successful completion of National League for Nursing NACE exams in Care of the Adult, Care of the Child and Childbearing Client, and Care of the Client with Mental Disorders. The minimum satisfactory score on these exams is 75%. Exams where scores fall below 75% must be repeated for progression and graduation.

In addition to the passing scores in the NACE exams, payment of the challenge examination fee is required in order to be exempted from the 27 credits of equivalent courses offered by the College of Nursing (see NLN payment). The RN Director is to be contacted for applications and testing dates.

NLN Payment Students enrolled in the RN program are required to pay the NLN transfer of credit fees prior to enrollment in NRBS 4410 and NRBS 4360. A Bursar's Office receipt must be obtained by the student. The student must bring a copy of the receipt to the College of Nursing's Academic Programming Office.

#### Process/Policy for Exemption from Research Course in the Undergraduate Program

1. A request for exemption from NRBS 4650: The Research Process should be initiated in writing by the student during his/her first semester in the program. The request supported by the transcript and course description should be submitted to the Associate Dean, Undergraduate Programs, College of Nursing.
2. To get the credit for any research methods course without a critique application (nursing and non-nursing), the student must satisfactorily complete a critique of a nursing research article according to criteria from the faculty teaching the research course. If students fail the critique they must take the course.
3. The process for exemption from NRBS 4650: The Research Process by transfer credits must be completed no later than the semester prior to the semester that the students take the course.

#### Transfer Credits

##### RN-BS

1. Undergraduate transfer credits may be awarded for statistics and pathophysiology when these courses are comparable to those offered by the College and when they are taken in addition to the 60 credits required for admission. At the discretion of the Admissions Committee, transfer credits may also be awarded for up to 4 credits of electives when these credits are in addition to the 60 credits for RN to BS required for admission. Elective credits at the upper division level will not be granted for prior clinical nursing, technical courses such as First Aid or CPR, or for Continuing Education Units (CEU's).
2. Courses in the areas of Research, Introduction to Physical Assessment, and Principles of Teaching and Learning, when taken in addition to the 60 credits for RN to BS and 65 credits for Accelerated BS required for admission, can be evaluated for equivalence by expert faculty in the respective undergraduate course at the College of Nursing. Students must provide course descriptions and syllabi for evaluation of courses. If deemed equivalent, transfer credit may be granted.



3. Any 3 credit research methods course with critique application from an accredited college will be given 3 transfer credits (see Process/Policy for Exemption for Research Course).
4. Grades on all prior coursework applied toward the 65 credit upper division, undergraduate degree requirement must be “C” or above.
5. Transfer of approved credits earned prior to matriculation at the College of Nursing will appear on the transcript accompanied by the letter “TR.” The process to be followed in the transfer of credit is:
  - a) advisor approval, and
  - b) approval of the Associate Dean, Undergraduate Programs of the College of Nursing who will follow up on the Registrar’s transfer of credit.

#### Accelerated BS

1. Undergraduate transfer credits may be awarded for pathophysiology when these courses are comparable to those offered by the College and when they are taken in addition to the 65 credits required for admission.
2. Courses in the areas of Research, Introduction to Physical Assessment, and Principles of Teaching and Learning, when taken in addition to 65 credits required for admission, can be evaluated for equivalence by expert faculty in the respective undergraduate course at the College of Nursing. Students must provide course descriptions and syllabi for evaluation of courses. If deemed equivalent, transfer credit may be granted.
3. Any 3 credit research methods course with critique application from an accredited college will be given 3 transfer credits (see Process/Policy for Exemption for Research Course).
4. Grades on all prior coursework applied toward the 60 credit upper division, undergraduate degree requirement must be “C” or above.
5. Transfer of approved credits earned prior to matriculation at the College of Nursing will appear on the transcript accompanied by the letter “TR.” The process to be followed in the transfer of credit is:
  - a) advisor approval, and
  - b) approval of the Associate Dean, Undergraduate Programs of the College of Nursing who will follow up on the Registrar’s transfer of credit.

Courses taken outside the College of Nursing, without prior approval, after matriculation will not be transferred for credits toward the degree.

### **UNDERGRADUATE ACADEMIC STANDING AND GRADING SYSTEM**

Academic standing in completed undergraduate courses is indicated by letter grade. Undergraduate students are required to achieve a minimum grade of “C+” (75%) for each course taken at the College of Nursing. Students must maintain a cumulative and/or semester grade point average of 2.5 in order to remain in satisfactory academic standing. A cumulative grade point average of 2.5 must be achieved for progression in the program.

When a student’s cumulative and/or semester grade point average is below 2.5, a change in academic standing from satisfactory to probationary or dismissal is determined by the Educational Policy Committee.

1. The grades and their quality point value will be published in the Student Handbook.
2. The P, W, WP, I, E, and TR grades will have no point value.
3. If a course in which the student has earned an “F” or “WF” is successfully repeated, the “F” or “WF” will appear on the transcript, but will not be counted in the GPA.

The scale of grades, numerical ranges and quality points for each grade for the Undergraduate Program of the College of Nursing appears below:

<u>Grade</u>	<u>Quality Points</u>	<u>Numerical Range</u>
A	4.00	95-100
A-	3.67	90-94
B+	3.33	87-89
B	3.00	84-86
B-	2.67	80-83
C+	2.33	75-79
F	0.00	Failure to successfully complete the requirements for a major part of the course. If a course in which a student received an “F” is repeated, only the second grade is averaged into the GPA.
I	None	Incomplete: A portion of the requirements for the course have not been completed for reasons beyond the control of the student (e.g. illness).
P	None	Pass: Successful completion of course requirements. No letter grade assigned.
W	None	Withdrawal prior to completing 1/3 of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0.00	Withdrawal at failing level after completing 1/3 but prior to completing 2/3 of the course. A WF is an academic deficiency.
E	None	Credit by Examination or Course Challenge/Requirement Waiver
TR	None	Course transferred from another institution without grade and grade is not averaged into the GPA
Z	None	Maintenance of Matriculation

## Quality Point Definitions

None = is not averaged into student's GPA

0.00 = is averaged into student's GPA

The grades of "P", "WP", "I" and "E" carry no numerical value, and are not calculated in the grade point average, but will appear on the transcript. However, courses which are assigned "P" or "E" grades are counted in the total number of credits accumulated for graduation. Some courses may be graded pass/fail. A "P" grade allows no points, but an "F" grade is calculated as 0.0 in the grade point average. If a course in which the student has earned an "F" or "WF" is successfully repeated, the "F" or "WF" will appear on the transcript, but will not be counted in the GPA.

## **ACADEMIC PROBATION**

An undergraduate student whose cumulative and/or semester GPA is below 2.50 will be placed on academic probation. A student on probation may register for a maximum of six credits. (This policy may be waived upon written request with rationale from the student to the appropriate Associate Dean.)

Following placement on academic probation, a cumulative GPA of 2.5 must be achieved within 2 consecutive semesters in order to be removed from academic probation. A student who fails to achieve a cumulative GPA of 2.5 within 2 consecutive semesters may be dismissed from the College of Nursing.

## **DEAN'S LIST (UNDERGRADUATE ONLY)**

Matriculated fulltime students who achieve a high standard of scholarship in a semester are named to the Dean's List, published at the end of each semester. Honors are awarded based on:

- a) achieving a minimum GPA of 3.5 for that semester; and
- b) recommendation by the Associate Dean of the Undergraduate Program.

Students who receive an "F" during a particular grading period are ineligible for honors in that semester. A grade of "I" must be removed within one week after the grades are submitted for that semester for students being considered for Dean's List.

## **GRADING OF COURSES WITH A CLINICAL COMPONENT**

Each clinical nursing course has two components, classroom and a clinical experience. Each component must be completed successfully to pass the course. A student must receive a minimum average of 75% in the didactic portion order to pass the course.

Evaluation criteria are presented at the beginning of each learning experience for classroom and clinical performance. Students are informed of their progress and advised of specific measures needed to improve performance during the course and the clinical experience.

Students are expected to participate in self-evaluation. Evaluation criteria used for self-evaluation and faculty evaluation are the same relative to course and clinical experience.

A grade of Pass/Fail will be given for the clinical component of a course. When a student receives a failing grade, the faculty member will document the failure in writing according to the pre-determined evaluation criteria. Students who fail a clinical laboratory component fail the course and are subject to dismissal from the College of Nursing.

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## **ADDITIONAL INFORMATION**

### **DISCIPLINARY PROCEDURES**

Applies to all College of Nursing students. Refer to Appendix IV.

### **EMERGENCIES (Weather and Other Events)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events, may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, "Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press "2" to hear the status of classes in your individual program. All others, Press "1" to continue to the main menu."

When you press "2," you will hear

For FOUNDATIONS press 1

For MS2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the School of Public Health, press 6

### College of Nursing

Nursing students who are in clinical should follow the emergency procedure of the particular agency then notify the appropriate Program Director.

# **SCHOOL OF PUBLIC HEALTH**

## VISION, MISSION, AND GOALS

### VISION

Grow the SUNY Downstate School of Public Health into a nationally recognized School of Public Health that is known for:

- advancing Global Health
- creating innovative models to empower communities to address health disparities
- fostering the development of new knowledge and public health practices
- leadership in Urban and Immigrant Health
- promoting health equity
- training diverse public health professionals

### MISSION

The mission of the SUNY Downstate School of Public Health is to advance public health knowledge, promote health and well-being, and prevent disease and disability within communities, particularly in urban and immigrant ones. Such actions are accomplished through excellence in the education of public health professionals, scientific investigation of public health issues, and service to communities through collaborative partnerships.

### GOALS

#### Instruction:

- To provide an academic environment for public health education, research, and practice in an urban setting with an emphasis on urban and immigrant health.
- To educate individuals through an academic program that prepares graduates to identify, address, and resolve public health issues and manage public health programs in different settings, especially urban environments with diverse racial, ethnic, cultural, religious, and socioeconomic groups.

#### Research:

- To advance public health knowledge through scientific investigation of health and disease, with a focus on urban and immigrant health issues.
- To disseminate and interpret research results to professionals, patients, individuals and their families, and the public.

#### Service:

- To advance the health of underserved communities, both locally and globally, through collaborative public health approaches to health promotion and disease prevention and intervention.

### PROFESSIONAL PUBLIC HEALTH VALUES

1. Advancement of public health knowledge
2. Promotion of health and well-being
3. Prevention of disease and disability
4. Reduction of premature mortality
5. Health Equity
6. Academic excellence in the education of public health professionals
7. Academic integrity
8. Grounded scientific research in public health problems
9. Partnerships with local and regional community organizations to effect health promotion and disease prevention
10. Provision of service to local and regional populations and communities to improve health and prevent disease and disability
11. Protection of, and respect for participants involved in public health research, for example: conducting research with 'informed consent' per National Institutes of Health (NIH) guidelines
12. Compliance with Health Insurance Portability and Accountability Act (HIPAA) guidelines
13. Medical and Public Health Ethics
14. Diversity of the Student Body
15. Diversity of the Faculty and Staff
16. Community Service
17. Faculty Participation in School Governance
18. Student Participation in School Governance

All information housed within this link: <http://www.downstate.edu/publichealth/mission.html>, including the competencies located at the bottom of the page in pdf format.

In addition to consulting the SUNY Downstate Medical Center Student Handbook, all School of Public Health (SPH) students, both single and concurrent degree, should consult the School of Public Health Student Handbook for more detailed information regarding the respective programs.

## ACADEMIC POLICIES

### DEFERRAL OF ADMISSION

Accepted applicants to the School of Public Health (SPH) who request a deferral of admission and who are granted a deferral, are deferred for only one year. Deferrals of admission will not be extended beyond the one year limit except under extraordinary circumstances.

### TRANSFER CREDIT (DEGREE RESIDENCY REQUIREMENTS)

Advanced Certificate Program: Transfer Credits are not accepted.

#### MPH Program Transfer Credits

A maximum of twelve (12) *graduate level* credits from another CEPH and CHEA regionally accredited college and/or university can be transferred into the MPH program. Transfer of credits for courses used towards the completion of a granted degree will not be considered. Courses taken outside of SUNY Downstate's School of Public Health while actively matriculated in the program will not be considered.

#### DrPH Program Transfer Credits

A maximum number of fifteen (15) *doctoral level* credits from another CEPH and CHEA regionally accredited college and/or university can be transferred into the doctoral program. Courses used towards the completion of a granted degree will not be considered. However, some DrPH coursework may be waived if relevant doctoral level courses have been taken at another institution. Courses taken outside of SUNY Downstate's School of Public Health while actively matriculated in the program will not be considered.

For transfer of credits or waivers, the accepted student must provide: 1) a detailed course syllabus and 2) an official transcript verifying at least a B grade (3.0 on a 4.0 system) in that particular course(s).

**If the student fails to provide appropriate proof of course content equivalency and an official transcript in a timely fashion, the option for credit transfer may be denied.**

### ACADEMIC ADVISING, SUPERVISION, AND EVALUATION OF STUDENT PROGRESS

Each student is assigned a faculty advisor upon admission to the School. Advisor assignments are based on faculty availability within the School. Faculty advisors assist students in selecting a program of study and monitoring progress toward the successful completion of the degree. Advisors are available throughout the academic year to assist students with problems or issues and for discussions regarding academic progress and career opportunities. Advisors may be changed by request to and with the approval of the departmental chair.

Advisors are required to remain current with each student's academic progress. Instructors are required to inform the advisor at appropriate intervals concerning students who are having academic difficulties. The advisor will, in turn, share said status with the departmental chair. Together, the advisor, and, as needed, the departmental chair, will work with the student to find necessary assistance.

Students are encouraged to maintain regular contact with advisors. Each student has the responsibility to meet with his/her faculty advisor at least once each semester prior to registration in order to review completed course work and course requirements and assure that the course plan is appropriate.

Confidential files will be maintained on each student charting the student's academic progress according to the Family Educational Rights and Privacy Act (FERPA).

For MPH students, a special emphasis is placed upon advising students engaged in the Culminating Experience. Each student and faculty advisor must review the protocol for the Culminating Experience and assure that the proper documents are completed.

For DrPH students, a special emphasis is placed upon advising students engaged in the doctoral dissertation process. Each student and his/her dissertation advisor (committee chair) and Committee, must work closely throughout to assure that the student and accompanying requirements and documents are completed properly. Note that the student engaged in dissertation work must register for thesis advisement each semester until the dissertation is completed and approved.

### ACADEMIC COUNSELING

The Academic Counseling Offices of the respective Colleges of Medicine, Nursing, Health Professions, and the School of Public Health are available to students for academic support. They provide individualized instruction, workshops, and resource materials on time management, study organization, test-taking techniques, and stress management. Group tutorials will be available for selected courses as needed. Referrals for one-to-one tutoring are available. An educational counselor is available to meet with individual students who are experiencing academic difficulties. The SPH will provide additional resources as needed.

### ACADEMIC INTEGRITY

Students are expected to maintain the highest standards of honesty in their academic pursuits. Academic dishonesty is considered a threat to the integrity and reputation of SUNY Downstate Medical Center and all the faculty and students associated with it. Since academic integrity and behavior of students suggest their future professional behavior and integrity in fulfilling their public health responsibilities, the faculty and students of SUNY Downstate Medical Center are committed to upholding and enforcing the highest standards of academic integrity. Students found guilty of any form of academic dishonesty are subject to disciplinary action. Academic dishonesty includes cheating, forgery, plagiarism, and any other infringements that may imply deviance from the highest standards of honesty in all aspects of academic endeavor.

## Forms of Academic Dishonesty

**Cheating:** This is defined as giving or obtaining information by improper means in meeting any academic requirements. Cheating is a serious violation that includes, but is not limited to, the following examples:

- a. The use of the same work for academic credit in more than one course without the knowledge or consent of the instructor(s).
- b. The fabrication of any information used to satisfy any academic requirement.
- c. Behavior that constitutes academic dishonesty during an examination include, but is not limited to:
  - 1) Copying the work of others.
  - 2) Deliberately exposing examination materials to review or use by other students.
  - 3) Using notebooks, textbooks, information, or materials not specifically authorized by the instructor.
  - 4) Speaking or communicating regarding the exam with other students at any time during the examination.
  - 5) Using a cell phone, beeper or other electronic device during an examination.
  - 6) Leaving the examination for any length of time during the examination, without the authorization of the instructor/proctor. (Leaving the examination room after the exam has started will only be authorized for genuine issues or emergencies. Student may be escorted when leaving and returning to exam room.)

**Forgery:** This is defined as the alteration of academic forms, documents, or records or the signing of such forms or documents by someone other than the designated or authorized individual. Forgery also includes modifying an examination or assignment that has been graded and returned to the student for review.

**Plagiarism:** This is the representation, intentional or unintentional, of someone else's words or ideas as one's own. This includes using the work of another student, past or present, as well as the work of published authors. Since under New York State law, words in print are the property of the author or publisher, the intent to deprive that person of property is a form of larceny punishable by fine. When using another person's words in a paper, students must place them within quotation marks or clearly set them off in the text and give them appropriate attribution by footnoting or references. When students use only the ideas and change the words, they must clearly identify the source of the ideas. Plagiarism, whether intentional or unintentional, is therefore a violation of the property of the author plagiarized and of the implied assurance by the students when they hand in work that the work is their own. This includes those individuals who facilitate acts of academic dishonesty by providing papers or other information by another student as their own work. If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the matter by conferring with the instructor.

The model for citations and references used in course work is the Manual of Style of the American Medical Association (AMA), Tenth Edition. You can review examples on the AMA Citation Style website (<http://www.lib.jmu.edu/citation/amaguide.pdf>).

**Multiple Submissions:** Submitting substantial portions of the same work for credit more than once, without the prior explicit consent of both the instructor to whom the material is being submitted and the instructor to whom it has been submitted in the past is considered a multiple submission and is considered a violation of academic rules.

### *Procedures for Resolving Academic Integrity Cases*

Step 1. The faculty member/course director should first determine the nature of the breach/infraction of academic policy. During this process, the faculty member/course director must assemble credible and convincing evidence that a breach/infraction of academic policy has occurred and memorialize it in writing.

Step 2. The faculty member/course director should present this evidence in writing and verbally to the Chair of the Department for discussion.

Step 3. If the Chair of the Department believes the evidence to be credible and convincing, the faculty member/course director must communicate to the student in writing within 48 hours of that confirmation that a breach/infraction of academic policy has occurred and arrange to meet with the student as soon as possible.

Step 4. After discussion with the student, the faculty member/course director should determine the course of action. This can include:

- a. requiring that the student redo the assignment in the case of plagiarism
- b. giving a failing grade on the specific academic effort under consideration.
- c. giving a failing grade for the entire course

The faculty member/course director must communicate their decision to the student in writing, with a copy to the Vice Dean, within 48 hours of having discussed the matter with their Chair and having obtained concurrence that a breach/infraction did indeed occur. The faculty member/course director must memorialize in writing all discussions pertaining to the matter and keep them in a confidential file.

Step 5. In the event that the student is given a failing grade for the course because of the infraction or a failing grade on the assignment that results in a failing grade for the course, the matter will be referred to the Committee on Student Evaluation, Promotion and Honors. The Committee will carefully examine the matter within a week of being informed of it and come to a decision which they will immediately communicate to the Vice-Dean for Academic and Student Affairs who in turn will immediately inform the student in writing.

Step 6. The student will have the right to appeal the matter to Dean of the School of Public Health within forty-eight hours of being informed of the decision of the Committee on Student Evaluation, Promotion and Honors. The Dean will appoint an Appeals Committee comprised of faculty of the School of Public Health not previously associated with the matter at hand. This Appeals Committee will be provided with all necessary information. The student will have an opportunity to address the committee and present their version of events. The Appeals Committee will come to a decision and refer it to the Dean who will make the final decision.

## Turn It In Software

Turn It In is a software package that provides an “antiplagiarism/anti-cheating” service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Furthermore, other sources must be considered in order to determine whether a violation of academic integrity has occurred. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

## PROFESSIONAL CONDUCT

All students are expected to exhibit a professional demeanor and behave in an appropriate manner while in class, in field experiences, and when interacting with SPH faculty, staff, and other students, and as individuals and groups within the respective communities. Students are expected to show respect for faculty, staff and fellow students during class and all program related interactions.

Unprofessional/inappropriate behavior includes, but is not limited to, the following:

1. Late arrival to class.
2. Late submission of papers or dated assignments.
3. Disruptive behavior in class, which includes the following:
  - a) Reading non-course related material in class.
  - b) Using cell phones/beepers/other electronic devices during class.
  - c) Having non-course related discussions with other students during class.

Please see the [SUNY Downstate Medical Center Student Handbook \(Appendix IV\)](#) for The Rules of Student Conduct.

## ABSENCES FROM EXAMS

Students are expected to appear for examinations at the appointed time, or the course instructor may award the student a grade equivalent of “F” or “zero” for the exam. Students must contact the course instructor or the SPH Program Office no later than the day of the exam to explain the reason for his/her absence from the scheduled exam. Failure to notify the course instructor in a timely fashion regarding an absence from an exam may result in an “F” or “zero” for the exam. A student may be excused by the course instructor due to illness or other emergency. Personal physician notes (**may not be from a relative**) or a note from SUNY Downstate’s Student Health Service must be presented to the course coordinator to document excused absences for illness. (Some courses coordinators may only accept notes from the Student Health Service. Students are advised to consult the course instructor for the policy in that course.) If the student provides appropriate documentation, a make-up exam **may** be authorized by the course instructor. **The date and time of the make-up is at the discretion of the course instructor and/or the departmental chair.**

## AUDITING

No course auditing will be permitted. Only SPH matriculated students, or those for whom a specific educational program (for example; medical residents/fellows) has been agreed upon by the departmental chair and/or Vice Dean, will be admitted to classes.

## COURSE WITHDRAWALS

A student may withdraw from a course upon his/her written request. The request requires approval by both the course director and the SPH Departmental Chair.

A “W” will be recorded on the student’s official transcript if the withdrawal is prior to the deadline (as specified on the academic calendar) to withdraw with a grade of a “W”.

A “Withdraw Pass” (WP) will be recorded, if a student withdraws at a passing grade level from a course prior to the deadline (as specified on the academic calendar) to withdraw with a “WP” or a “WF”.

A “Withdraw Fail” (WF) will be recorded, if a student withdraws at a failing grade level from a course prior to the deadline (as specified on the academic calendar) to withdraw with a “WP” or a “WF”.

A “Fail” (F) will be recorded on the student’s official transcript if a student voluntarily withdraws after the deadline (as specified on the academic calendar) to withdraw with a “WP” or a “WF”.

To withdraw from a course, the student must:

1. Obtain an Add/Drop form from the SPH Office of Student Affairs,
2. Discuss the intent to withdraw with the assigned faculty advisor,
3. Obtain a withdrawal grade with the signature of the course instructor and the departmental chair, and,
4. Return one copy to the SPH Office of Student Affairs and submit the form to the Registrar’s Office.

Students must speak to the course director and advisor(s) before withdrawing from a course.

Please note that withdrawal within the first week of classes entails no penalties – no “W” on the student’s record; no withdrawal fee. Withdrawal within the second week of classes entails no “W” on the student’s record, but does incur a 30 percent of the tuition charge. Please see the academic calendar for specific dates.

## **COURSE/GRADE APPEALS PROCEDURES**

A student who is dissatisfied with a course grade or has been recommended for repeating a course by the SPH Committee of Student Evaluation, Promotion, and Honors (SEPH) will be granted the right to appeal the recommendation (in writing) to the Departmental Chair. The appeals process is as follows:

A student who is dissatisfied with a course grade or has been recommended for repeating a course by the SPH Committee of Student Evaluation, Promotion, and Honors (SEPH) has ten (10) business days after the official grade has been submitted to the Office of the Registrar to appeal a grade. After the ten (10) business day deadline, the grade is considered final and no changes can be made. The appeal process is as follows:

1. Within the ten (10) business day period, a student wishing to appeal a grade must first discuss the matter with the course director. If the matter is not resolved at the course director level, the student may appeal to the Departmental Chair by submitting a written appeal to the Departmental Chair, with a copy also to the Vice Dean.
2. The Departmental Chair will review the written appeal and interview the course director. The student will also be provided with an opportunity to discuss his/her grade appeal with the Departmental Chair.
3. Upon completion of the review process, the student will be notified of the final decision of the Departmental Chair within ten (10) business days of his/her grade appeal meeting with the Chair. The Chair is required to employ only his/her best effort to notify the student of his/her status. (Notification will be made to the address on file in the Office of the Registrar and a copy will be sent to the student's Downstate e-mail account.) A copy of the chair's decision letter will also be given to the Vice Dean, SPH and the SPH Assistant Dean for Enrollment & Student Affairs.

## **EVALUATION OF STUDENT PERFORMANCE**

The faculty is charged with being objective and fair in the evaluation of student performance. Evaluation of student performance is conducted through multiple measures such as examinations (written and oral), class participation, and by observations in discussion groups.

Attendance in the SPH is a privilege and not a right. The SPH reserves the right to dismiss a student at any time for deficient academic performance or unprofessional behavior as determined by the SPH Committee on Student Evaluation, Promotion, and Honors or the disciplinary procedures of the College.

Course instructors are obligated to inform students of the course requirements and evaluation procedures at the beginning of each course. This information must be provided to students in writing. Each course instructor provides students with advice about their academic standing in the course, to detect academic difficulties prior to the final grade.

Course instructors are responsible for entering student grades on the Banner Self-Service system by the semester deadline as specified by the Office of the Registrar. Any change in a student grade must be submitted by the course instructor or SPH departmental chair in writing to the SPH Office of Student Affairs who will then submit the change of grade to the Office of the Registrar.

Student questions regarding a grade in a course must first be directed to the course instructor. If questions still remain, the student must meet with the departmental chair. The departmental chair's decision is final. If a student believes that his/her final course evaluation has been affected by discriminatory behavior as defined by law, the student is urged to meet with the Vice Dean and/or the Chief Diversity Officer, Kevin Antoine, in addition to the individuals listed above.

Institutional policy prohibits the posting of student grades by social security number or other personally identifiable mechanisms. Some instructors post final grades on the PRIME system. To ensure confidentiality, students may access their final grades electronically through My Downstate Academic Portal using their student ID numbers and passwords. At the discretion of the departmental chair, students may receive verbal notification of their grades from SPH Assistant Dean for Enrollment & Student Affairs *after* final grades are submitted to the Registrar each semester.

## **ACADEMIC PROBATION**

A student whose cumulative GPA is below 3.0, based on a minimum of four (4) courses (12 credits), may be placed on academic probation. A student on probation may register for a maximum of six (6) credits per semester.

After completing twelve (12) credits on academic probation, a cumulative GPA of 3.0 must be achieved in order to be removed from academic probation. A student who fails to achieve a cumulative GPA of 3.0 or higher at the end of taking these additional twelve (12) credits) or whose performance on a lesser number of credits makes it mathematically impossible for him/her to achieve the required GPA of 3.0, shall be referred to the Committee on Student Evaluation, Promotion, and Honors by the departmental chair, which will recommend one of the following options:

1. that the student be dismissed because of poor academic performance;
2. that the student be allowed to continue the next semester on a modified study program and be required to successfully repeat any failed course(s);
3. that the student take a leave of absence (for not more than one year) from the School of Public Health until readmitted to either repeat the course(s) or raise his/her GPA to 3.0;

The Committee may request that members of the faculty who are involved in the case be present to answer questions. They may also request additional information. A formal vote is taken and a recommendation is submitted in writing to the Dean. After considering the recommendations of the Committee, the Dean will make a determination. The Vice Dean will notify the student in writing of the action and of his/her right to appeal (See "Appeal and Notification").

Concurrent degree students who are placed on academic probation will have the other degree program notified of the change in status.



## DEFICIENT GRADES

A “Fail” (F) grade and a “Withdraw Fail” (WF) are both considered a deficient grade and can be remediated only by repeating the entire course. However, the “F” grade and the “WF” remain on the official transcript along with the grade achieved by removing the deficiency. A student has only one opportunity to remove a deficient grade in a course. If the student fails this make-up, the student will be given a “Fail” grade.

Deficient grades in two or more courses in a semester may subject the student to dismissal. However, since each student’s academic performance is reviewed on an individual basis; students are advised to meet with his/her student advisor and/or the departmental chair during the academic semester if they have questions about their particular situation.

## SPH COMMITTEE ON STUDENT EVALUATION, PROMOTION, AND HONORS (SEPH)

### Responsibilities

The SPH Committee on Student Evaluation, Promotion, and Honors is responsible for:

1. Evaluating the academic performance of all students
  2. Recommending students for promotion
  3. Evaluating students in academic difficulty
  4. Consequences to be applied for infractions of academic integrity
  5. Recommending plans for remediation of those students with deficiencies or those who have failed to register for the semester without an approved leave of absence
  6. Recommending students for graduation (see below for graduation requirements)
  7. Recommending the conferring of honors on those students whose work is outstanding
  8. Recommending students for marching in the annual May Commencement ceremony
1. Voting Members: The Committee will consist of a minimum of five voting faculty members inclusive of the Chair. All new voting faculty members will be appointed by the Dean.

Eligibility requirements for faculty appointment to the Committee include:

- a. The faculty member must be a member of the voting faculty.
  - b. The faculty member may not be an officer of the administration.
2. Non-voting members:
- a. The SPH Vice Dean and the SPH Assistant Dean for Enrollment & Student Affairs.
  - b. One representative from the office of Student Affairs.

The following may attend as ex-officio members: SUNY Downstate Medical Center Dean of Student Affairs or SUNY Downstate Medical Center Associate Dean of Student Affairs.

Meetings of the SPH Committee on Student Evaluation, Promotion, and Honors are confidential and closed to all but the members of the Committee and *ex-officio* members and invited guests.

The Committee will meet a minimum of three times per year; ad hoc meetings will take place as needed. All matters discussed in the Committee are decided by vote in a meeting consisting of at least three voting members.

The Committee may make the following recommendations:

1. Graduation.
2. Graduation with Honors.
3. Promotion, unqualified.
4. Promotion with qualification:
  - a. Recommendation for probationary status (Academic Probation) because of poor academic record or unprofessional behavior.
  - b. Requirement for remedial work, such as a make-up examination or course paper, or repeat of a course/courses
5. Dismissal for academic failure or unprofessional behavior.

All recommendations of the SPH Committee on Student Evaluation, Promotion, and Honors, to repeat all or part of a course or courses, dismissal for academic failure, or unprofessional behavior shall require a majority vote. Such recommendations will be submitted to the Dean of the SPH.

Students will not be allowed more than three (3) years to complete the Advanced Certificate Curriculum, more than six (6) years to complete the MPH curriculum, or Eight (8) years to complete the DrPH curriculum, except under special circumstances as determined and approved by the Committee and recommended to the Dean. The time limits pertain only to the MPH or DrPH portion of the concurrent degree program.

The SPH Committee on Student Evaluation, Promotion, and Honors is responsible for recommending to the Dean the dismissal of a student that may occur for any of the following reasons:

1. Unprofessional behavior
2. Inadequate performance while on probation (i.e. receives a deficient grade or violates the conditions of probation).
3. Failure to make satisfactory progress towards graduation.

In the event that the Committee is considering recommending a student for dismissal, prior to the Committee making a final recommendation, the student will be notified in writing and will be given an opportunity to meet with the committee to discuss and clarify any issues regarding his or her academic performance (See Appeals Process described below). The student will have a minimum of 48 hours to prepare his/her statement. If the student opts not to appeal, the recommendation for dismissal will be forwarded to the SPH Dean. A majority vote is required for dismissal.

### **Appeal and Notification Procedures**

Students who have been recommended for dismissal for academic failure or unprofessional behavior by the SPH Committee of Student Evaluation, Promotion, and Honors (SEPH) shall be notified by the SPH Vice Dean (or designee) and may appeal the recommendation (in writing) to the Dean.

Cases in which students are being recommended for academic probation may not be appealed.

The appeals process is as follows:

1. Written (and/or email) notification will be sent by the Vice Dean (or designee) to the student of a decision of the SEPH Committee of unsatisfactory academic progress within five (5) business days of the SEPH Committee's decision. The Vice Dean (or designee) is required to employ only his/her best effort to notify the student of his/her status. (Initial notification will be made to the student's current local address on file with the Office of the Registrar, a copy will be sent to the student's Downstate e-mail account.) Students are responsible for keeping their current mailing address and telephone number on file with the Office of the Registrar and the SPH. Students in academic difficulty are advised to contact the Vice Dean immediately following the SEPH meeting to ascertain their academic status.
2. A student wishing to appeal a dismissal determination affecting him/her, as provided above, must submit a written appeal notice to the Vice Dean no later than three (3) business days after the student has been sent notification, by mail or email, of the SEPH Committee's action or determination. The written appeal letter should outline reasons for the appeal in detail. Appeals are intended to be expedited in the shortest reasonable time in order to provide the student with the opportunity to register for the ensuing term.
3. The written appeal will be considered by an Ad Hoc Appeals Committee appointed by the Dean. The voting members of the Ad Hoc Appeals Committee may not be members of the SEPH Committee and will be selected among those faculty not directly involved with the student's case. There will be a minimum of three voting members on the Ad Hoc Appeals Committee. SUNY Downstate's Associate or Assistant Dean of Student Affairs will serve as ex-officio, non-voting members.
4. The Chair of the Ad Hoc Appeals Committee will notify the student in writing that he/she is being granted an opportunity to appear before the Ad Hoc Appeals Committee to discuss, in detail, the reasons for his/her appeal. The Chair shall provide written/email notice of such a meeting (including the date, time and place) to the student and all Ad Hoc Appeals Committee members. The student will have, a minimum of 2 (two) business days advance notice of the meeting day and time. The meeting with the Ad Hoc Committee will be scheduled within 10 (ten) business days the Committee's receipt of the student's written appeal.
5. During the meeting, the student will be given an opportunity to present his/her appeal before the Ad Hoc Appeals Committee. The student will not be allowed to record any of the proceedings. After completion of the student's presentation, members of the Ad Hoc Appeals Committee may address questions to the student. Furthermore, the Ad Hoc Appeals Committee may seek information from the program chair, faculty, student's advisor, and/or other parties involved in the case. After the student has made any concluding remarks, the student will leave the meeting so that the Committee can discuss the appeal, and make a recommendation to the Dean.
  - a. The Ad Hoc Appeals Committee may recommend that the prior action of the SEPH Committee either be upheld, modified, or reversed. A decision requires a majority vote.
  - b. The decision of the Ad Hoc Appeals Committee will be sent in writing within seven (7) business days by the Chair of the Ad Hoc Appeals Committee to the Dean, the Vice Dean, and the SPH Assistant Dean for Enrollment & Student Affairs.
  - c. The Vice Dean will notify the student, in writing, of the decision of the Ad Hoc Appeals Committee within fourteen (14) business days of his/her appeal meeting. The Vice Dean is required to employ only his/her best effort to notify the student of his/her status. (Notification will be made to the address on file in the Office of the Registrar and a copy will be sent to the student's Downstate e-mail account.)
6. Students who have been recommended for dismissal from the School of Public Health may schedule an appeal with the Dean of the School of Public Health within ten (10) business days of the date of the letter from the Vice Dean. The Dean, after due consideration, may either endorse the recommendation of the Ad Hoc Appeals Committee or make an independent determination. In either event, the Dean's decision is final and binding.
7. The student will be notified of the final decision of the Dean. The Dean is required to employ only his/her best effort to notify the student of his/her status. (Notification will be made to the address on file in the Office of the Registrar and a copy will be sent to the student's Downstate e-mail account.)

## GRADING SYSTEM

Instructors assign a letter grade reflecting the performance of each student in a course. Grade points are assigned to each letter grade based on a 4.0 system and the number of credits for each course. Cumulative grade point averages are calculated each semester

Course Average	Letter Grade	Grade Points/Credit	
96-100	A	4.00	
90-95	A-	3.67	
85-89	B+	3.33	
80-84	B	3.00	
75-79	B-	2.67	
70-74	C+	2.33	
60-69	C	2.00	
	F	0	
	I	None	
	P	None	Successful completion of course requirements. No letter grade assigned
	W	None	
	WF	0	
	WP	None	
	Z	None	Thesis in Progress

**Fail:** failure to successfully complete the requirements for a major portion of the course, failure to complete successfully requirements for the entire course, or withdrawal from a required course after the deadline as indicated on the academic calendar.

**Incomplete:** a portion of the requirements of a course has not been attempted

When the course requirements have been completed in a timely fashion (usually within two weeks), the course director reports the change of grade to the Registrar. If the course requirements have not been completed by the specified time, the “I” grade is changed to an “F”. Course directors must submit any extensions to deadline dates for Incompletes, in writing, to the SPH Office of Student Affairs, who will in turn forward the request to the Office of the Registrar. The maximum length of time for satisfying course requirements is the last day of classes in the subsequent semester, unless there are special circumstances approved by the SPH Committee on Student Evaluation, Promotion, and Honors.

To be eligible for graduation, a student must remove any “Incomplete” grade. An “Incomplete” grade is not considered a deficient grade. However, for awarding graduation honors, the outstanding work must be completed before such honors will be granted.

**Credit:** the transcript notation when a student has advanced standing (e.g. transfer credit) for a course previously completed.

A “WF” grade is an academic deficiency and subject to review in the Student Evaluation process.

## GRADUATION REQUIREMENTS

Students must meet all SPH graduation requirements:

1. Register for, and satisfactorily complete all required course work in the curriculum.
2. Register for, satisfactorily complete the Culminating Experience. DrPH students must register for and satisfactorily complete the Dissertation.
3. Satisfactory remediation of any academic deficiencies.
4. Be in good standing (i.e. not on academic or clinical or disciplinary probation at the time of graduation).
5. A grade point average of B or 3.0 on a 4.0-point system is required for successful completion of the degree requirement. Advanced Certificate students must maintain a cumulative GPA of a 2.0 to be eligible for graduation.
6. Have no disciplinary charges in progress or pending.
7. Satisfy all financial obligations due the SUNY Downstate Medical Center.
8. Complete a mandatory financial aid exit interview if the student has received financial aid while at the SUNY Downstate Medical Center.

**Please note:** Students are permitted to march in the Commencement Ceremony and have their names listed in the program only once. Any student who meets the above criteria and marches in the Commencement Ceremony and subsequently does not complete the final requirements for graduation WILL NOT be permitted to march again or have his/her name in the program the following year

## GRADUATION HONORS

To graduate with honors, a student must meet the following criteria

- a. 3.60 GPA or above
- b. Outstanding (with honors) Successful completion of the Culminating Experience
- c. No “C” or lower grades
- d. No record of lack of professionalism or disciplinary issues while in the program

Students graduating in August or December of the previous year, or May of the current year and participating in the May Commencement Ceremony **of the current academic year** are eligible for the General Excellence Award for that academic year.

### August and December Graduates

SPH students who complete all degree requirements in August or December of a given year may participate in the Commencement Ceremony in May of the following year.

### Awards for August and December Graduates

Students, who graduate in August or December of the previous year, or May of the current year, are eligible for all Graduation Awards for that academic year.

## HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All students must be current in their Health Information Portability and Accountability Act (HIPAA) training prior to matriculation, upon return from any leave of absence, and following any change in the law which requires re-training. Failure to do so will result in not being permitted to register or to participate in any clinical educational activities or Field Experiences or events which involve individuals in the field. For more information, contact the Office of the Registrar.

## LEAVES OF ABSENCE

All leaves of absence are granted by the departmental chair or the Vice Dean. A request for a leave of absence may be approved or disapproved by the departmental chair. Permission for the leave must be obtained in accordance with these procedures and prior approval to return must also be granted.

### Requesting a Leave:

Students are granted one (1) Leave of Absence while matriculated in the School of Public Health.

To request a Leave of Absence from the School of Public Health, a student must:

1. Obtain a Leave of Absence form from the SPH Office of Student Affairs.
2. Request a leave in writing as specified on the Leave of Absence form. The request must include:
  - a) the length of time desired for the leave (up to one year)
  - b) reasons for the request; and
  - c) a description of the activities that will make the leave meaningful and useful (outline a plan).
3. This written request must be brought/sent to the SPH Office of Student Affairs, and the student must meet with the departmental chair or the Vice Dean.
4. The student must continue in coursework (barring an emergency situation as defined by the departmental chair), until the leave of absence is approved. The departmental chair (or designee) may request that the student meets with the Vice Dean prior to granting approval for the leave.

Advanced Certificate students have a maximum of three (3) years to complete the requirements.

Master of Public Health students have a maximum of six (6) years to complete the MPH degree. Doctor of Public Health students have a maximum of eight (8) years to complete the DrPH degree.

If the leave will extend the student's academic time past the maximum number of years allowed to complete the degree, that extension will require approval by the SPH Committee on Student Evaluation, Promotion, and Honors

5. Clearances from the Bursar, Financial Aid and Housing, if appropriate, must be obtained.

Although the departmental chair may grant a leave, the SPH Committee on Student Evaluation, Promotion, and Honors will review the student's academic status up until the time the leave was approved, and may recommend action. All grades earned by the student prior to the approval of the leave remain on the student's transcript (permanent record). Leaves of absence may be granted for the following reasons:

1. For Reasons of a Special Academic Program
2. Occasionally, leaves are granted for the purpose of special study. Written requests should be made to the departmental chair with documentation.
3. For Reasons of Health or Other Personal Emergency

If a health, family, social, or emotional situation necessitates time away from the program, a leave of absence may be recommended by the student's advisor or requested by the student. Depending on the nature of the student's request for leave, consultants from the Student Health Service and/or psychiatric consultants may be asked to provide information (with the student's consent) to the committee.

Leaves of absence are granted for a maximum of one year. An extension may occasionally be granted by the Dean, upon recommendation by the SPH Committee on Student Evaluation, Promotion, and Honors for unusual circumstances if the student requests an extension in writing at least two months prior to the expected reentry date.

### **Returning from a Leave**

A student may only return if the departmental chair determines that the student has met the goals and conditions for the leave. A request to reenter must be received by the departmental chair by the date specified in the letter from the SPH Committee on Student Evaluation, Promotion, and Honors. Such requests will be evaluated in terms of the student's success in resolving the problems that necessitated the leave and the student's ability to resume the responsibilities of continuing in their program. Every student returning from a leave of absence must be cleared by the Student Health Service and receive written approval to resume classes.

A student granted permission to return from a leave must meet with the departmental chair and/or the student's advisor to schedule courses for the academic year.

If, at the end of the approved absence, the student has not applied for reentry or is not permitted reentry, reentry, the student is withdrawn from the college. There is no appeal from this determination.

### **STUDENT RECORDS**

The SPH is in full compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives students access to educational records. Students may arrange to review their program records by making an appointment with the School of Public Health Assistant Dean for Enrollment & Student Affairs in the School of Public Office of Student Affairs.

### **EMAIL**

In order to receive official information distributed by faculty and administration, students are responsible for checking their email frequently – at least once a day.

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### **DISCIPLINARY PROCEDURES**

This applies to all School of Public Health students. See Appendix IV

### **EMERGENCIES (WEATHER AND OTHER EVENTS)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, an announcement would be made on local radio or television stations, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, "Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press "2" to hear the status of classes in your individual program. All others, Press "1" to continue to the main menu."

When you press "2," you will hear

For FOUNDATIONS press 1

For MS2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the School of Public Health, press 6

OR, you may call the School of Public Health Office of Student Affairs at (718) 270-1065 for any information regarding cancellation or delayed starting time.

# **APPENDICES**

## APPENDIX I

### FEES POLICIES

#### Summary of Fees

ITEM	PAYABLE To	CHARGE
Drop/Add Fee*	SUNY Downstate	\$20.00
Late Registration Fee*	SUNY Downstate	\$40.00
Duplicate Diploma	SUNY Downstate	\$30.00
Mailing Fee Only	SUNY Downstate	\$9.00
Licensure	SUNY Downstate	\$15.00
Transcripts	SUNY Downstate	\$ 5.00
Carrel Key replacement	SUNY Downstate	\$20.00*
Late Payment Fee*	SUNY Downstate	up to \$80.00 per billing
Student Health Fee Full-Time Students/semester	SUNY Downstate	\$67.00
Student Health Fee Part-Time Students/credit	SUNY Downstate	\$5.58
Technology Fee Full-time Students/semester	SUNY Downstate	\$152.50
Technology Fee Part-Time students/credit	SUNY Downstate	\$12.71/cr

### TUITION AND FEES

#### New York State Residency Guidelines for Tuition Determination

An individual's domicile is that place where one maintains a permanent home and to which one intends to return. A residence hall is generally not considered a permanent home, and additional documentation is required for exceptions.

The deadline for change of residency by matriculated students with appropriate documentation are one month prior to the registration date for your college for the next semester (you must file a change for residency status six weeks prior to the registration deadline that you wish to have the change in effect). The Application for continuing/returning students is available in the Office of the Registrar.

Residency application for in-state versus out of state tuition rates for entering students are made by filing an application through the Office of Student Admissions.

A U.S. citizen or permanent resident of the U.S.A. whose domicile has been in New York State for a one year period prior to registration pays in-state tuition rates. Persons who do not meet this one year requirement are out of-state residents and pay out of state tuition rates. In-state rates will be applied to members of the U.S. Armed Forces, while on fulltime active duty in New York State. This classification is provided to the eligible individual only and not to the spouse or dependents of such person. Individuals who are not U.S. citizens or permanent residents of the U.S.A. must provide proof of immigration status before a residency determination can be made. Students on a temporary immigration status, aliens not lawfully present in the U.S.A. and students awaiting approval of an application for a change of immigration status are generally not eligible for New York State residency for tuition purposes. Each case will be considered individually, following State University of New York's "Administrative Policies on the Establishment of Residence for Tuition Purposes."

- A. The term resident is defined as an individual whose domicile is in New York State. The following principles would assist the residency determination under this policy.
1. An individual's domicile is that place where one maintains a permanent home and to which one intends to return. (In general, a residence hall is not considered a permanent home address.)
  2. One retains a given domicile until it is abandoned and another established.
  3. One does not acquire a new domicile simply by a presence in New York State for attendance at an institution of higher education. The act of living within the State's boundaries is, in itself, an insufficient demonstration of residency. The student must demonstrate establishment of a domicile (permanent place of abode) in New York State. Living in New York State solely for the purpose of attending a college or other postsecondary institution does not, in itself, demonstrate that legal residence has been established.
  4. The domicile of an unemancipated student is that of the parents or guardians. Evidence of emancipation must include the establishment of financial independence. Factors relevant to the determination of financial independence include, but are not limited to, the following:
    - a. employment of student on a full or part-time basis.
    - b. sources and extent of financial support by parents or guardian.
    - c. sources and extent of other income.
    - d. independent filing by student of Federal or State income tax return.
    - e. parental claim of individual as dependent for exemption on Federal and State income tax return.
    - f. residence with parents or guardian during summer or other academic term recess.
    - g. status of student as financially independent for purposes of receipt of Federal and/or State financial assistance.

5. Proof of domicile is based upon an intention to make New York State a permanent home and the existence of facts tending to confirm such intention. Factors relevant to a determination of domicile include:
  - a. residence of parents, spouse and children.
  - b. place of voter registration.
  - c. residence for personal income tax purposes.
  - d. financial independence, business pursuits, employment and income sources.
  - e. situs of motor vehicle and other personal property registration.
  - f. situs of real and personal property.
  - g. state issuing driver's license.

Tuition and Fee Increases

All tuition charges listed below reflect current rates which are in effect for the 2017-2018 academic year. Student tuition and fees are subject to amendment at any time at the discretion of the Board of Trustees of the State University of New York and/or Downstate Medical Center Administration. Every effort will be made to provide advance notice of such changes.

Tuition: College of Medicine: Full-Time Students

The current annual tuition for full time students is \$40,160.00 for New York State Residents and \$65,160.00 for non-New York State residents and International students. Payment is generally made in two parts, the exact dates being determined each year. Students leaving school prior to the payment dates established are responsible for paying tuition for any time attended during the academic year. Liability for tuition is determined on a semester basis using the academic calendar and SUNY policy for tuition liability and refunds.

All medical students (except transfer students) are obligated to pay eight full semesters of tuition. Transfer students are obligated to pay tuition equivalent to their time of attendance -- e.g. third year transfer students pay four semesters of full-time tuition.

Students who encounter academic difficulty and are required to repeat the year or other educational activities as determined by the faculty will probably incur obligations for more than eight semesters of tuition.

Tuition: College of Medicine: Part-Time Students

Students taking less than a full schedule (less than 12 credit hours) per semester are considered part-time students and billed at the special student rate of \$1,673.00 per credit resident and \$2,715.00 per credit nonresident. As part-time students, your financial aid eligibility will depend on your credit load. Students returning from a leave of absence may also be charged in this manner, depending on when they return and what their schedule is.

Tuition: Undergraduate Level College of Health Related Professions and the College of Nursing

Tuition for fulltime students is currently \$3,235.00 per semester for New York State residents and \$8,160.00 for nonresidents and international students. Part-time students (those taking less than twelve credits) pay \$270.00 per credit (New York State residents) and \$680.00 per credit (nonresidents and international students). Students leaving school prior to the tuition payment dates established are responsible for paying tuition for any time attended. Summer session students pay the part time rate, regardless of their credit loads.

Tuition: Graduate Level School of Graduate Studies: College of Health Related Professions, College of Nursing, School of Public Health (except Doctor of Physical Therapy)

Tuition for fulltime students is currently \$5,435.00 per semester for New York State residents; and \$11,105.00 for nonresidents and international students. Part-time students (taking less than twelve credits) pay \$453.00 per credit (New York State residents) and \$925.00 per credit (nonresidents and international students).

Tuition: Doctor of Physical Therapy

Tuition for full-time students is \$12,195.00/semester for New York State residents and \$20,465.00/semester for non-residents and international students. Part-time students pay \$1,016.00/credit for New York State residents and \$1,705.00/credit for non-residents and international students. Summer session students pay the part-time rate, regardless of their credit loads.

Refunds

Students leaving school are entitled to a refund or a liable for payment of tuition as indicated below:

Students on a semester basis (Fall or Spring) who withdraw during the:

first week of school	100% tuition refund	0% liability
second week of school	70% tuition refund	30% liability
third week of school	50% tuition refund	50% liability
fourth week of school	30% tuition refund	70% liability
fifth week of school	0% tuition refund	100% liability



The above schedule is different during Summer terms. It is based on the specific length of time of the term and mandated by State University of NY Policies and Procedures. You can contact the Bursar's Office directly for summer term liability and refund percentages specific to your program.

- A) Approval of the withdrawal with the date it became effective must be certified by the Registrar's Office and/or the Dean of the College or his/her duly designated representative. The date used to determine tuition and fee liability for dropping courses or withdrawing is the date appropriate documentation is received and certified by the Office of the Registrar. No money shall be refunded unless application for the refund is made within one (1) year after the end of the term for which the tuition requested to be refunded was paid. The first day that classes are offered, as scheduled by the campus, shall be considered the first day of the semester or other term, and the first week of classes shall be deemed to have ended when seven (7) calendar days, including the first day of scheduled classes, have elapsed.
- B) A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees for that term.

#### Deferral of Institutional Charges

Deferment of tuition, fee and dorm rent payments are made in anticipation of Financial Aid and can be obtained only by presenting appropriate documentation on a timely basis to the Financial Aid Office.

#### Late Payment Fees

Students who do not settle their account as requested are assessed late payment fees on a per invoice basis up to \$80.00 per billing.

#### Past Due Debts

Past due student accounts are subject to assessment of interest and other collection costs up to 22 % of the amount due if they are transferred to a collection agency or the NYS Attorney General's Office. Interest is assessed at the corporate underpayment rate set by the Commissioner of Taxation and Finance minus two percentage points.

#### Return of Title IV Financial Aid

Students leaving the institution may be liable to return any Title IV financial aid that has not been "earned" based on federal regulations. The amount of aid earned increases as the term progresses. If you leave early in the semester, you will have earned only a small portion of your aid; if you leave later, you will have earned a larger portion of your aid. Once you have completed more than 60% of the term, you will have earned all (100%) of your Title IV Financial Aid. **If you leave before completing 60% of the term, you will have to repay any "unearned" aid funds that were already disbursed to you.**

#### Student Activities Fees

Under Board of Trustees resolution #1791 dated March 24, 1971 as amended by #71327 dated October 27, 1971, the Health Science Center Students voted to assess themselves a mandatory Student Activity Fee. The current annual amounts are shown below. The full text of the resolution is distributed annually to appropriate student organization treasurers and is available for inspection by any student in the Office of Student Life, the office of the Faculty Student Association or the Office of Student Affairs.

Medical School	\$ 210.00
Health Related Professions	\$ 155.00
Nursing (undergraduate)	\$ 140.00
Masters Nursing	\$ 140.00
MPH	\$ 100.00
Graduate School	\$ 130.00
Graduation fee for all graduating students	\$ 80.00
Additional fee for residence hall	\$ 20.00

Part-time students are generally charged in accordance with the number of credits carried.

#### Student Health Fees

The 2017-2018 Student Health fees for fulltime students is \$67.00 per semester and pro-rated to \$5.58 per credit for part-time students. The student health fee is a mandatory fee.

#### Student Health Insurance

(Health insurance charges are subject to change.)

For 2017-2018, the student health insurance policy offered through the Health Science Center is \$4,944.00 per year (Fall \$2,060.00; Spring \$2,884.00). Health insurance is mandatory for all full-time matriculated students, and for part-time matriculated students enrolled in a clinical course. The policy offered by the school can be waived if comparable coverage is claimed.

#### College Fees

College fees for all full-time students are \$12.50 per semester; for part time students \$0.85 per credit.

#### International Student Health Insurance

Students attending on an international student visa (F-1, J-1) are required to pay for SUNY sponsored health insurance, the exact amounts to be determined each year by SUNY. The annual rate in 2017-2018 is \$1,085.00 per year (Fall \$542.50; Spring \$542.50). It can be waived if comparable coverage is shown.

### Residence Hall Rental Refunds/Liability/Deposits

- 1) All students must pay an advance room deposit of \$500.00, payable to SUNY Downstate Medical Center at the time they submit their application for on-campus housing. This deposit is nonrefundable 60 calendar days prior to the start of the contract period. Students who defer payment of their deposit based on financial aid and fail to notify the housing office in writing 60 calendar days prior to the start of the contract period of their decision not to take on campus housing will be billed \$500.00.
- 2) Once either a single or married student/domestic partnership couple assumes occupancy, he/she is fully liable for the balance of the academic year rental except as indicated in #6 below. For rent liability purposes, the academic year shall be considered to be from the day before the beginning of the academic year for a specific program and class year to the day after the last day required by the academic program.
- 3) Students may remain in housing after their academic contract period ends. Students remaining in housing and returning for the fall will be offered a contract period for the fall semester that includes the non-academic period. A student exercising this option is considered to have assumed occupancy for the fall semester and is responsible for the full contract length.
- 4) Payment of the academic year rental obligation for single students can be in two installments, during Fall and Spring registration. Student licensees who intend to pay their rent from financial aid funds must obtain a letter of deferment from the Financial Aid Office and present it to the Bursar during registration. Advance deposits paid can be deducted from the fall payment.
- 5) The summer period shall be considered to be from June 1 through August 1. Liability for rent during the Summer period is based on actual occupancy, and is due on or before June 1.
- 6) A student licensee who vacates prior to the expiration of an academic year will be fully liable for the full academic year rental, except in the following instances:
  - a) Withdrawal due to induction into the military
  - b) Withdrawal due to circumstances beyond the control of the student (generally illness or illness in family)

A student licensee wishing to apply for a reduction in the rental charge for one of the reasons stated above must first complete the following procedures:

1. The student must submit a written request to the Director prior to checkout. This request must include justification and/or documentation for consideration for a reduction in rental obligation. Student licensees will be notified of any further documentation needed and of the approval or denial of their request.
2. Once approved, the student must return his/her room key to the main desk in 811 New York Avenue and sign the registration card. A member of the Residential Life staff will inspect the room and complete the room inventory form. The student must sign the room inventory form. At this time the student will be considered checked out.

## **APPENDIX II: CENTERWIDE ACADEMIC POLICIES**

### **ACCREDITATION**

SUNY Downstate is accredited by the Middle States Commission on Higher Education, which was last re-affirmed on November 17, 2011. Our current accreditation status is located on their web site here: [https://www.msche.org/institutions\\_view.asp?idinstitution=406](https://www.msche.org/institutions_view.asp?idinstitution=406)

In addition to Middle States, 90% of our students are enrolled in programs accredited by specialty accreditors. These include:

**College of Medicine** (MD Degree) – Liaison Committee on Medical Education (LCME) (Accredited through 2021)

**School of Public Health** (DrPH, MPH, and Advanced Certificate) – Council on Education for Public Health (CEPH) (Accredited through 2015).

### **College of Health Related Professions**

- Diagnostic Medical Imaging (BS) – Commission on Accreditation of Allied Health Programs (CAAHP) (Accredited through 2018)
- Midwifery (MS, Advanced Certificate) – Accreditation Commission on Midwifery Education (ACME) (Accredited through 2022)
- Occupational Therapy (MS) – Accreditation Council for Occupational Therapy Education (ACOTE) (Accredited through 2021)
- Physical Therapy (BS/DPT) – Commission on Accreditation in Physical Therapy Education (CAPTE) (Accredited through 2023)
- Physician Assistant – Accreditation Review Committee for Physician Assistant (ARCPA) (Accredited through 2019)

### **College of Nursing**

- RN to BS, Accelerated Nursing (BS) – Commission on Collegiate Nursing Education (CCNE) (Accredited through 2025)
- Pediatric Clinical Nurse Specialist, Adult-Gerontology Clinical Nurse Specialist, Nurse Midwifery\*, Women's Health Nurse Practitioner, Family Nurse Practitioner (MS) – Commission on Collegiate Nursing Education (CCNE) (Accredited through 2025)
- Nurse Anesthesia (MS) – Council on Accreditation of Nurse Anesthesia Educational Programs (CANAEPP) (Accredited through 2017)
- Women's Health Nurse Practitioner, Family Nurse Practitioner (Advanced Certificate) – Commission on Collegiate Nursing Education (CCNE) (Accredited through 2025)

\*Nurse Midwifery is a joint program leading to the MS in the College of Nursing (Accredited by CCNE) and the Advanced Certificate in Midwifery in the College of Health Related Professions (Accredited by ACME).

## **POLICY ON TRANSFER CREDIT**

This policy, in accordance with Federal Law, 34 CFR 602.24(e), assures that SUNY Downstate has transfer of credit policies that: (1) is publicly disclosed in accordance with section 668.43(a)(11); and (2) includes a statement of criteria established by the institution regarding the transfer of credit earned at another institution of higher education.

### **Policy**

SUNY Downstate is an upper-division transfer and graduate institution. Students in our bachelor's programs complete a minimum of 60 semester hours of pre-requisite courses prior to enrolling. Students in our graduate degree programs complete pre-requisite courses and a bachelor's degree prior to enrolling. The pre-requisite courses are not taught at SUNY Downstate and must be taken at another institution of higher education. Pre-requisites for each program are listed on the [Admissions web site](#) for each program. Completing the pre-requisites does not guarantee admission to SUNY Downstate or our programs.

The Office of Admissions evaluates transfer credit as part of the application process. Applicants are able to attend the accredited college(s) of their choice (as described below) to complete the pre-requisites prior to enrolling at Downstate. We accept credits from institutions, subject to the rules and limits of each program:

### **College Courses Completed in the United States**

Official transcripts from all U.S. colleges/universities you have attended must be submitted in your application package, regardless of how long ago you attended the college or university and whether or not courses from those colleges/universities are being used for prerequisite courses. Please indicate on the application any courses in progress, or the processing of your application will be delayed.

Transfer Credits: We only accept credits from Colleges or Universities accredited by **regional accrediting organizations recognized by the Council of Higher Education Accreditation (CHEA)** such as: the Middle States Association of Colleges and Schools, the New England Association of Schools and Colleges, the North Central Association, the Northwest Commission on Colleges and Universities, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges. If you have any questions about whether a transfer course will be accepted, you should check with the Office of Admissions prior to enrolling in the course.

### **Studies Completed Outside of the United States**

Applicants who have completed all or part of their post-secondary, college/university education in a country other than the United States are required to have a course-by-course, detailed, educational credential evaluation. The evaluation must be completed by a member of the National Association of Credential Evaluation Services (NACES). For a list of approved evaluation agencies, please review the NACES website at [www.naces.org](http://www.naces.org). Do not send your overseas college transcript in your application packet. Instead, the official course-by-course evaluation report must be sent directly from the agency to the Office of Admissions. Or go to: World Education Services at [www.wes.org](http://www.wes.org).

If your overseas courses have already been evaluated by an accredited U.S. college or university and the courses are listed on the college transcript individually with credit hours and grades, you may submit the transcript without a separate credential evaluation. However, if you are using any of the credits toward prerequisite courses for admission pre-requisites, you must still submit a complete course-by-course evaluation from a NACES member agency, even if the courses are listed on a transcript from a U.S. college or university.

### **Credit by Examination Programs**

If you are fulfilling admissions requirements through the College-Level Examination Program (CLEP) examination, Regents College examinations, or Excelsior College examinations, you must have an official copy of your score report forwarded by the testing agency directly to the Office of Admissions (SUNY Downstate Medical Center, 450 Clarkson Avenue, MSC #60, Brooklyn, New York 11203), unless these credits already appear on the official transcripts of an accredited USA college or university.

The College Board (CLEP)

Tel: (609) 771-7865

[www.collegeboard.com/clep](http://www.collegeboard.com/clep)

Dantes Subject Standardized Tests

Tel: (877) 471-9860

[www.getcollegecredit.com](http://www.getcollegecredit.com)

Excelsior College

Tel: (888)647-2388

[www.excelsior.edu/exams](http://www.excelsior.edu/exams)

Course Equivalency Guides have been created to assist prospective students transferring into some programs. The Course Equivalency Guide is listed here: [http://sls.downstate.edu/admissions/transfer\\_equiv/index.html](http://sls.downstate.edu/admissions/transfer_equiv/index.html)

Questions about pre-requisites may be e-mailed to Student Admissions ([admissions@downstate.edu](mailto:admissions@downstate.edu)).

Specific rules and restrictions regarding transfer into the College of Medicine are listed here:

<http://sls.downstate.edu/admissions/com/transfer/>

Online courses at accredited colleges may meet pre-requisite courses for most programs, though some programs require that lab courses required as pre-requisites be taken in-person.

There may be time limitations for courses meeting program of study credit or pre-requisite requirements. Check individual program requirements listed for each program on the Office of Student Admissions Web Site.

Articulation Agreements exist with many colleges and universities. Students, who are attending a college or university that is offering a program with an articulation agreement, should be careful to review the requirements of the agreement as the standard for guaranteed admission or transfer of credit may be more restrictive than those for applicants being considered for standard admission.

## **Transfer Credit Appeal Process**

SUNY Downstate Medical Center's Transfer Credit Appeal Process is for students who do not agree with the campus decision regarding acceptance or placement of credit earned.

### Who to contact:

Students wishing to pursue the transfer credit appeal process should first contact the Director of Admissions or designee by e-mail at [admissions@downstate.edu](mailto:admissions@downstate.edu). The Director of Admissions or designee will forward the question to the appropriate academic program director for review.

If a concern is not resolved through informal communication with the appropriate academic program director, the following process is available.

### Appeal at the Student and campus level (available to all students):

The student submits a request to appeal to the Student Admissions Office, along with a letter outlining the reasons for the appeal, a catalog course description of the course in dispute from the year the course was taken, and any additional transfer course materials available. The appeal will be reviewed by representative(s) from Admissions, the program director, the Dean of Students and the Dean of the SUNY Downstate school or college the student is applying to. Within 15 business days of the date of receipt of the appeal, a written response will be sent to the student regarding the disposition of the appeal.

The campus official responsible for the final determination of the acceptance or denial of transfer credit is the Dean of Students/Vice President for Student Affairs, along with the Dean of the SUNY Downstate school or college the student is applying to.

Please note: If a decision is made to reverse the campus decision on a course, that reversal will apply only to that student, not to the generalized acceptability of the course.

### Appeal at the SUNY System Level: (Available to students transferring from another State University of New York campus for coursework done at another SUNY campus only):

Appeal at the SUNY System level (available to SUNY transfer students only) can be found on-line at: <http://system.suny.edu/academic-affairs/student-mobility/student-transfer-appeal-process/>

If the student has not had a response from the campus within 15 business days, or is not satisfied with the response at the campus level, he/she can submit an appeal to the SUNY Provost with supporting materials. The SUNY Provost or designee will gain additional information from the receiving institution as needed. The SUNY Provost will respond to the student within five business days from receipt of completed appeal application.

If the SUNY Provost reverses the campus decision on a course, that reversal will apply only to that student, not to the generalized acceptability of the course. All decisions will be officially communicated to the student and the campus.

### Policy on Identity verification

This policy describes the Student Identity Verification in Distance and Correspondence Education in compliance with US Department of Education, Office of Postsecondary Education Regulation 34 CFR 602.17(g).

## **Overview**

Like many of our peer institutions, there are a number of courses at Downstate which utilize a mixed-methods approach to student learning. Most of these courses, however, still use traditional, in-class or in-lab evaluations and testing (including computer-based testing done on campus and under supervision of proctors and members of the faculty). The campus is in the process of updating its existing policies relating to courses that incorporate mixed or non-traditional methods of delivering course content. As a matter of policy, on an annual or semester basis (depending on how each individual school or college submits their course information), the Office of the Registrar obtains information from each course instructor as to whether their course is a distance learning course or has components that use distance learning.

At the present time, SUNY Downstate Medical Center (DMC) does not have any programs that are, in their entirety, offered only by distance learning. The School of Public Health, the College of Nursing, and the College of Health Related Professions have each developed some online courses. The current model of instruction tends to be part of a course utilizing online materials, discussion boards, drop-boxes for assignment submission and other electronic formats available through our Course Management System (PRIME, utilizing the Angel Course Management software) but other parts of the course are taught in a traditional manner (e.g. classroom/lab), which serves to verify the confirmation of the identity of the student in the course. As of December, 2015, we have 16 courses that can be offered to students online in conjunction with other courses located on campus. We have convened a Distance Learning policy and implementation committee to monitor these efforts and set policy campus wide.

## **Methods used to ensure Student Identity Verification**

Along with submitting applications that include identifying data, students matriculating into the Colleges of Medicine, Health Related Professions, Nursing, and the Schools of Public Health and Graduate Studies must complete a background check to further verify their identity. Downstate has a few non-matriculating students, primarily in the School of Public Health, who are required to submit information such as Driver's License or Passport along with their application.

Access is then provided to the students upon acceptance using their SID (Student Identification Number) and secure password provided to them. This provides access to all relevant systems at Downstate for courses that the individual student that is enrolled in through our LMS (Learning Management System) and Banner system. A diagram of steps used to provision accounts is attached, along with an accompanying detailed description.

We are currently reviewing technology such as biometric Signature recognition and remote exam proctoring software as we plan for our expected increase in Distance Learning.

## **Methods used to ensure Student Privacy**

Student records are kept within our Student Information system (Banner), which utilizes secure sockets layer communication (SSL) and is accessible only on campus or from off campus via VPN (Virtual Private Network). Staff are provisioned with accounts that provide access to information they need, and there is a monthly Team Leader meeting in which issues such as provisioning other access to information is vetted. We are in the first phase of planning to install an add-on to our system called Banner Data Security, which will allow more robust security features as well as better auditing capabilities.

Students have access to their own records through Banner Self Service and can view some grading information in our LMS. Both systems share the same secure password and while students can share their own information with whomever they choose, they are advised not to provide this access to others as it reveals very personal information. Students can change passwords online through the email system or via a request to the helpdesk which is detailed in the attached account creation flowchart.

## **Notification regarding extra costs related to Identity Verification (such as proctoring)**

College of Medicine students pay for the Background check via a service provided by the AMCAS and the results are included in the application submission to DMC. Other students are informed of the process to acquire background checks as part of their application package. We do not currently ask students to incur any other costs related to this area.

## **Written procedures indicating offices responsible for the consistent application of Identity Verification**

The offices of Student Affairs, Admissions, Academic and Library Computing, Information Security and the Helpdesk are responsible for the consistent application of Identity Verification. In addition to the workflow outlined on the attached diagram, representatives from the offices meet on a regular basis to review and look for improvement the processes as both policy and technology changes.

## **Policy on Assignment of Credit Hours**

SUNY Downstate Medical Center, as part of the State University of New York, has adopted the Carnegie Unit as a measure of academic credit. This policy defines how SUNY Downstate reviews new and existing courses and programs to assure our compliance with the SUNY Policy on Credit/Contact Hours (Document Number 1305) and the United States Department of Education definition of a credit hour as “an amount of work represented in intended learning outcomes and verified by evidence of student achievement.”

## **Policy**

SUNY Downstate Medical Center, as part of the State University of New York, has adopted the Carnegie Unit as a measure of academic credit. This is in compliance with the SUNY Policy on Credit/Contact Hours (Document Number 1305) and the United States Department of Education definition of a credit hour as “an amount of work represented in intended learning outcomes and verified by evidence of student achievement.” (<http://ifap.ed.gov/dpccletters/attachments/GEN1106.pdf>)

Downstate offers a variety of instruction type of courses, including standard lecture and laboratory courses. In addition, as an academic health science center, many of our courses are practical learning experiences. Each individual school or college at Downstate reviews and approves their own curriculum, but all follow standard definitions as put forth by the institution, and are in full compliance with State University of New York policy.

Specifically, many courses follow the format of a standard credit hour awarded for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Therefore, a typical three credit hour course at Downstate meets for three 50-minute sessions per week for a fifteen week semester, and thus totaling 45 sessions. Another format commonly used is the practicum course, such as our clinical courses. For these courses, credit is awarded as defined by the State University of New York (Document Number 1305) for full-time independent study. Specifically, for clinical courses that meet full-time, one semester credit hour is awarded for each week of the course. For clinical courses that are not full-time, but rather interspersed with other coursework, one semester credit hour is awarded for every forty-five hours of involvement on the part of the student. As an example, a clinical course that meets for nine hours a week over the course of fifteen weeks would be assigned three semester credit hours.

New courses, revisions to current courses, and the programs of study are each approved through their respective college or school curriculum committee. It is the charge of each of these Committees to review and approve the curriculum only as it is in compliance with all federal, SUNY and national accreditation guidelines. In addition, virtually all of our programs must be individually accredited by their respective professional organizations. And each accrediting body reviews our courses for compliance with their individual requirements.

Depending on the individual school or college’s by-laws, the approval for curriculum may only rest with the Curriculum Committee or it may also require approval by the faculty organization of the college or school. Final authority for the curriculum of each College rests with the Dean of the individual school or college and thus, ultimately, the Dean is responsible for ensuring that programs are reviewed periodically. The review of programs and curriculum is on-going and a continuous improvement process, with reviews occurring annually based on student feedback, changes in the discipline, and updated accreditation standards as published by the professional organizations. Any significant change in a course or a change in a program of study is required to be approved by the respective Curriculum Committee and may require approval by the State University of New York, the NYS Education Department, individual program accreditors, or Middle States.

## **POLICY ON STUDENT COMPLAINTS**

### **Procedures**

Any person who believes he/she has been aggrieved by SUNY Downstate or any of its schools or colleges may file a formal complaint with the Vice President for Student Affairs/Dean of Students within 90 days of the alleged occurrence or event giving rise to the grievance. Although complaints may be made in person, by telephone, or in writing, the individual must file a formal complaint in writing. You will be asked to discuss your problem with a responsible college representative, one who may best be able to resolve your concerns. You should also review the section below on “Other Complaint Procedures” to determine if another procedure specific to your type of complaint exists.

In response to a written complaint, SUNY Downstate will investigate the allegations and respond to the grievant in a timely manner. Should the need arise, Downstate may contact the grievant for further information or clarification of the complaint. The complaint may be referred to a different responsible campus official for resolution (if appropriate or necessary); any final determination of a formal complaint will be made by an individual not directly involved in the alleged problem.

No adverse action will be taken by Downstate, or its official representatives or employees, against the student or other complainant based on the individual having filed a complaint. (See “Retaliation”, below.)

The College will maintain a written record of the complaint and its resolution or disposition, including appropriate documentation, for a period of six years. Such file will be retained in the Office of the Vice President for Student Affairs and will not be part of the student’s file.

If a grievant wishes, he/she may also file a formal written complaint with the New York State Education Department in accordance with their guidelines (see below). The State Education Department Recommends that the complainant try to resolve the complaint with the institution prior to filing a complaint with the Department. An official complaint form and guidelines are available on their web site at: <http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

### **Retaliation**

Anyone who participates in this procedure has the right to do so without fear of or actual retaliation. It will be made clear to all parties that retaliation against an employee or a student, or third parties participating in a University sponsored program or affiliated activity, who has filed a complaint, or against any witness or other participant in this process, will result in appropriate sanctions or disciplinary action as covered by SUNY Downstate policies or applicable collective bargaining agreements. These sanctions will be invoked for retaliation regardless of the merits of the original complaint.

Retaliation is an adverse action taken against an individual as a result of the filing of a complaint, exercising a legal right, and/or participating in a complaint investigation as a third party witness. Participants who experience retaliation should contact the Vice President for Student Affairs, the Assistant Vice President for Diversity and Inclusion and/or Title IX Coordinator.

### **Other Complaint Procedures: Academic Matters, Discrimination, & Sexual Violence**

Prior to filing a complaint, please note that each individual college or school has specific procedures for resolving academic complaints regarding assignment of grades (including individual exam/assignment or course grades), academic dismissal, or other academic matters. The established procedure, which is in the Student Handbook under the section for each individual school/college, should be utilized before filing a formal complaint.

Specific procedures for filing of complaints of Discrimination, which are handled by the SUNY Downstate Office of Diversity & Inclusion, and complaints regarding sex discrimination and sexual violence, which are handled by the SUNY Downstate Title IX Coordinator, are located in the Student Handbook and here: [http://www.downstate.edu/diversity/complaint\\_procedure.html](http://www.downstate.edu/diversity/complaint_procedure.html)

Please note: Complaints regarding medical or patient care, violations of HIPAA, or other complaints relating to University Hospital of Brooklyn (except as it relates to a student’s clinical educational experience) should follow the procedures of the SUNY Downstate Office of Compliance and Audit Services. Instructions to file a complaint in this regard are found on their web site: <http://www.downstate.edu/compliance/>

### **Continuous Improvement**

Regularly, but no less often than once each year, the Office of the Vice President for Student Affairs shall provide the President and the Council of Deans which meets regularly with him/her, a report of the complaints received for that year and their resolution. The report shall address if there are any trends in complaints, as well as making recommendations for improvements to or new policies or procedures which would be designed to prevent valid complaints from repeating.

### **How to File a Complaint with the NYS Education Department**

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

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution’s instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three years of the alleged incident.

#### *How to File a Complaint with the Department of Education*

- The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The Department suggests that the complainant keep copies of all correspondence with the institution.)

- If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he or she may send a letter to the Postsecondary Complaint Registry to request a complaint form:

New York State Education Department  
Office of College & University Evaluation  
Mezzanine 5 North  
Albany, New York 12230

- The Postsecondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.
- After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.
- The Department will make every effort to address and resolve complaints within ninety days from the receipt of the complaint form.

Students residing outside New York State seeking information about how to file a complaint should reference this link: <http://system.suny.edu/academic-affairs/distance-learning/>

### **Complaint Resolution**

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

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

### **POLICIES FOR STUDENTS ON EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS AND CARE FOR STUDENTS WHO HAVE BEEN EXPOSED, AND THE EFFECT ON LEARNING ACTIVITIES**

Note: These policies mirror specific policies adopted by the College of Medicine which are located in the College of Medicine section of this Handbook.

#### **Training Students on Exposure to Infectious & Environmental Hazards**

This policy describes the mandatory training and education to insure our students understand how to protect themselves against infectious and environmental hazards.

#### Policy

##### During Orientation

- Students must attend a mandatory OSHA presentation by the Director of the Student Health Service, who discusses the following:
  - o The prevention of sharps and splash exposures, personal protective equipment (PPE), and steps to take if an exposure occurs.
  - o Information about hepatitis B, hepatitis C and HIV infection
  - o How to find additional information in the "Exposure to Blood and Body Fluids" section of the Student Health website, and in the Student Handbook which is distributed to students on a flash drive at Orientation and is also available online. OSHA training is performed annually.
  - o In all instances, standard and universal precautions are to be utilized by all students during patient care activities.
- Some students in New York State are required to receive training in Infection Control and Barrier Precautions which is given by the Hospital Infection Control Department, Division of Infectious Diseases. This New York State approved course is valid for a four year period.
- Wallet-sized cards are distributed to all students that contain:
  - o Information about "Universal Standard Precautions" which includes PPE and steps to take in case of exposure, including follow-up care at Student Health.
  - o A second card is distributed which contains emergency phone numbers and the HIV post-exposure protocol.
- Depending on their program, some students must be "fit-tested" for N-95 particulate respirators and receive a respirator for personal use.
- Documentation of required training is required prior to the student's entrance into clinical training.

## **Procedures for Care & Treatment after Exposure to an Infectious or Environmental Hazard**

### Purpose

This policy describes the procedures for care and treatment after exposure to an infectious or environmental hazard including a definition of financial responsibility.

### Policy

- Immediately after exposure to a needle puncture or mucous membrane exposure to blood or other potentially infectious material (OPIM) the student should:
  - o Clean wound with soap and water or flush affected mucous membranes with clear water
  - o Contact his or her supervisor. The student should not rely on fellow students or house staff for instructions.
- The student should report to the following depending on the site of clinical rotation or care:
  - o For exposures at SUNY Downstate during normal working hours, the student should report to the Student Health Service. When Student Health Services is closed, report to the Emergency Room at SUNY Downstate.
  - o For exposures at Kings County Hospital, the student should report to the Emergency Room at KCH.
  - o For exposures at other clinical sites, the student should ask the nurse in charge, who will be able to direct the student how to proceed, e.g., to the Emergency Room or the Employee Health Service.
- If the student was not initially seen at the Student Health Services, the student should report there when it next opens for the necessary follow-up care. The Student Health Center is located at 440 Lenox Road, Apt 1-S, and is open Mon-Fri, 9 am-4 pm. The contact number is 718-270-1995 or 2018.
- Services received at Student Health will be at no charge. Charges to the student's insurance for services received in the KCH Emergency Room may be reversed by having the student report to the KCH Employee Health Service within 5 days. The student's insurance may be charged for services received at other clinical sites.
- It is the responsibility of the site of the clinical rotation to provide the appropriate follow-up of the source patient, if known.

## **Policy on Effects of Infectious Disease or Disability on Student Learning Activities**

### Purpose

This policy describes the effects of infectious and environmental disease or disability on student learning activities.

### Policy

- All SUNY Downstate schools and colleges abide by the center-wide policy on HIV and other infectious or communicable diseases (see Section 20 of SUNY Downstate Medical Center UHB Policies and Procedures): and shall not discriminate against any person on the basis of HIV status or other communicable diseases (e.g. Hepatitis B, Hepatitis C). SUNY Downstate may not require a test for verification of HIV status or other communicable diseases for the purpose of attaining or maintaining academic admission or continued matriculation.
- SUNY Downstate shall maintain confidentiality regarding communicable diseases (e.g. HIV testing, HIV status, or AIDS-related conditions) of its students in accordance with all applicable federal, state and local laws and regulations and in accordance with all policies and procedures of SUNY Downstate Medical Center.
- For students who are infected with hepatitis B, hepatitis C, and/or HIV the risk of transmission to patients increases with the invasiveness of the procedure provided by the student and his/her viral load. The Society for Healthcare Epidemiology of America (SHEA) has issued guidelines for the above infections in healthcare workers, including students. The full report may be accessed at "Infection Control and Hospital Epidemiology", March 2012, Vol. 31, No. 3. There are three categories of healthcare-associated procedures according to risk of transmission:
  - o Procedures with de minimus risk of bloodborne virus transmission.
  - o Procedures for which bloodborne virus infection is theoretically possible but unlikely.
  - o Procedures for which there is definite risk of bloodborne virus transmission or that have been classified previously as "exposure-prone".

An expert panel may be convened to counsel students who are known to be infected with hepatitis B, hepatitis C and/or HIV if they are performing Category II or Category III procedures, and have viral loads above those recommended in the SHEA guidelines for each infection.

- No person shall be subject to adverse education actions or removed from educational experiences solely because of a non-task related disability. Reasonable accommodations will be made for students with communicable disease consistent with the current state of knowledge on transmission of infection. If the Director of the Student Health Services determines that the safety of a student or the safety of others in contact with the student are at risk, the Director will contact the Dean of the college or school the student is enrolled in (or their designee). The Dean will then convene a panel to review and recommend educational activities for the student in question that are based on current state of knowledge on the infection.



## **Student Exposure to Extraordinary Infectious or Environmental Hazards Policy**

### Purpose

The purpose of this policy is to address student exposure to infectious and environmental hazards and to promote student health and safety during periods when extraordinary outbreaks of infectious disease or environmental hazards may affect the educational program for an individual student, group of students, or all students at SUNY Downstate. This policy specifically includes epidemics, pandemics or extraordinary environmental hazards that potentially threaten the health and safety of students in clinical environments. It does not include infectious or environmental exposure encountered in normal clinical activities. The latter policy regarding the effects of infectious diseases is also included in the Student Handbook (above).

### Policy

1. The Dean of the individual school of college, working with the appropriate associate dean, program chair, or clinical coordinators, will determine the extent of student participation in academic and clinical activities when potential exposure to infectious or environmental hazards substantially exceeds expected standards. This may involve individual or small groups of students with potential exposure to a specific high risk environment or wide spread occurrences such as epidemics or pandemics.
2. The decision of the Dean (or his/her designee) will be based on the following principles:
  - a. While such situations may provide a unique learning experience the potential educational benefits must be weighed against student health and safety concerns, public health concerns and the objectives of the educational program. The first priority for students will be their health and safety.
  - b. Students are in an educational role and should not be involved in clinical activities that go beyond the roles performed in the normal clinical environment. Students may participate in clinical activities during periods of significant risk according to the level of clinical competence of the student and the assessment of risk of the clinical environment.
  - c. Academic education activities should continue wherever possible regardless of the cancellation of clinical education activities.
  - d. Students are not permitted to volunteer for involvement in clinical activities during situations subject to this policy without the approval of the Dean of the school or college they are enrolled in (or their designee).
  - e. As a matter of general course, all students will:
    - i. Have their immunization record reviewed annually and updated as needed through the Student Health Service
    - ii. Be mask-fitted (if appropriate for their academic program) through the Student Health Service
    - iii. Be schooled in the concept of universal precautions and techniques for infection control before exposure to clinical activities
3. It is the responsibility of faculty members, staff and students to notify the Dean in a timely manner of the existence of any hazardous environment that might affect students.
4. Any decisions made under this policy will be communicated promptly to students, faculty, and healthcare organizations affected by the decision.
5. The procedures for care and treatment of students after occupational exposure, and any secondary disability, would be addressed through Student Health Services at Downstate Medical Center.

### Definitions

**Epidemic:** epidemic is a classification of a disease that appears as new cases in a given human population, during a given period, at a rate that substantially exceeds what is “expected,” based on recent experience

**Pandemic:** pandemic is an epidemic that spreads through human populations across a large region (for example a continent), or even worldwide.

**Environmental Hazards:** “Environmental hazard” is a generic term for any situation or state of events which poses a threat to the surrounding environment.

## APPENDIX III: FEDERAL & STATE REGULATIONS

### SEXUAL VIOLENCE RESPONSE POLICY

In accordance with the Students' Bill of Rights, reporters of sexual violence shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

#### I. REPORTING:

To disclose *confidentially* the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential reporting is available in the Options for Confidentially Disclosing Sexual Violence Policy):

- Student Counseling Service, 440 Lenox Road Apt 1-M, (718) 270-1408;
- Student & Employee Health, 440 Lenox Road Apt 1-S, (718) 270-1995/2018;
- Employee Assistance Program, (718) 270-1489

To disclose *confidentially* the incident and obtain services from the New York State, New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906), and assistance can also be obtained through:

- SurvJustice: <http://survjustice.org/our-services/civil-rights-complaints/>;
- Legal Momentum: <https://www.legalmomentum.org/>;
- NYSCASA: <http://nyscasa.org/responding>;
- NYSCADV: <http://www.nyscadv.org/>;
- Pandora's Project: <http://www.pandys.org/lgbtsurvivors.html>;
- GLBTQ Domestic Violence Project: <http://www.glbtqdv.org/>; and
- RAINN: <https://www.rainn.org/get-help>.
- Safe Horizons: <http://www.safehorizon.org/>.

*(Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Victims/survivors are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).*

To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private and not confidential resources and they may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:

- Title IX Coordinator
- Dean of Students; and
- University Police (24 hours/day, 7 days a week).

To file a criminal complaint with University Police and/or with local law enforcement and/or the New York State Police:

- University Police – (718) 270-2626, University Hospital Room A1-339
- New York City Police Department, 67th Precinct – 911 or (718) 287-3211, 2820 Snyder Avenue, Brooklyn, NY 11203 (between Nostrand and Rogers Avenues)
- New York State Police 24 hour hotline to report sexual assault on a NY College Campus: 1-844-845-7269.

To receive assistance by the Office of Student Affairs or the Title IX Coordinator in initiating legal proceedings in family court or civil court.

To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with Downstate Medical Center policy and the reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call anonymously to discuss the situation and available options:

- Shaundelle Moore Goldsmith, Title IX Coordinator, (718) 270-1738, [www.downstate.edu/diversity/title-ix](http://www.downstate.edu/diversity/title-ix)

When the accused is an employee, a reporting individual may also report the incident to the Downstate Medical Center Office of Labor Relations or may request that one of the above referenced confidential or private employees assist in reporting to the Office of Labor Relations. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

- Office of Labor Relations, (718) 270-3019, 420 Lenox Road

You may withdraw your complaint or involvement from the Downstate Medical Center process at any time.

Regardless of which SUNY Downstate representative that the reporting individual contacts or submits a report to, at the first instance of disclosure, the reporting individual shall be informed that, under New York State Law: You have the right to make a report to University Police or Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.

## **II. RESOURCES**

To obtain effective intervention services.

- Student Counseling Service, 440 Lenox Road Apt 1-M, (718) 270-1408. There is no charge for services.
- Student & Employee Health, 440 Lenox Road Apt 1-S, (718) 270-1995/2018. Some services may be billed to your insurance.
- Kings County Hospital, 451 Clarkson Avenue, (718) 245-5209. Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available; fees will be charged for services, insurance is accepted. The Kings County Hospital Emergency Department has a Rape Crisis Program with a trained Sexual Assault Response Team (SART).
  - Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: [http://www.ovs.ny.gov/files/ovs\\_rights\\_of\\_cv\\_booklet.pdf](http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf), or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.
  - To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

## **III. PROTECTION AND ACCOMMODATIONS**

- When the accused is a student, to have the college issue a “No Contact Order,” consistent with SUNY Downstate Policy and Procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with SUNY Downstate policies. Parties may submit evidence in support of their request.
- To have assistance from University Police or other college officials in initiating legal proceedings in family court or civil court, including, but not limited to, obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from University Police in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of University Police.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and SUNY Downstate policies and rules.
- When the accused is not a member of the college community, to have assistance from University Police or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following offices can serve as a point to assist with these measures:
  - Office of Diversity and Inclusion – (718) 270-1738
  - Office of Student Affairs – (718) 270-2187

#### **IV. STUDENT CONDUCT PROCESS**

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Downstate Medical Center Student Handbook, [http://sls.downstate.edu/student\\_affairs/handbook.html](http://sls.downstate.edu/student_affairs/handbook.html), as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
  - The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
  - The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
  - The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
  - The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
  - The right to offer evidence during and to review available relevant evidence in the case file (or otherwise held by SUNY Downstate).
  - The right to present evidence and testimony at a hearing where appropriate.
  - The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
  - The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings may be admissible in the disciplinary stage that determines sanction.
  - The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
  - The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
  - The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
  - The right to know the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding and the reason for the actual sanction imposed. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
  - Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
  - The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
  - Contact the Office of Student Affairs for more information about the student conduct process = (718) 270-2187, Basic Sciences Building, Room 1-114.
  - The right to choose whether to disclose or discuss the outcome of a conduct hearing.
  - The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

#### **DEFINITION OF AFFIRMATIVE CONSENT**

Under New York State Law, Affirmative Consent is defined as follows:

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

Please note that to comply with the above definition of Affirmative Consent, you should remember the following:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

## **POLICY FOR ALCOHOL AND/OR DRUG USE AMNESTY IN SEXUAL AND INTERPERSONAL VIOLENCE CASES**

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Downstate recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Downstate strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Downstate officials or law enforcement will not be subject to SUNY Downstate's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

*[This policy applies to students and refers to the student conduct code, not to academic or external policies and requirements. Further, students in clinical programs may also be subject to professional standards beyond the campus conduct code. In a clinical setting, being under the influence of alcohol or drugs while performing patient care cannot be overlooked.]*

### **SUNY DOWNSTATE MEDICAL CENTER STUDENTS' BILL OF RIGHTS**

The State University of New York and Downstate Medical Center (Downstate) are committed to providing options, support and assistance to survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in Downstate University-wide and campus programs, activities and employment. All survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

#### **ALL STUDENTS HAVE THE RIGHT TO:**

1. Make a report to local law enforcement and/or the New York State Police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestions that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the University.

#### **OPTIONS IN BRIEF**

Survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or a violation (for detailed information on confidentiality and privacy visit [downstate.edu/diversity/title-ix.html](http://downstate.edu/diversity/title-ix.html))

- Make a report to:
  - **The Title IX Coordinator**  
718-270-1738
  - **Office of Student Affairs**  
718-270-2187
  - **Office of Labor Relations**  
718-270-3019
  - **Department of Police and Public Safety**  
718-270-2626
  - **Local Law Enforcement - 67th Police Precinct**  
718-287-3211
  - **Family Court or Civil Court**  
347-401-9610 Family Court  
347-404-9123 Civil Court

Copies of this Bill of Rights shall be distributed annually to students, made available on every college's website, and posted in each campus residence hall, dining hall and student union or campus center and shall include links or information to access the Sexual Violence Response Policy and the Options for Confidentially Disclosing Sexual Violence.

### **OPTIONS FOR CONFIDENTIALLY DISCLOSING SEXUAL VIOLENCE**

The State University of New York and Downstate Medical Center (Downstate) want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

#### **In this Policy:**

- Privileged and Confidential Resources
- Privacy versus Confidentiality
- Requesting Confidentiality: How the College/University Will Weigh the Request and Respond
- Public Awareness/Advocacy Events
- Anonymous Disclosure
- Institutional Crime Reporting

### **PRIVILEGED AND CONFIDENTIAL RESOURCES**

Individuals who are *confidential* resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At Downstate, this includes:

- Downstate Student Counseling Service: Dr. Stanley Tam, counseling@downstate.edu, (718) 270-1408
- Employee Assistance Program, Dr. Magda Alliancin, Director, (718) 270-1489
- Individuals serving in a pastoral role under Downstate's Department of Pastoral Care: Reverend Sharon Codner-Walker, Sharon.Walker@downstate.edu, (718) 270-2594
- Downstate physicians, licensed medical professionals or supervised interns when they are engaged in a physician/patient relationship: Student & Employee Health, 440 Lenox Road, Apt 1-S, (718) 270-1995/2018 (Please note that this does not include physicians, licensed medical professionals or supervised interns who are engaged with the reporting individual in a faculty/student relationship or supervisor/supervisee relationship. Physicians, licensed medical professionals or supervised interns working within the Student & Employee Health Service do not serve in a faculty role.)

Off-campus options to disclose sexual violence *confidentially* include (note that these outside options do not provide any information to the campus):

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.
- **Crisis Centers**
  - Safe Horizon Brooklyn** – 320 Schermerhorn St, 1st Fl, Brooklyn, NY (718) 330-5400 (toll free 800-621-4673)
  - CAMBA** – 885 Flatbush Avenue, Brooklyn, NY (718) 282-5575 (toll free 800-310-2449)
  - Safe Horizon NYC**– 2 Lafayette Street, 3rd FL, NY, NY (718) 943-8655 (hotline 212-227-3000)

- **Hospital SAFE/SANE Programs**

These local facilities are staffed by professionals trained to provide compassionate, knowledgeable assistance and support for sexual assault victims.

**Kings County Medical Center** – 451 Clarkson Avenue, Brooklyn, NY (718) 245-3131

**Coney Island Hospital** – 2601 Ocean Parkway, Brooklyn, NY (718) 616-4400

**Woodhull Medical Center** – 760 Broadway, Brooklyn, NY (718) 963-8442

- Off-campus healthcare providers

Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: [http://www.ovs.ny.gov/files/ovs\\_rights\\_of\\_cv\\_booklet.pdf](http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf), or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

## **PRIVACY VERSUS CONFIDENTIALITY**

Even Downstate offices and employees who cannot guarantee *confidentiality* will maintain your *privacy* to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. Downstate will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

## **REQUESTING CONFIDENTIALITY: HOW DOWNSTATE WILL WEIGH THE REQUEST AND RESPOND:**

If you disclose an incident to a Downstate employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures Title IX Coordinator, Office of Diversity & Inclusion, (718) 270-1738. We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless Downstate's failure to act does not adequately mitigate the risk of harm to you or other members of the Downstate community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, Downstate will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking;
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If SUNY Downstate determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and SUNY Downstate will take immediate action as necessary to protect and assist them.

## **PUBLIC AWARENESS/ADVOCACY EVENTS**

If you disclose a situation through a public awareness event such as "Take Back the Night," candlelight vigils, protests, or other public event, the University is not obligated to begin an investigation. Downstate may use the information you provide to inform the need for additional education and prevention efforts.

## **ANONYMOUS DISCLOSURE:**

The New York State Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism.

- New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906

## **INSTITUTIONAL CRIME REPORTING**

Reports of certain crimes occurring in certain geographic locations will be included in the SUNY Downstate Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or victim/survivor. (Title IX Coordinator, Office of Diversity & Inclusion, (718) 270-1738)

Downstate is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual. The reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year federal income tax return. Generally, Downstate will not share information about a report of sexual violence with parents without the permission of the reporting individual.

[Note: for crisis intervention, resources and referrals, you may call the New York State Hotline for Sexual Assault and Domestic Violence, (800) 942-6906; this is not a reporting mechanism.]

## **STUDENT ONBOARDING AND ONGUING EDUCATION**

The State University of New York and its State-operated and community colleges believe that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. To that end, SUNY campuses will continue to educate all new and current students using a variety of best practices aimed at educating the entire college community in a way that decreases violence and maintaining a culture where sexual assault and acts of violence are not tolerated.

SUNY Downstate is committed to providing this training to all new students, employees, and to all student organization leaders. For a listing of the trainings conducted in this regard contact the Title IX Coordinator or the Office of Student Affairs.

## **BIAS-RELATED CRIME AND SEXUAL ASSAULT STATEMENTS**

### **BIAS CRIMES PREVENTION**

#### Hate Crimes and the Law

It is a State University of New York Downstate Medical Center University Police mandate to protect all members of the Downstate Medical Center community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York Law are available from the Office of Work Place Training and Development, ext. 6745.

Penalties for bias related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, State University of New York Downstate Medical Center University Police also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the University as acts of bigotry, harassment, or intimidation directed at a member or group within the Downstate Medical Center community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the State University's Discrimination Complaint Procedure or the campus conduct code. Bias incidents can be reported to University Police as well as to the Office of Diversity and Inclusion (AA/EEO office).

If you are a victim of or witness to, a hate/bias crime on campus, report it to University Police by calling 2626 in an emergency, or the red campus emergency telephone. University Police will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling services from the Director of Student Counseling (Dr. Stanley Tam) at 718 270-1408. Academic support services from the campus are available from the faculty or through the Office of Student Affairs, 718-270-2187.

For general information on Downstate Medical Center security procedures, see the University Police Department's web site at [www.downstate.edu/police](http://www.downstate.edu/police).

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes is available from the University Police Department at 718-270-3161.

### **SEXUAL ASSAULT PREVENTION**

#### Sexual Assault and the Law

The State University of New York at Downstate Medical Center has programs in place to protect all members of the Downstate community from sexual assault, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of SUNY at Downstate Medical Center Police.

NYS Law contains the following legal provisions defining the crimes related to sexual assault:

**Section 130.20 - Sexual Misconduct.** This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.



**Section 130.25/30/35 - Rape.** This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to 25 years.

**Section 130.40/45/50 - Criminal Sexual Act.** This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**Section 130.52 - Forcible Touching.** This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

**Section 130.55/60/65 - Sexual Abuse.** This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

**Section 130.65.a/66/67/70 - Aggravated Sexual Abuse.** This series of offenses occurs when a person inserts a finger or foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

If you are sexually or otherwise assaulted on campus:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence; do not bathe, douche, or change your clothes.
- Contact State University of New York at Downstate Medical Center Police immediately (call 2626 in an emergency, or use a red emergency phone).
- Follow-up services are available from Student Health and the Director of Student Counseling

Remember, assaults - sexual or otherwise - are crimes; they are not the victim's fault. Victims have the right to pursue adjudication of crimes that occur on the Downstate Medical Center campus through criminal courts and/or through the University's internal disciplinary process (under the Campus Code of Conduct). SUNY at Downstate Medical Center University Police are trained to assist with prosecution in both systems.

### **Disciplinary Action**

Where there is probable cause to believe the college's regulations prohibiting sexual misconduct have been violated, the college will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the college.

An individual charged with sexual misconduct will be subject to college disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.

The college will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the college's priority. When the victim and the accused live in the same residence hall, an immediate hearing with the Director of Residential Life and Services will be held to determine the need for modifying the living arrangements.

Assistance for any other personal or academic concerns will be reviewed and options provided.

During the disciplinary process, the victim's rights are:

- To have a person or persons of the victim's choice accompany the victim throughout the disciplinary hearing.
- To remain present during the entire proceeding.
- As established in state criminal codes, to be assured that his/her irrelevant past sexual history will not be discussed during the hearing.
- To make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code.
- To be informed immediately of the outcome of the hearing.
- During the disciplinary process, the rights of the "accused" are as described under the -Due Process Procedure of the College Judicial System.

## Information and Support

If you are the victim of sexual assault or sexual misconduct, you may seek support services as well as the assistance described above. If you need help, call the following:

The New York City Police Department maintains a Rape Hotline - Female Detective)

24 hours

212-267-7273 (267-RAPE)

University Police

24 hours

(718) 270-2626

Director of Student Counseling

718 270-1408

## Educational Programs

Educational programs to promote awareness of rape, acquaintance rape, and sex offenses are presented to the campus community. University Police and Student Development staff provide programs in the Residence Halls. Orientation/informational packets are also distributed at each orientation.

## BUSINESS AND COMMERCIAL ACTIVITIES ON CAMPUS, DISTRIBUTION OF PRINTED INFORMATION, AND MARKETING OF CREDIT CARDS

In accordance with SUNY Board of Trustees resolution number 79-100 of 5/23/79: "No authorization will be given to private commercial enterprises to operate on State University campuses or in facilities furnished by the University other than to provide for food, campus bookstore, laundry, and cultural events." This resolution shall not be deemed to apply to Faculty Student Association activities approved by the University.

The contract between SUNY and Faculty Student Association provides for the operation of activities such as those described above plus other auxiliary services and facilities for students, faculty, and staff as authorized by the university president or his designee.

All student organizations engaged in selling a product or services on campus MUST check with the Assistant Vice President for Student Life with regard to the proper guidelines and procedures to be followed.

The peddling of newspapers or handbills which convey a point of view in the public areas of a SUNY campus is protected by the First Amendment. Public areas include the main lobby of the Student Center and sidewalks, but not areas such as corridors, rooms and all other lobbies in buildings.

Harassment or intimidation of members of the campus community by persons selling goods or services or proselytizing points of view or cause may require the removal of individuals from University property in accordance with the rules for the maintenance of public order.

Announcements offering subscriptions to newspapers and magazines or other goods or services may be placed on established bulletin boards on campus only after approval has been obtained from the University official in charge of the area in which the bulletin board is located. Door to door solicitation is not permitted on campus. Unaddressed hand bills and other notices of goods or services for sale are not to be sent through the campus mail, distributed to persons, or placed on vehicles on campus property.

Activities such as craft fairs and flea markets approved in advance by the proper authority (such as the Assistant Vice President of Student Life, SUNY Downstate Facilities Use Committee) may be held on campus. Such activities are limited to participation by students, faculty, and staff, and invited members of the public, and must be under the on-site control of a recognized campus organization. Commercial vendors are not permitted to sell or offer items for sale at events such as fairs and flea markets.

Political parties are also prohibited from soliciting funds or promoting membership on State University facilities.

Recognized University activities such as the performing arts and athletic, cultural, social, educational, or recreational events are not commercial by nature and are the responsibility of sponsoring campus organizations within the limits of their charter and/or University policy and regulations.

When approval has been granted to authorized individuals or organizations to engage in business or commercial activities on campus, they are subject to all University regulations. Violations may require revocation of approval to operate on campus.

In accordance with the legal requirements of NYS Education Law §6437, all SUNY campuses shall prohibit the advertising, marketing, or merchandising of credit cards on college campuses to students, except pursuant to an official college credit card marketing policy. At DMC, this marketing falls within appropriate contracted services under the Faculty Student Association. Students are cautioned that external commercial entities may inappropriately solicit services and or information from students for the purpose of inappropriately or illegally conducting business on the campus and or the marketing of credit card services to other students. Students are urged to reject such solicitations or if uncertain of its validity to consult in advance with the Office of Student Affairs about the specific activity. *Improper solicitations to market credit card services to students should be reported to the Office of Student Affairs.*

## Non Discrimination Notice

SUNY Downstate is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic

SUNY Downstate's policies are in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Shaundelle Goldsmith, Title IX Coordinator, 151 E 34th Street, RMAF-103-H, 718 270-1738, shaundelle.goldsmith@downstate.edu.

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500; Telephone (646) 428-3800; Email OCRNewYork@ed.gov.

## **POLICY ON SEXUAL HARASSMENT**

Colleges and universities have a dual responsibility in the prevention of sexual harassment. As employees, we must meet the obligations imposed by the 1980 guidelines issued by the Equal Employment Opportunity Commission (EEOC). In addition, institutions of higher education also must provide protection from and access to redress for sexual harassment against students, as recommended in Title IX of the 1972 Educational Amendments. SUNY Downstate Medical Center, as employer and as educator, remains committed to providing an environment free from harassment for its employees and students.

Ms. Shaundelle Moore Goldsmith, EEO and Title IX Advisor, is SUNY Downstate's Title IX Coordinator.

### **I. POLICY**

It is the policy of SUNY Downstate Medical Center, in keeping with efforts to establish an environment in which the dignity and worth of all members of our community are respected, that sexual harassment of employees and students is unacceptable conduct and will not be tolerated. Sexual Harassment situations that are brought to management's attention will be dealt with immediately, and appropriate corrective action will be taken promptly. Sexual Harassment may involve the behavior of a person of the opposite or same sex, when that behavior falls within the definition outlined below.

### **DEFINITION**

Sexual harassment of employees and students at SUNY Downstate Medical Center is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature, as well as gender-based harassment that need not include sexual advances, when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student; submission to or rejection of such conduct is used as the basis for decisions affecting the employment or academic status of that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work or educational environment. A hostile environment is created by, but not limited to, discriminatory intimidation, ridicule or insult. It need not result in an economic loss to the affected person.

These guidelines define sexual harassment and recognize it as a violation of Title VII of the Civil Rights Act of 1964. There are many types of conduct that could constitute sexual harassment. Some examples include, but are not limited to; demanding sexual favors in exchange for a promotion or raise, changing performance expectations after a subordinate refuses repeated requests for a date, comments about body parts or sex life, leering, offensive e-mail, off-color jokes, touching inappropriately, gestures, suggestive pictures, and/or personal gifts.

## **COMPLAINT PROCEDURES**

Please refer to the Complaint Procedure Process later in this section.

For those who have a complaint concerning sexual harassment that they wish to make during off-hours (5:00 p.m. – 9:00 a.m.), the following procedures are available:

For incidents that take place within University Hospital, employees or students or members of the public may contact University Police/Public Safety at extension 2626 to notify them of the complaint. A University Police/Public Safety Supervisor will arrange to take the complaint and will simultaneously notify the Hospital

Administrator on Duty (A.O.D.) or the Nursing Supervisor on Duty. The A.O.D. or the Nursing Supervisor will have the responsibility to take any immediate steps that may be necessary to protect the complainant until the next business day, when the Office of Diversity (O.D.) initiates contact with the complainant. University Police/Public Safety and the A.O.D. will transmit the information to O.D. by hand by 9:00 a.m. the next business day.

If, for any reason, the complainant chooses not to report the incident(s) to University Police/Public Safety (if, for example, the alleged harasser may be a member of that Department), then the complainant should call extension 2121, the Page Operator, and page the Hospital Administrator on Duty (A.O.D.), or, in the A.O.D.'s absence, the Nursing Supervisor on Duty. The A.O.D. or the Nursing Supervisor will respond by contacting the complainant, meeting with her/him and taking a brief statement.

In this instance, the A.O.D. or the Nursing Supervisor will be solely responsible for an administrative response that protects the complainant until the O.D. initiates contact with the complainant and has an opportunity to investigate. The A.O.D. or the Nursing Supervisor will transmit the report to O.D. at 9:00 a.m. the next business day.

For incidents that occur outside University Hospital proper [for example, in the Basic Science Building or the Health Science Education Building, or a satellite clinic], persons should contact University Police/Public Safety at extension 2626 to report any complaint of sexual harassment. A University Police/Public Safety Supervisor will respond, take the complaint and have the responsibility to take any immediate steps that may be necessary to protect the complainant until the next business day, when the Office of Diversity and Inclusion initiates contact with the complainant and has an opportunity to investigate. University Police/Public Safety will transmit the report to O.D. at 9:00 a.m. the next business day.

The person who believes that she/he has experienced sexual harassment may also leave a telephone message at extension 1738, the Office of Diversity and Inclusion (O.D.), if the caller believes an administrative response to the report can wait until the next day. The caller should leave a clear message as to how to contact her/him the next morning. O.D. will respond to the complaint during the next business day.

The person who believes she/he has experienced sexual harassment is strongly encouraged to promptly give a written statement to the Office of Diversity. This procedure provides a better opportunity to investigate and expeditiously remedy any misconduct.

Retaliation of any kind will not be tolerated. This prohibition includes any retaliation against a person who has filed a complaint of sexual harassment as well as anyone who assists in an investigation or in good faith provides information on behalf of a party.

To affect this policy, every student and employee should consider it a civic and moral obligation to report knowledge of any illegal discrimination to the Office of Diversity and Inclusion.

Therefore, we strongly encourage students and employees to offer support to anyone who believes he or she is a recipient of illegal discrimination. Part of that support should consist of urging the person to report such an incident to the Office of Diversity, to one's supervisor, to Labor Relations or, if appropriate, to University Police/Public Safety.

Recent decisions of the United States Supreme Court make it clear that aggrieved persons may forfeit their opportunity to successfully litigate cases if they unreasonably fail to bring matters of discrimination to the attention of the in-house officer responsible for investigating those matters. SUNY Downstate Medical Center's Office of Diversity stands ready to thoroughly and objectively examine every formal complaint, which is brought to its attention.

Revised August 2001 (SUNY Downstate Medical Center)

## **POLICY ON CONSENSUAL RELATIONSHIPS**

The State University of New York Downstate Medical Center is committed to providing a work and educational environment for its faculty, staff and students free of intimidation and harassment. The Downstate Policy on Sexual Harassment states that such conduct is unacceptable and will not be tolerated. Further, sexual harassment situations will be dealt with promptly and appropriate corrective action will be taken. Faculty, staff and students may use the SUNY Grievance Procedure for Review of Allegations of Discrimination to file a complaint of discrimination with the Downstate Office of Diversity.

Downstate encourages the development of mentoring and collegial relationships characterized by professional and ethical behavior that is free of discriminatory actions. Consensual sexual relationships between a faculty member and a student or between a supervisor and an employee exceed what is believed to be a collegial business or academic partnership and may compromise the objectivity and integrity of the individuals in positions of influence and power. Downstate recognizes that the decision to engage in such relationships is a personal one. Nonetheless, to fulfill its obligation and commitment to equal employment and educational opportunity and to prevent questionable standards of professional conduct, Downstate strongly discourages consensual sexual relationships between faculty and students, and between supervisors and subordinate employees.

Consensual sexual relationships are considered problematic by Downstate for two major reasons: conflict-of-interest and the power differential. Students depend upon professors for grades, recommendations and opportunities for teaching and research. Employees rely upon supervisors for promotions, raises, job assignments, overtime, and other terms and conditions of employment. Conflict-of-interest inevitably arise when individuals have responsibility for evaluating the work or academic performance, or for hiring or making salary or other personnel decisions involving those with whom they have intimate romantic relationships.

The parties in a consensual sexual relationship must recognize that the reasons for entering, maintaining or terminating such a relationship may be a function of the power differential, and that the relationship may not be truly welcome or consensual. With an academic or employment career at stake, a student or employee may find it difficult or threatening to refuse a request from a professor or supervisor, no matter how casual the request. Such relationships may also be inappropriate in that they may create a negative or uncomfortable working or learning environment for others who may perceive preferential treatment.

Further, even in a seemingly consensual sexual relationship, consent cannot be considered a defense in a complaint of sexual harassment or retaliation. In addition, it is almost always the individual in the relationship with greater power who bears the burden of accountability. Thus, as the person in authority, it is the faculty member's or supervisor's responsibility to refrain from initiating and to discourage such behavior, and to maintain appropriate professional boundaries at all times.

### GUIDELINES:

Persons entering a consensual sexual relationship should seriously consider the problems and issues such a dual relationship can create. Faculty members and supervisors who develop a sexual relationship and who are also involved in a work or academic relationship should act immediately to remove themselves from the mentoring or supervisory role.

Consensual sexual relationships between faculty members and students or between supervisors and employees outside the instructional or supervisory context may also lead to difficulties, particularly when the parties involved are in the same academic unit or work department. Problems may occur from the student's or employee's perspective and can affect not only the individuals involved directly, but also the overall academic or work environments. Therefore, Downstate encourages faculty and administrators in positions of influence to remove themselves from personal relationships or situations in which they will be perceived as making academic or personnel decisions that are based on favoritism rather than merit. It shall be the responsibility of the individual with the power or status advantage to eliminate or mitigate a conflict situation, the consequences of which might prove detrimental to either party in the relationship.

The Office of Diversity and Inclusion, x1738, is available to answer questions regarding this policy and to consult if problems occur or when individuals are uncertain about how to manage boundaries in a dual relationship.

OOD: 9/11/01

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)**

### Definitions

For the purposes of this policy, SUNY HSCB has used the following definition of terms.

Student - any person who attends or has attended SUNY HSCB.

Education Records - any educational record directly related to the student and maintained by SUNY HSCB or by a party acting for SUNY HSCB except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except a temporary substitute for the maker of the record.
2. Records created and maintained by SUNY HSCB's Public Safety Department for law enforcement purposes.
3. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for the treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

### Annual Notification

Students will be notified of their FERPA rights annually by publication in the Student Handbook.

### Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate SUNY HSCB staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate SUNY HSCB staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

### Right of SUNY HSCB to Refuse Access

SUNY HSCB reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in his or her file before January 1, 1975.
3. Records connected with an application to attend SUNY HSCB if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

### Refusal to provide copies

SUNY HSCB reserves the right to deny transcripts or copies of educational records not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to SUNY HSCB.
2. There is an unresolved disciplinary action against him or her.

### Fees for Copies of Records

The fee for copies of educational records will be \$.10 per page. If the document is to be mailed, the cost of mailing will also be charged.

### Disclosure of Education Records

SUNY HSCB will disclose information from a student's education records only with the written consent of the student, except:

1. To University officials who have a legitimate educational interest in the records.

A university official is: a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person elected to the Board of Trustees; a person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

A University official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the University.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. Directory information so designated by the University.
12. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

#### Record of Requests for Disclosure

SUNY HSCB will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party has in requesting or obtaining the information. The record may be reviewed by the eligible parents or student.

#### Directory Information

FERPA allows an institution to release student "directory information" without a student's consent, unless the student has requested such information be kept confidential. SUNY Downstate designates the following as directory information:

Name, address, telephone number, date of birth and place of birth, Downstate e-mail address, Downstate SID, student photos, school of attendance, dates of attendance, major field of study, class year, current credit load, credit hours earned, degrees received, dates of degrees, participation in officially recognized activities, honors and awards received, internships, residency or other post-completion placements (applies only to College of Medicine and School of Graduate Studies), and the most recent previous educational agency or institution attended. SUNY HSCB may disclose any of these items without prior written consent, unless notified in writing to the contrary during the fall registration period.

To opt out of directory information disclosures, you will complete a Family Educational Rights and Privacy Act (FERPA) Opt In/ Opt Out form found in the Office of the Registrar. You may do this at the time of fall registration only.

Each year SUNY Downstate publishes the HSC Student Telephone Directory which is made public. This directory contains name, local address, program and class year, and local telephone number. Because the Directory is published only once a year, requests to change directory information after the date of publication may not be reflected in the printed directory. However, the changes will be made in all official student records and will remain until such time as one requests a change in data to be released/withheld.

#### Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. The student must ask the appropriate official of SUNY HSCB to amend a record in writing. The student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his/her privacy or other rights.
2. That office must reach a decision and inform the student of this decision, in writing, within a reasonable time after receipt of the request. If it decides not to comply, that office will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, SUNY HSCB will arrange for a hearing, and notify the student, reasonably in advance, of the day, place, and time of the hearing.
4. The hearing will be conducted by a person or persons appointed by the Vice President for Student Affairs, who do not have a direct interest in the outcome of the hearing. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. If the student is represented by an attorney, SUNY Legal Counsel must also be present.
5. The hearing officer/panel will prepare a written decision based solely on the evidence presented at the hearing, within a reasonable time period after the conclusion of the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the hearing officer/panel decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, the record will be amended and the student will be notified, in writing, that the record has been amended.
7. If the hearing officer/panel decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, the student will be notified that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained a part of the student's education records as long as the contested portion is maintained. If SUNY HSCB discloses the contested portion of the record, it must also disclose the statement.

Note:

1. Former students are not given a right to inspect records which only contain information about them after they left school.
2. Notification of student rights under the Act need not be sent to former students.

3. Students may give consent for disclosures of their education records to a “class of parties” as well as a specific individual or institution.
4. Schools need only make a “reasonable effort” to notify students of a subpoena in advance of compliance.
5. Parents of students attending the University are not given a right to inspect student records (e.g. receive grades) without student consent.
6. The opportunity for a hearing as specified in 99.21 of the regulations should not be construed to apply to questions concerning the underlying reasons for the granting of a particular grade. Instead, a hearing to determine the accuracy of any grade should be confined to the issue of whether or not the recorded grade corresponded to the grade reported by the faculty member.

Alleged failures to comply with the requirements of FERPA may be filed by students with the U.S. Department of Education. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 600 Independence Avenue, SW  
 Washington, D.C. 20202-4605

Types, Locations, and Custodians of Education Records

Types	Location	Custodian
Admissions Records	Office of Admissions	Admissions
	Dean’s Office	Student Affairs Academic Dean
Academic Records (current students)	Office of the Registrar	Registrar
Academic Records (graduates)	Archives	Registrar
Health Records	Student Health	Director
(current students)		Student Health
(former students)	Archives	Director, Student Health
Financial Records	Financial Aid Bursar	Financial Aid Bursar
Progress Records	Dean’s Office at each college or dept./Instructor	Dean
Disciplinary Records	Student Affairs Office	VP of Student Affairs

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and Personally Identifiable Information without your consent to *any* third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and Personally Identifiable Information without your consent to researchers performing certain types of studies, in certain cases *even when we object to or do not request such research*. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your Personally Identifiable Information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent Personally Identifiable Information from your education records, and they may track your participation in education and other programs by linking such Personally Identifiable Information to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

**HEALTH REGULATIONS**

As required by the 1982 resolution of the SUNY Board of Trustees, and as a condition of registration, all students must submit a fully completed medical history form and a physician’s report to the Health Service. Effective August 1, 1990, New York State Public Health Law 2165 requires students born since January 1, 1957, to show immunity against measles, mumps, and rubella. In addition, all students in the clinical setting must be in compliance with the New York State Health Department regulations and comply with an annual health assessment. Students not in compliance will have a “health clearance hold” placed on their registration, and will not be eligible to register for the subsequent semester until they are in compliance. OSHA regulations also require TB mask fitness and fit testing prior to any patient contact.

**SECT. 224-A NEW YORK STATE EDUCATION LAW: “STUDENTS UNABLE BECAUSE OF RELIGIOUS BELIEFS TO ATTEND CLASSES ON CERTAIN DAYS”**

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that s/he is unable, because of religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study, or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements or registration held on other days.
5. If effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.
- 6-a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.
7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the regents of the university of the state of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

## **POLICY ON CAMPUS DISORDER**

### §535.2 CHAPTER V - STATE UNIVERSITY

#### Part 535

#### Rules of the Board of Trustees

(Statutory authority: Education Law, §6450)

Sec. Sec.

- 535.1 Statement of Purpose 535.5 Penalties
- 535.2 Application of Rules 535.6 Procedure
- 535.3 Prohibited conduct 535.7 Enforcement program
- 535.4 Freedom of speech and assembly;
- 535.8 Communication, picketing and demonstrations
- 535.9 Notice, hearing, determination

#### *Historical Note*

*Part added and filed October 14, 1969*

#### 1. Applicability

Held that Part 535 et seq. of the rules and regulations of the Board of Trustees of the State University relating to the maintenance of public order (8 NYCRR Part 535 et. seq.) are applicable not only to campus disorders which involve militant students demonstrating against national policy, racial discrimination, the Vietnam War, etc., but also to apply to a situation where, after having engaged in a heated intramural basketball game, a student allegedly took part in assaulting and injuring several players on opposing team, an official, and other students. *Matter of Hanger v. State University of New York at Binghamton*, 39 AD 2d 253 (1972).

Section 535.1 Statement of Purpose. The following rules are adopted in compliance with section 6450 of the Education Law and shall be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendments or revisions thereof shall be filed with the Commissioner of Education and the Board of Regents within 10 days after adoption. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.



*Historical Note*

*Sec. added and filed Oct. 14, 1969*

Section 535.2 Application of rules. These rules shall apply to all State operated institutions of the State University except as provided in Part 550 as applicable to the State University Maritime College. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith.

The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities, provided however, that charges against any student for violation of these rules upon the premises of any such institution other than the one at which he is in attendance shall be heard and determined at the institution in which he is enrolled as a student.

*Historical Note*

*Sec. added, filed Oct. 14, 1969, ams. 1973*

*Amended 1st sentenced filed: Oct. 14 1969, Apr. 10, 1979, Jan. 9*

Section 535.3 Prohibited conduct. No person, either singly or in concert with others, shall:

- 9a) Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or to do any act which he has a lawful right not to do.
- (b) Physically restrain or detain any other person, not remove such person from any place where he is authorized to remain.
- (c) Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.
- (d) Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.
- (e) Enter upon and remain in any building or facility for any purposes other than its authorized uses or in such manner as to obstruct its authorized use by others.
- (f) Without authorization, remain in any building or faculty after it is normally closed.
- (g) Refuse to leave any building or facility after being required to do so by an authorized administrative officers.
- (h) Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- (i) Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers.
- (j) Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such a person.
- (k) Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
- (l) Take any action, create, or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

*Historical Note*

*Sec. added filed Oct. 14, 1969*

Section 535.4 Freedom of Speech and assembly; picketing and demonstrations.

- (a) No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views not for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.
- (b) In order to afford maximum protection to the participants and to the institutional community, each State-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the ground of such institution, its proposed locale and intended purpose, provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further, that this provision shall not supersede nor preclude the procedures in effect at such institution for obtaining permission to use the facilities thereof.

*Historical Note*

*Sec. added, filed Oct. 14, 1969; and, filed Apr. 10, 1979 effective immediately.*

*New sec. substituted.*

*Decisions*

1. Use of campus meeting facilities-union organizing efforts. Held that although its collective bargaining agreement with petitioner employee organization precluded it from granting "meeting space in State facilities" to outside organizations, respondent State University of New York at Stony Brook nevertheless validly gave permission to members or rival hospital union to speak at campus meeting sponsored by student organizations. Respondent could not constitutionally preclude use of its facilities to outside organizations for purposes unrelated to union organizing efforts. *Civil Service Employees Association, Inc. V. State University of New York, 82 Misc 2d 334 (1974)*

Section 535.5 Penalties. A person who shall violate any of the provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall:

- (a) if he is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so he shall be subject to ejection.
- (b) If he is a trespasser or visitor without specific license or invitation, be subject to ejection.
- (c) If he is a student, be subject to expulsion to such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.
- (d) If he is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.
- (e) If he is a staff member in the classified service of the civil service, described in Section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.
- (f) If he is a staff member other than one described in subdivisions (d) and (e) be subject to dismissal, suspension without pay or censure.

*Historical Note*

*Sec. added, filed Oct. 14, 1969; and, filed Apr. 10, 1970 effective immediately. Inserted parenthetical material in first sentence.*

Section 535.6 Procedure.

- (a) The chief administrative officer or his designee shall inform any licensee or invitee who shall violate any provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) that his license or invitation is withdrawn and shall direct him to leave the campus or other property of the institution. In the event of his failure or refusal to do such officer shall cause his ejection from such campus or property.
- (b) In the case of any other violator, who is neither a student or faculty or other staff member, the chief administrative officer or his designee shall inform him that he is not authorized to remain on the campus or other property of the institution and direct him to leave such premises. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation or to affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.
- (c) In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented and shall be heard and determined in the manner hereinafter provided in Section 535.9 of this Part.
- (d) In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.
- (e) In the case of any staff member who holds a position in the classified Civil Service, described in Section 75 of the Civil Service law, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.
- (f) Any other faculty or staff member who shall violate any provision of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be dismissed, suspended, or censured by the appointing authority prescribed in the policies of the Board of Trustees.

*Historical Notes*

*Sec. added, filed Oct. 14, 1969; and filed Apr. 10, 1970 effective immediately. Substituted new (a), (c), (d), (e), (f)*

Section 535.7 Enforcement Program.

- (a) The chief administrative officer shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.
- (b) It is not intended by a provision herein to curtail the right of student, faculty, or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which in the judgment of the chief administrative officer or his designee, make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).

- (c) In any case where violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or his designee shall cause the ejection of the violator from any premises which he occupies in such violation and shall initiate disciplinary action as herein before provided.
- (d) The chief administrative office or his designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he may request the State University Counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violations or threatened violation of such rules.

*Historical Notes*

*Sec. added, filed Oct. 14, 1969; and, filed Apr. 10, 1970 effective immediately. New sec. substituted*

Section 535.8 Communication

In matters of the sort to which these rules are addressed, full and prompt communication among all components of the institutional community, faculty, students and administration, is highly desirable. To the extent that time and circumstances permit, such communications should precede the exercise of the authority, discretion and responsibilities granted and imposed in these rules. To these ends each State-operated institution of the State University shall employ such procedures and means, formal and informal, as will promote such communication.

*Historical Notes*

*Sec. added, filed Apr. 10, 1970 effective, immediately*

Section 535.9 Notice, hearing and determination of charges against student.\*

\* Applies to charges for violation of the rules prescribed by or referred to in this Part heretofore served which have not been finally determined within 60 days after the adoption hereof, which charges shall be referred to the committee constituted pursuant to said Section 535.9 for determination in accordance therewith, and said section shall apply to all charges for violation of such rules hereafter made, whether for violations heretofore or hereafter committed.

- (a) The term chief administrative officer, as used in these rules, shall be deemed to mean and include any person authorized to exercise the powers of that office during a vacancy therein or during the absence or disability of the incumbent, and for purposes of this section shall also include any designee appointed by said officer.
- (b) Whenever a complaint is made to the chief administrative officer of any State-operated institution of the University of a violation by a student or students of the rules prescribed in this Part (or of any rules adopted by an individual institution supplementing or implementing such rules) or whenever he has knowledge of the facts reduced to writing. If he is satisfied from such investigation and statements that there is reasonable ground to believe that there has been such a violation he shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation which shall state the provision prescribing the offense and shall specify the ultimate facts alleged to constitute such offense.
- (c) Such charges shall be in writing and shall be served on the student or students named therein by delivering the same to him or them personally, if possible, or if not, by mailing a copy of such charges by registered mail to such student or students at his or their usual place or places of abode while attending college and also to his or their home address or addresses, if different.
- (d) The notice of charges so served shall fix a date for hearing thereon not less than 10 nor more than 15 days from the date of service which shall be the date of mailing where necessary to effect service by mail. Failure to appear in response to the charge on the date fixed for hearing, unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon. Before taking such action, the hearing committee, herein after referred to, shall give notice to any student, who has failed to appear, in the manner prescribed in subdivision (c), of its proposed findings and recommendations to be submitted to the chief administrative officer and shall so submit such findings and recommendations 10 days thereafter unless the student has meanwhile shown good cause for his failure to appear, in which case a date for hearing shall be fixed.
- (e) Upon demand at any time before or at the hearing the student charged or his representative, duly designated, shall be furnished a copy of statements taken by the chief administrative officer in relation to such charges and with the names of any other witnesses who will be produced at the hearing in support of the charges, provided however, that this shall not preclude the testimony of witnesses who were unknown at the time of such demand.
- (f) The chief administrative officer may, upon the service of charges, suspend the student named therein, from all or any part of the institution's premises or facilities pending the hearing and determination thereof, whenever, in his judgment, the continued presence of such student would constitute a clear danger to himself or to the safety of persons or property on the premises of the institution or would pose an immediate threat of disruptive interference with the normal conduct of the institution's activities and functions, provided however that the chief administrative officer shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.
- (g) There shall be constituted at each State-operated institution a hearing committee to hear charges against students of violation of the rules for maintenance of public order prescribed by or referred to in this Part. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the chief administrative officer, and three students who shall be designated by the members named by the chief administrative officer. Each such member shall serve until his successor replacement has been designated. No member of the committee shall serve in any case where he is a witness or is or has been directly involved in the events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the chief administrative officer shall designate an alternate member of the administrative staff and an alternate member of the faculty, and his principal designees shall designate an alternate student member, to serve in such cases. Any five members of the committee may conduct hearings and make findings and recommendations as hereinafter provided. At any institution where the chief administrative officer determines that the number of hearings which will be required to be held is,

or may be, so great that they cannot otherwise be disposed of with reasonable speed, he may determine that the hearings committee shall consist of six members of the administrative staff and six members of the faculty to be designated by him and of six students who shall be designated by the members so designated by him. In such event the chief administrative officer shall designate one of such members as chairman who may divide the membership of the committee into three divisions each to consist of two members of the administrative staff, two faculty members and two students and may assign charges among such divisions Any four members of each such division may conduct hearings and make recommendations as hereinafter provided.

- (h) The hearing committee shall not be bound by the technical rules of evidence but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereof. A student against whom the charges are made may appear by and with representatives of his choice. He may confront and examine witnesses against him and may produce witnesses and documentary evidence in his own behalf. There may be present at the hearing; the student charged and his representatives and witnesses; other witnesses; representatives of the institutional administration; and, unless the student shall request a closed hearing, such other members of the institutional community or other persons, or both, and may be admitted by the hearing committee. A transcript of the proceedings shall be made.
- (i) Within 20 days after the close of a hearing the hearing committee shall submit a report of its findings of fact and recommendations for disposition of the charges to the chief administrative officer, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his representative. Within 10 days thereafter the chief administrative officer shall make his determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made to expel, suspend or otherwise discipline them shall be vested in the chief administrative officer. If he shall reject the findings of the hearing committee in whole or in part he shall make new findings, which must be based on substantial evidence in the record and shall include them in the notice of his final determination which shall be served upon the student or students with respect to whom it is made.

*Historical Note*

*Sec. added, filed Apr. 10, 1970; and filed May 7, 1970. Added "At any \*\*\*\*hereinafter provided.*

Section 535.10

- (a) Organizations which operate upon campus of any State-operated institution or upon the property of any State-operated institution used for educational purposes shall be prohibited from authorizing the conduct described in subdivision (1) of Section 535.3 herein.
- (b) Procedure. The chief administrative officer at each state-operated institution shall be responsible for the enforcement of this section, and, as used herein, the term chief administrative officer, shall include any designee appointed by said officer.
  - (1) Whenever the chief administrative officer has determined on the basis of a complaint or personal knowledge that there is reasonable ground to believe that there has been a violation of this section by any organization, the chief administrative officer shall prepare or cause to be prepared written charges against the organization which shall state the provision proscribing the conduct and shall specify the ultimate facts alleged to constitute such violation.
  - (2) Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization may respond in writing to the charges within ten (10) days of receipt of said notice. The notice of the charge so served shall include a statement that the failure to submit a response within ten (10) days shall be deemed to be an admission of the facts stated in such charges and shall warrant the imposition of the penalty described in subdivision (c) herein. The response shall be submitted to the chief administrative officer and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charge. The chief administrative officer may allow an extension of the ten (10) days response period.
  - (3) Upon written request, by an authorized representative of the organization, the chief administrative officer shall provide the representative organization an opportunity for a hearing. A hearing panel designated by the chief administrative officer shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge and which will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence on its behalf. The hearing panel shall submit written findings of fact and recommendations for disposition of the charge to the chief administrative officer within twenty (20) days after the close of the hearing.
  - (4) Final authority to dismiss the charges or to make a final determination shall be vested in the chief administrative officer. Notice of the decision shall be in writing; shall include the reasons supporting such decision; and shall be served on the principal officer of the organization by mail in the manner described in paragraph (2) above within a reasonable time after such decision is made.
- (c) Penalties. Any organization which authorizes the prohibited conduct described in subdivision (1) of Section 535.3 shall be subject to the rescission of permission to operate upon the campus or upon the property of the State operated institution used for educational purposes. The penalty provided in this subdivision shall be in addition to any penalty which may be imposed pursuant to the Penal Law and any other provision of law, or to any penalty to which an individual may be subject to this Part.
- (d) Bylaws Section 6450 (1) of the Education Law requires that the provisions of this Part which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be deemed to be part of the bylaws of all organizations which operate upon the campus of any State-operated institution or upon the property of any State-operated institution used for educational purposes. The statute further requires that each such organization shall review these bylaws annually with individuals affiliated with the organization.
- (e) Distribution of the provisions of this Part which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled in each State-operated institution.

## **COMPLAINT PROCEDURE PROCESS**

### **Overview**

The State University of New York Downstate Medical Center (“SUNY Downstate” or “The University”), in its continuing effort to seek equity in education and employment and consistent with Federal and State anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, gender, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment on the basis of the above categories is one form of unlawful discrimination.

Employees, who observe or become aware of sex discrimination, including sexual harassment, sexual assault and sexual violence, should report this information to the campus Title IX Coordinator. Conduct that may constitute harassment is described below (see Definitions and Prohibited Behavior). More detailed information may be obtained from the Office of Diversity and Inclusion (ODI).

### **Jurisdiction of the Office of Diversity and Inclusion**

Complaints of discrimination should be made to the Assistant Vice President (AVP) of the Office of Diversity and Inclusion or designee. Complaints of sex discrimination and sexual violence should be made to the Title IX Coordinator. Complaints or concerns that are reported to a University administrator, manager, or supervisor concerning an act of discrimination or harassment or acts of discrimination or harassment that administrators, managers, or supervisors observe or become aware of shall be immediately referred to the Office of Diversity and Inclusion. Employees who observe or become aware of sex discrimination, including sexual harassment and sexual violence, should report this information to the campus Title IX Coordinator. Employees with Title IX compliance responsibilities and/or employees who have the authority to take action to redress the harassment must report any complaints to the Title IX Coordinator. Complaints may also be made directly to the Assistant Vice President and/or Title IX Coordinator by anyone who experiences, observes, or becomes aware of discrimination or harassment. ODI will also receive initial inquiries, reports, and requests for consultation. ODI will respond as appropriate in a timely manner.

SUNY Downstate is committed to providing a learning and working environment free from discrimination. SUNY Downstate, through the Office of Diversity and Inclusion, reserves the right to pursue any complaint of discrimination about which it becomes aware. Based on information received, the Assistant Vice President and/or Title IX Coordinator may exercise his/her discretion and initiate a complaint on behalf of the SUNY Downstate community, regardless of complainant cooperation or involvement.

In addition, ODI may determine that a specific complaint of unlawful discrimination or harassment is of such a serious or potentially criminal nature that the investigative steps outlined in the process should be accelerated or eliminated. Such a circumstance will be communicated to the President (or his/her designee) and to the Director of Human Resources and/or the Director for Labor Relations for appropriate action, including the initiation of disciplinary action. If the Respondent is a student, the referral will be to the Dean of Students.

The Assistant Vice President, or in instances involving sex discrimination, the Title IX Coordinator, is available to assist in preparing the complaint. The Title IX Coordinator will ensure that complainants are aware of their Title IX rights and available resources on and off-campus, and the right, if any, to file a complaint with local law enforcement. SUNY Downstate will comply with law enforcement requests for cooperation and such cooperation may require the campus to temporarily suspend the fact-finding aspect of an investigation while the law enforcement agency is in the process of gathering evidence. The campus will resume its Title IX investigation as soon as it is notified by the law enforcement agency that it has completed the evidence gathering process. SUNY Downstate will implement appropriate interim steps during the law enforcement agency’s investigation period to provide for the safety of the victim(s) and the campus community.

SUNY Downstate will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate. SUNY Downstate recognizes and accepts its responsibility in this regard and believes that the establishment of this internal, non-adversarial complaint process will benefit students, faculty, staff, and administration, permitting investigation and resolution of problems without resorting to the frequently expensive and time-consuming procedures of State and Federal enforcement agencies or courts. These measures are intended to balance the rights of those bringing complaints of discrimination, harassment, and retaliation (the «Complainant») with those against whom claims are brought (the «Respondent»). The Complainant is not required to pursue the SUNY Downstate internal procedure before filing a complaint with a State or Federal agency.

This procedure may be used by any SUNY Downstate student or employee, as well as by third parties participating in a University sponsored program or affiliated activity, when the respondent is a Downstate employee or student. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards, and any other procedures defined by contract will continue to operate as before. This procedure does not in any way deprive a Complainant of the right to file with outside enforcement agencies, including but not limited to the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education, and the Office of Federal Contract Compliance of the United States Department of Labor. Additionally, the Title IX Coordinator can provide additional information and resources to any complainant that may have been a victim of sexual harassment, sexual violence or sexual assault.

However, after filing with an outside enforcement agency, or upon the initiation of litigation, the complaint shall be referred to the campus Title IX Coordinator for investigation with the Office of General Counsel.

## **Time Limits**

**Employees.** Employees of SUNY Downstate and third parties participating in a University sponsored program or affiliated activity, must file a written complaint with the Office of Diversity and Inclusion (ODI) within 45 calendar days following the alleged discriminatory act or the date on which the Complainant first knew or reasonably should have known of such act. All such complaints must be submitted on the forms provided by SUNY Downstate.

**Students.** Students must file a complaint within 45 calendar days following the alleged discriminatory act, or 45 calendar days after a final grade is received for the semester during which the discriminatory acts occurred, if that date is later. For alleged discriminatory acts in a spring semester, students will have 45 calendar days from the beginning of the following fall semester to file a complaint.

It is the Complainant's responsibility to be certain that any complaint is filed within the 45-day period.

If the Complainant brings a complaint not involving sex discrimination beyond the period in which the complaint may be addressed under these procedures, ODI may in its discretion, on a case-by-case basis, review the matter. Should a complaint of sex discrimination be brought beyond the 45-day period, it will be tracked and investigated to the extent possible consistent with the campus Title IX obligations, including the Title IX Coordinator's duties to spot patterns and address systemic issues.

As soon as reasonably possible after the date of filing of the complaint, the Title IX Coordinator will provide notice of the complaint to the respondent.

## **Retaliation**

Anyone who participates in the procedure has the right to do so without fear of or actual retaliation. It will be made clear to all parties that retaliation against an employee or a student, or third parties participating in a University sponsored program or affiliated activity, who has filed a discrimination complaint, or against any witness or other participant in this process, will result in appropriate sanctions or disciplinary action as covered by SUNY Downstate policies or applicable collective bargaining agreements. These sanctions will be invoked for retaliation regardless of the merits of the original complaint.

Retaliation is an adverse action taken against an individual as a result of complaining about unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third party witness. Participants who experience retaliation should contact the Assistant Vice President and/or Title IX Coordinator.

## **Confidentiality**

To the extent practicable or allowable by law, all aspects of the complaint and investigation conducted in accordance with these procedures will be confidential. All affected parties shall cooperate fully in the investigation and shall maintain and preserve the confidentiality of the investigation.

No party shall employ audio or video taping devices during any portion of the procedures detailed below.

## **Procedures for Resolving Complaints**

### **Complaint Consultation and Review**

Any student or employee of SUNY Downstate, or third party participating in a University sponsored program or affiliated activity, may consult with the Assistant Vice President and/or Title IX Coordinator regarding potential discrimination or harassment. ODI will assist the individual in understanding the nature of the incident, the complaint process, resources available to the individual, and other options to resolve the issue. The individual need not take any further action.

SUNY Downstate may take interim measures to protect the parties during the investigation process. Interim measures will not disproportionately impact the complainant. Interim measures involving employees in collective bargaining units should be determined in consultation with campus labor relations. Interim measures for students may include, but is not limited to, information about how to obtain counseling and academic assistance in the event of sexual assault, and steps to take if the accused individual lives on campus and/or attends class with the complainant.

### **Investigation and Mediation of Informal Complaints**

The individual may elect to have the matter resolved informally through mediation, if appropriate. If mediation is successful, ODI will send a written notice to that effect to both parties. The matter will then be closed. Should mediation be unsuccessful ODI will advise the complainant of her or his right to proceed with a formal complaint.

***\*Complaints of sexual violence will not be resolved by using mediation, but instead must be referred immediately to the campus Title IX Coordinator. The complainant will not be required to resolve the problem directly with the respondent in cases of sex discrimination.***

At any time in this process, the Complainant may elect to file a formal complaint, as long as it is within the 45-day time limit. (See "Time Limits" above.)

### **Investigation of Formal Complaints**

If there is a formal complaint filed, ODI will take all reasonable steps necessary to complete the investigation within forty-five (45) calendar days after receipt of the complaint. When appropriate, ODI may extend this deadline for a reasonable period of time to conclude its investigation. Both the Complainant and the Respondent(s) shall be entitled to submit written statements or other relevant and material evidence and witnesses. An informal investigation will only be used with the consent of both parties and only where its use is deemed appropriate by ODI (complaints of sexual violence will not be resolved by using mediation, but instead must be referred immediately to the Title IX Coordinator).

The burden of proof in cases of sex discrimination is preponderance of the evidence.

**Failure to Cooperate:** If the Respondent refuses to cooperate and/or responds in an untimely manner, AVP may terminate any further processing of the complaint and refer the matter to the Office of Labor Relations. Failure to cooperate meaningfully in a review of a complaint of discrimination may be grounds for discipline.

**Inaction by Complainant:** If at any time during an investigation, a Complainant declines to cooperate with ODI, or if ODI determines that the Complainant no longer wishes to pursue her/his complaint, the matter may be considered closed, with appropriate notification. SUNY Downstate reserves the right to pursue any complaint of discrimination about which it becomes aware. Based on information received, the Assistant Vice President/Title IX Coordinator may exercise his/her discretion and initiate a complaint on behalf of the Downstate campus community, regardless of complainant cooperation or involvement.

If legal counsel is retained by a Complainant or Respondent that counsel may not participate or be present at any meeting convened by ODI. Respondents and Complainants are expected to communicate with the ODI directly, not through legal counsel or other intermediaries.

### **Resolution of Formal Complaint**

In concluding a formal investigation of a complaint of discrimination or harassment, ODI's determination may be that:

- The complaint was not substantiated. If ODI determines that there is insufficient credible evidence to support the allegation of discrimination, the complaint shall be dismissed and SUNY Downstate shall take no further action.
- The complaint was substantiated. For Respondents who are students, ODI may determine that sufficient information exists to refer the matter to the Dean of Students for review and appropriate action under the student conduct code.

For Respondents who are employees (including those in collective bargaining units), ODI may determine that sufficient information exists to recommend disciplinary action. The matter may then be referred to the Office of Labor Relations for further investigation and appropriate action under the applicable bargaining agreement. Corrective action may include, but is not limited to: reprimand, mandatory counseling, written counseling, probation, suspension, termination of employment, or non-renewal of contract.

The decision of the Office of Diversity and Inclusion is the final decision of the University; there are no internal appeals. However, a complainant may elect to file a complaint with one or more State and Federal agencies.

### **Contact Information**

Kevin Antoine, JD  
Assistant Vice President  
450 Clarkson Avenue/MSC 1220  
Kevin.Antoine@downstate.edu

Shaundelle Moore Goldsmith, JD  
EEO Advisor & Title IX Coordinator  
151 E 34th Street  
Room AF-103-H  
Shaundelle.Goldsmith@downstate.edu  
(718) 270-1738

### **Definitions and Prohibited Acts and Behaviors**

#### **Definitions**

**Consent/Affirmative Consent** - clear unambiguous, knowing, informed and voluntary agreement between all participants to engage in sexual activity. Silence or lack of resistance cannot be interpreted as consent. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

**Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender** – harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities.

**Sex Discrimination** – behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex. This includes but is not limited to sexual harassment, sexual assault, sexual violence by employees, students, or third parties. Employees should report sexual harassment that they observe or become aware of to the Title IX coordinator.

**Sexual assault** is defined as a physical sexual act or acts committed against a person's will and consent or when a person is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment.\* Sexual assault includes what is commonly known as "rape," whether forcible or non-forcible, "date rape" and "acquaintance rape." Nothing contained in this definition shall be construed to limit or, conflict with the sex offenses 'enumerated in Article 130 of the New York State Penal Law, which shall be the guiding reference in determining if alleged conduct is consistent with the definition of sexual assault.

**Sexual Harassment in the Educational Setting** – unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the educational institution’s program.

**Sexual Harassment in the Employment Setting** – unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual’s continued employment, promotion, or other condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.
- Such conduct is intended to interfere, or results in interference, with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

**Sexual Violence** - physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent.

**Preponderance of the Evidence** – the standard of proof in sexual harassment and sexual assault cases, which asks whether it is “more likely than not” that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible.

## **GENERAL INQUIRIES**

Office of Diversity and Inclusion| 450 Clarkson Avenue, MSC 1220|  
Brooklyn, NY 11203| Tel (718) 270-1738| Fax (718) 270-2276

### ACADEMIC GRIEVANCES:

If a campus Academic Grievance Committee has been established to review student complaints concerning grades, it shall continue to hear such complaints. If discrimination is alleged to be the basis for the grade, the campus chief diversity officer may at the request of the Academic Grievance Committee sit with that committee in an advisory capacity during the review.

For more information on filing a grievance alleging discrimination, please see the Office of Diversity’s webpage at <http://www.downstate.edu/diversity> DMC: 7/2010

## **UNLAWFUL SALE OF DISSERTATIONS, THESES AND TERM PAPERS**

The following is a reproduction of Section 213(b) of the Education Law of New York State, which was amended June 22, 1981, concerning the illegal sale of term papers, theses or dissertations:

1. No person shall, for financial consideration, or the promise of financial consideration, prepare, offer to prepare, cause to be prepared, sell or offer for sale to any person any written material which the seller knows, is informed or has reason to believe is intended for submission as a dissertation, thesis, or term paper, essay, report or other written assignment by a student in a university, college, academy, school or other educational institution to such institution or to a course, seminar or degree program held by such institution.
2. Nothing herein contained shall prevent such educational institution or any member of its faculty or staff from offering courses, instruction, counseling or tutoring for research or writing as part of a curriculum or other program conducted by such educational institution. Nor shall this section prevent any educational institution or any member of its faculty or staff from authorizing students to use statistical, computer or any other services which may be required or permitted by such educational institution in the preparation, research, or writing of a dissertation, thesis, term paper, essay, report, or other written assignment intended for submission to such educational institution in fulfillment of the requirements for a degree, diploma, certificate or course of study. Nor shall any person be prevented by the provisions of this section from rendering services for a fee, which shall be limited to the typing, transcription or reproduction of a manuscript.
3. Nothing contained within this section shall prevent any person from selling or offering for sale a publication or other written material which shall have been registered under the United States laws of copyright, provided, however, that the owner of such copyright shall have given his authorization or approval for such sale, and provided, however, that the owner of such copyright shall have given his authorization or approval for such sale, and provided further that such publication or other written material shall not be intended for submission as a dissertation, thesis, term paper, essay, report or other written assignment to such educational institution within the State of New York in fulfillment of the requirements for a degree, diploma, certificate or course of study.
4. No person shall sell, assign or otherwise transfer for business or for any other purpose to any person any information and material of a personal or private nature acquired from a purchaser of a dissertation, thesis, term paper, essay, report or other written assignment without the prior consent of such purchaser. The term “information and material of a personal and private nature” as used in this subdivision shall include, but not be limited to, the name of such purchaser, his address and telephone number, the name of such educational institution, the name or number of the course, the name of the faculty member or members for whom such written assignment has been prepared, and any description of the research involved or the nature of such written assignment.
5. A violation of the provisions of this section shall constitute a class B misdemeanor.
6. The attorney general and district attorney of the county wherein a violation of this section occurs shall have concurrent authority to investigate and prosecute any violation of this section and any related violations discovered during the course of such investigation.
7. Whenever there shall be a violation of this section, an application also may be made by the attorney general in the name of the people of the State of New York to a court or justice having jurisdiction to issue an injunction and, upon notice to the defendant of not less than five days, to enjoin and restrain the continuance of such violation; and if it shall appear to the satisfaction of the court or justice that the defendant has, in fact, violated this section, an injunction may be issued by such court or justice, enjoining and restraining any further violation, without requiring proof that any person has, in fact, been injured or damaged thereby. In any such proceeding the court may make allowances to the attorney general as provided in section eighty-three hundred three, subdivision six of the civil practice law and rules. In connection with any such proposed application, the attorney general is authorized to take proof and make a determination of the relevant facts and to issue subpoenas in accordance with the civil practice law and rules. Additionally, the attorney general may apply in any such proceeding for a monetary penalty of not more than one thousand dollars per violation.



## **SUNY DOWNSTATE POLICY STATEMENT ON ALCOHOL AND CONTROLLED SUBSTANCE ABUSE**

(first issued December 31, 1990)

All students are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance or alcohol on the SUNY Downstate campus or at SUNY Downstate sponsored activities. If a positive determination of abuse of alcohol or a controlled substance is made, SUNY Downstate will seek disciplinary penalties in accordance with the following schedule. Similar rules apply to SUNY Downstate employees.

### **Campus Penalties**

#### 1. Violation of Alcoholic Beverages Policies:

1.01 Possession of alcohol or consumption of alcohol while engaged in clinical or learning duties or in a manner which renders them unfit for clinical or learning duties. Students are prohibited from being under the influence of alcohol while engaged in clinical or learning duties. Unlawful possession or use of alcohol on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited.

1st Offense: Probation and referral to an in-house or community substance abuse program.

2nd Offense: Suspension for one semester; reinstatement subject to completion of a certified substance abuse program.

3rd Offense: Suspension for one year or expulsion if circumstances warrant.

1.02 Unlawful manufacturing of alcohol is prohibited.

1st Offense: Penalties range from a formal warning through suspension for one semester and referral for criminal prosecution.

2nd Offense: Suspension for one year and referral for criminal prosecution.

3rd Offense: Expulsion and referral for criminal prosecution.

1.03 The sale of alcohol on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited, except as authorized by SUNY Downstate policies or procedures.

The service of alcohol in public areas of SUNY Downstate property or as part of any SUNY Downstate activity is prohibited except as authorized by SUNY Downstate policies and procedures.

1st Offense: Penalties range from a formal warning through suspension for a semester and possible referral for criminal prosecution.

2nd Offense: Suspension for one year and possible referral for criminal prosecution.

3rd Offense: Expulsion and possible referral for criminal prosecution.

1.04 The use of alcoholic beverages for pledging or qualifying for membership in any organization is prohibited.

1st Offense: Individuals: Suspension from University for one semester.

Organizations: Privileges and status are revoked for a period not to exceed two years.

2nd Offense: Individuals: Expulsion

Organization: Privileges and status may be revoked indefinitely.

#### 2. Violation of Drugs Policies

2.01 Students are prohibited from unlawful possession of controlled substances\*\* or consumption of controlled substances\*\* on SUNY Downstate property or as part of any SUNY Downstate activity. Students are prohibited from being under the influence of controlled substances\*\* on SUNY Downstate property or as part of any SUNY Downstate activity.

1st Offense: Probation and participation in an in-house or community substance abuse program and possible referral for criminal prosecution.

2nd Offense: Suspension for one semester; reinstatement subject to completion of a certified substance abuse program and possible referral for criminal prosecution.

3rd Offense: Suspension for one year or expulsion and possible referral for criminal prosecution.

2.02 Unlawful possession of any substance\*\* with intent to sell or in quantities sufficient to constitute a felony under the Penal Law of New York State on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited. (See information on New York State felony drug offenses.)

1st Offense: Expulsion and referral for criminal prosecution.

2.03 Unlawful distribution, dispensing, sale, attempted sale, or purchase of any substance\*\* on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited.

1st Offense: See 2.02

2.04 Unlawful possession of drug paraphernalia on SUNY Downstate property, or as part of any SUNY Downstate activity is prohibited.

1st Offense: See 2.01

2nd Offense: See 2.01

3rd Offense: See 2.01

\*\* As used in this section "substance(s)" is any drug listed in the following Policy Statement.

## **Legal Penalties**

New York State and Federal penal laws provide a wide range of penalties for crimes related to the possession, sale and trafficking of controlled substances and marihuana. In New York, penalties for possession of marihuana range from a minimum of a fine up to \$100 to a maximum of fifteen years imprisonment. Penalties for possession or sale of other drugs, such as cocaine, crack, heroin, LSD or amphetamines range from a minimum of up to one year to a maximum of life imprisonment. A table summarizing the New York State penalties for narcotic and marihuana offenses is contained in Attachment C.

Federal penalties for manufacturing, importing, exporting or trafficking (including possession with intent to commit such offenses) in marihuana range from a minimum of up to eighteen months imprisonment to life imprisonment for repeat offenders when death or serious injury results from the use of marihuana. Federal penalties for such offenses involving other drugs such as heroin, cocaine and amphetamines range from a minimum of up to thirty-seven months imprisonment to life imprisonment for repeat offenders when death or serious injury results from the use of such drugs. A table summarizing the Federal penalties for narcotic and marihuana offenses is contained in Attachment D.

The New York State Vehicle and Traffic Law also provides significant penalties for driving under the influence of alcohol or a controlled substance. Penalties for driving while intoxicated (a blood alcohol content of at least .08%, or intoxication by a drug) range from a minimum of a \$500 to \$1000 fine and/or up to one year imprisonment to a maximum of a \$1000 to \$5000 fine and/or up to four years imprisonment. In addition, the operator's driver's license must be revoked for a period of six months to one year.

Penalties for driving while impaired by alcohol or a controlled substance (a blood alcohol content of less than .08%) range from a minimum of a \$300 to \$500 fine and/or up to 15 days imprisonment, plus suspension of the operator's driver's license for a period of 90 days, to a maximum of a \$750 to \$1500 fine and/or up to 6 months imprisonment plus revocation of the operator's driver's license for six months.

## **Health Risks**

The health risks of drug and alcohol abuse are substantial. Medical authorities indicate that the short-term effects of marihuana include impairment of memory and physical coordination, anxiety and increased heart rate. Long-term effects of habitual use include severe lung damage and deleterious effects on male and female reproductive hormones. The use of cocaine or crack, a highly addictive drug, may result in depression, paranoia, an irregular heartbeat, and increased blood pressure. Long-term or substantial use may lead to destruction of live and nasal cell, angina, seizures, delirium, heart attacks and strokes. Cocaine or crack use also has a devastating effect on fetal development, and may result in miscarriage, an addicted baby, or stillbirth. Attachment E lists the harmful effects associated with these and other drugs.

The use of alcohol causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderated doses also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## **Counseling, Treatment, Rehabilitation and Re-Entry Programs**

This policy is a supplement to SUNY Downstate's Policy Statement on Alcohol and Controlled Substances in the Workplace, issued on October 27, 1989 (see Appendix). This policy has a direct effect only on employees; however, students should be aware of the rules that affect SUNY Downstate as a whole.

Any students who may have developed a drug-related problem, suspect they are at risk, or seek information about illegal or controlled drugs, may seek counseling and referral by the Student Health Service or from the Director of Student Counseling, to an appropriate treatment program. Please note, however, that such a referral does not exempt any student from disciplinary or other action by SUNY Downstate. (A list of treatment programs in New York City also appears at the end of this section). A full range of detoxification, outpatient and inpatient rehabilitation and re-entry programs is available in New York City. The programs listed below will refer clients based on individual needs.

Alcoholics Anonymous	212-870-3400
AI-Anon	212-941-0094
Greater NY Regional Help Line	212-929-6262
N.Y.S. Addictions Hotline	800-522-5353
Federal Substance Abuse & Mental Health Services	800-662-HELP

SUNY Downstate will review its drug and alcohol programs periodically for effectiveness and consistency of application and where necessary make appropriate changes.

If you have any questions about any aspects of this statement, contact the Office of Student Life, 718 270-2487.

## **SUBSTANCE ABUSE PROGRAM FOR STUDENTS**

A standing, campus-wide Substance Abuse Committee (SAC), reporting directly to the President, provides the overall operation and coordination of the **Substance Abuse Program for Students**. Membership of the SAC consists of faculty, staff, and students from the four colleges at SUNY Downstate. The functions of the Committee are to plan and coordinate educational programs, outreach and extracurricular activities around the issues of alcohol and other drug abuse, and to manage the Substance Abuse Program for Students. **For more information, contact our pre-recorded information line at 718-270-4545.**

If you are interested in getting involved with the Committee, please contact Kristen Diorio at 718 270-2485.

### Goals of the Substance Abuse Program for Students

- To provide compassionate assistance to students with substance abuse problems before they or other are seriously or irreversibly harmed;
- To assist recovering students to continue their education without stigma or penalty;
- To protect the rights of students to receive information, referral, and treatment **in confidence**;
- To protect patients and others from the harm that impaired students may cause;
- To increase student, faculty, and staff awareness of, and sensitivity to, the dimensions of alcohol and other drug abuse problems;
- To educate students, faculty, and staff about the options available for dealing with alcohol and other drug abuse problems.

Seeking help voluntarily through the Substance Abuse Program for Students is an alternative to getting caught and/or arrested and facing expulsion from school. **We encourage all students with problems with alcohol or other drugs to use this Program. There is no penalty for seeking help through this program.**

If you would prefer not to make an initial, confidential, contact with anyone on campus, the following off-campus confidential services are also available:

- For medical students and PA students (licensed or unlicensed), **The Committee for Physicians' Health at 800-338-1833**
- For nursing students and CHRP students (who are already licensed by the State of New York), **The Professional Assistance Program at 518-474-3817, Ext. 480**
- For CHRP students (who are unlicensed), please utilize our on-campus resources

## **SUBSTANCE ABUSE TREATMENT PROGRAMS IN NEW YORK CITY WITH TRACKS FOR IMPAIRED PROFESSIONALS**

### **In-Patient Treatment Programs**

Holliswood Hospital, 87-37 Palermo Street, Holliswood, NY 11423: Most insurances, sliding scale for self pays, adults 17 and above; dual diagnosis program. HOLLISWOODHOSPITAL.COM (800) 486-3005.

Smithers Alcoholism Treatment Center (St. Luke's Roosevelt Hospital), 2 Park Avenue, Yonkers, NY 10703: Most major medical insurances; Medicaid/Medicare; Adults 18 and over; gay and lesbian tracks (914) 964-7873

South Beach Alcoholism Treatment Center, 777 Seaview Avenue, Bldg. #1, Staten Island, NY 10305: Most private insurances, Medicaid/Medicare, sliding scale for self-pay, no charge; adults 18 and over. (718) 667-5202

### **Out-Patient Treatment Programs**

Arms Acres Manhattan Outpatient Services, 80-02 Q Garden Road, Q Garden, NY, 11415; 3584 Jerome Avenue, Bronx, NY 10467. Most private insurance, sliding scale for self-pay; adults 18 and over; 3 months-1 year program; day, evening and intensive care programs. ARMSACRES.COM/OUTPATIENT (888) 227-4641

Bedford Stuyvesant Alcoholism Treatment Center, 1121 Bedford Avenue, Brooklyn, NY 11216: Most private insurance, Medicaid/Medicare, sliding scale for self-pay, no charge; adults 18 and over; dual diagnosis program; alcoholism treatment only. (718) 636-4200

Bellevue Hospital Outpatient Clinic 462 1st Avenue at 30th Street, New York, NY 10016: Most private insurance, sliding scale for self-pay Medicaid/Medicare; adults 18 and over; alcoholism treatment only. G/I 212 562-4141, App 212 562-5555

Cumberland Neighborhood Family Care Center-Alcoholism Treatment Center, 100 North Portland Avenue, Brooklyn, NY 11205: Most private insurance, Medicaid/Medicare, sliding scale for self-pay, no charge; adults 21 and over; alcohol and other drugs; dual diagnosis program; length of program varies. (718) 260-7500

Montefiore North Medical Center (718) 920-9000

South Bronx Mental Health Council, 1241 Lafayette Avenue, Bronx, NY: Most private insurance, sliding scale for self-pay, no charge; adults 18 and over; alcohol and other drugs; dual diagnosis program; Spanish speaking services; length of program 12-18 months; gay and lesbian program. (718) 993-1400

St. John's Episcopal Hospital, 327 Beach 19th Street, Far Rockaway, NY 11691: Most private insurance, sliding scale for self-pay, Medicare/Medicaid; adults 18-65; dual diagnosis program; average length of program 18 months. EHS.ORG (718) 869-7000

## **STUDENT ORGANIZATION ALCOHOL & EVENT POLICY**

SUNY Downstate Medical Center desires to provide opportunities for personal growth and leadership development for its students. One goal of the institution is to provide co-curricular education through programming for students. Another is to help create a campus environment that allows for the social development of the student population. In tandem with this objective is the concern for the safety and overall well-being of the campus community and campus facilities, recognizing that involvement in the co-curricular experience is not a right but a privilege.

This concept allows recognized student organizations the freedom to plan, organize and implement activities. This enables them to achieve their individual organizational goals, while accepting responsibility for the activities of the organization. The following policy was developed in an effort to achieve these objectives.

The purpose of these Policies is to serve as a substantive policy guide for all student organizations at SUNY Downstate Medical Center whether on or off campus. Each organization should understand that these policies do not take the place of the SUNY Downstate Student Handbook or any existing SUNY Policies and Procedures. As officers of a student organization working closely together, it is your responsibility to make sure that all College Policies and Procedures are made known to your members. SUNY Downstate Medical Center will assume that all members of the SUNY Downstate Community, including members of student organizations are aware of, and agree to abide by and uphold, all SUNY Policies, as well as all local, state and federal laws. Questions should be immediately referred to the Department of Student Life.

**ONLY REGISTERED STUDENT ORGANIZATIONS ARE PERMITTED TO HAVE EVENTS OR ACTIVITIES ON THE SUNY DOWNSTATE CAMPUS.**

#### Registration/Planning

- a) All student organization events, whether on campus or off, whether alcohol will be present or not, must be registered with the Department of Student Life. Depending on the nature and scale of the event, Registration may require completion of the "Event Request & Registration Form." The "Event Request & Registration Form" is required for events that: involve alcohol or have attendance over 60 people; the form may be required for other events or activities at the discretion of the Department of Student Life. Forms must be completed and turned in to the Office of Student Life no later than 2 weeks prior to the event. It is the responsibility of the hosting Organization(s) to make sure that all paperwork is completed on time.
- b) All publicity, including, but not limited to electronic communications, flyers, posters, and invitations must be approved by the Department of Student Life.
- c) Additional University Police coverage may be required for events. This will be determined by the Department of University Police in consultation with the Department of Student Life. Additional coverage will be charged to the Student Organizations at current rates established the Department of University Police.
- d) Events with alcohol will need to complete an "Alcohol Policy Form;" available from the Department of Student Life.

#### Food

- a) When a student organization would like to provide beverages and/or food to individuals outside of their organization, catered food services must be arranged with a Department of Health licensed food service provider. Due to health and liability issues, students may not cook or otherwise provide any homemade food at events.

#### Alcohol

The serving of alcoholic beverages at student organization events is limited to spaces within and adjacent to the Student Center and Residence Halls.

##### **a) Individual Responsibility**

No persons under the age of 21 may bring alcoholic beverages into or consume such beverages within the facilities of the SUNY Downstate and adjacent patios, courtyards, and exterior properties.

The consumption of alcoholic beverages by those of legal age is limited to officially approved events. Consumption must be confined to the area specifically designated in the approval form.

Students living in the Residence Halls, who are 21 years of age or older, may consume and serve alcoholic beverages in the privacy of their own rooms, within the limits of applicable state laws and university policies. The serving of alcoholic beverages in lounges and other public areas must be registered in advance as described. Parties in private rooms need not be registered.

##### **b) Approval Process**

Recognized student organizations wishing to serve alcoholic beverages at functions within the Student Center and Residence Halls must follow the procedures as described herein. Alcoholic beverages are limited to beer and wine. Hard liquor is prohibited.

1. The person (who must be at least 21 years of age) assuming responsibility for the event must reserve the requested facility and complete and return a "TERMS AND CONDITIONS FOR SERVING ALCOHOLIC BEVERAGES" form a minimum of 3 weeks in advance of the event and provide proof of age. These forms are available from the Department of Student Life.
2. The form will be reviewed by the Department of Student Life who will set the limits on amounts of alcohol and duration of the event. Upon approval the form will be returned to the applicant.
3. The applicant completing the form assumes responsibility for insuring that all state laws and institutional policies are enforced and adhered to.
4. Advertising should focus on the social, cultural or educational aspects of the events rather than the types and amounts of alcohol to be served. Advertising may not suggest or imply that the general public is invited. Advertisement of alcoholic beverages in may not be the primary focus of publicity. All advertisements for events where alcohol is to be served must be reviewed by the Department of Student Life and may be prohibited for any reason.
5. Parties in the Residence Halls and Student Center are limited to 4 hours in length. Parties in the Residence Halls will be limited to a four-hour time limit ending no later than the following time requirements: Sunday - Thursday from 8pm-12am, and Friday and Saturday from 9pm-1am.

### c) Responsibility For Administering The Event

1. Student and staff must present their proper identification as legal proof of age. Guests at events where alcohol is served must be 21 years of age and must present two forms of identification [at least one a photographic ID (i.e. student ID or driver's license)] to be issued a hand stamp. No individuals may be served without a hand stamp indicating legal age. Student organizations must provide a minimum of 2 people to work the door at all times at all events where alcohol is to be served.
2. Any student or person (student, faculty or staff) who invites a guest assumes responsibility for the behavior of the guest and must be present for the duration of the guest's stay. Guests who arrive in the absence of their host or hostess may not be admitted to the function and/or building. Management reserves the right to deny access to any guest. No guests under the age of 21 are permitted at any event where alcohol is served. Guests in the Residence Halls must be officially signed-in by their host. No guest will be admitted to the Residence Halls without their host.
3. All alcoholic beverages must be served. There is no self-service of any alcoholic beverages and alcoholic beverages may not be served in original containers (i.e. beers must be served in cups, not in their can). Bottles, kegs, and beer balls are prohibited. Only 1 drink is to be served per person at a time. All servers of alcoholic beverages must be a minimum of 21 years of age. They may not consume alcoholic beverages before or during an event. They must be fully briefed as to means of identifying those who can be served as well as to not serve anyone whom they consider to be intoxicated. The Department of Student Life reserves the right to refuse service to any person at any time.
4. Appropriate, sizeable and visible quantities of food and nonalcoholic beverages will be available at all functions where alcohol is served. Failure to provide adequate quantities will result in termination of the event.
5. Drinking games and devices that encourage intoxication are not permitted. Beverages of any type with unusually high alcoholic content are not permitted.
6. Gambling of any type is prohibited on campus at organized student organization events.
7. The serving of alcoholic beverages must end 1/2 hour prior to the ending time established on the "TERMS AND CONDITIONS" form.
8. Events will be visited and monitored by Department of Student Life staff during the event and may be ended at any time.

### d) Procedures for Obtaining Alcohol for Events

1. Beer and wine are the only approved alcoholic beverages for student organization events. All alcoholic beverages must be ordered through the Department of Student Life.
2. Alcoholic beverages obtained by groups through the above procedure can only be served on the premises. It may NOT be taken to an off-campus location. It is illegal to sell alcohol at any function unless a special permit is obtained from the New York State Liquor Control Board. The charging of an admission fee to an event where alcohol is served or any revenue-generating activity at such an event constitutes the sale of alcohol and as such, is prohibited.
3. No alcoholic beverages may be obtained from the institution for use by individuals or groups for private functions.

### e) Violations of the Alcohol Policy

Violations of the State law and/or of SUNY or Downstate policy by any persons will result in their removal from the event. Students will be referred to their appropriate Dean for disciplinary action. Staff will be referred to their supervisors. Groups (staff or students) whose representatives responsible for supervising an event fail to insure that the policies enumerated above are enforced, may have the privilege of sponsoring further on-campus events withdrawn. Students who reside in the Residence Halls are subject to disciplinary action through the Office of Residential Life and Services and may jeopardize their housing eligibility. AT THE DISCRETION OF MANAGEMENT, ANY EVENT MAY BE SHUT-DOWN IMMEDIATELY.

## **DRUG FREE SCHOOL AND COMMUNITIES ACT AMENDMENT OF 1989**

The New York State Penal Law, Article 220, prohibits the unlawful use of controlled substances. The penalties for the illegal use, possession, or distribution of controlled substances are clearly spelled out by law and include prison terms ranging from one year to life in prison on conviction. The mere giving or offering to give another person any controlled substances is defined by law to mean "sell" and is a felony. Possession alone of a controlled substance constitutes a felony.

As a student of SUNY Downstate Medical Center, and in compliance with the Drug Free Schools and Communities Act Amendments of 1989, you should be aware of the following policy, which must be followed:

The unlawful use, possession, manufacture, dispensation or distribution of illicit drugs or alcohol in all SUNY Downstate Medical Center locations is prohibited.

Students who manufacture, distribute, dispense, possess, or use an illicit drug or alcohol will be subject to disciplinary procedures consistent with applicable New York State and Federal laws, rules and regulations.

Disciplinary measures shall include, but not be limited to, criminal prosecution of violations of State and Federal laws, rules and regulations and disciplinary actions by the college judicial process, ranging from dismissal or lesser sanctions of suspension, probation or warnings, as the facts of the situation warrant or are determined appropriate. Convictions in the courts for a felony offense may similarly lead to dismissal. Referral to an appropriate rehabilitation program may also be included.

In the Appendix are the details applicable to legal sanctions under State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol, and a description of health risks associated with the use of illegal drugs and the abuse of alcohol.

The University is obliged to, and will, cooperate fully with local or state authorities in any cases of suspected illegal use, possession, or distribution of drugs controlled by state law.

## **SANCTIONS FOR DRUG AND ALCOHOL POLICY VIOLATIONS**

Following is the schedule of sanctions for violations of the drug and alcohol policies that SUNY Downstate is required to develop under the Drug Free Schools and Communities Act Amendments of 1989. Violations of the policies often occur simultaneously with other behavioral problems, such as failure to attend to duties, poor performance of assignments, threats, and altercations, to name only a few possibilities. The penalties suggested do not preclude SUNY Downstate from seeking or imposing, additional penalties for any related behavioral problems.

### Abuse of Alcohol Consumption

- a) Obvious abuse of alcohol consumption is prohibited and may lead to University disciplinary action;
- b) Intoxication is not an excuse for violation of the University rules and expectations.
  1. Every student is subject to, at all times certain provisions of the New York State Penal Law, the New York Alcohol Beverage Control Law, and university policy as it pertains to the use and sale of alcoholic beverages. The consumption of alcoholic beverages is not permitted in the public areas of any building on the SUNY Downstate Medical Center premises, except at approved social functions. Also see Appendix: SUNY Downstate Medical Center Alcohol Policies and Procedures; and the Drug Free School and Communities Act of 1989.
  2. The use of alcoholic beverages at SUNY Downstate Medical Center is subject to the State Liquor Authority Alcoholic Beverages Control Law and to certain provisions of the New York Penal Law, in addition to the policies outlined in the Student Handbook and Board of Trustees Policies.
    - a. Prohibited Sales (ABC Article 5, Section 65 Revised Penal Law) No person shall sell, deliver, or give away any alcoholic beverages to:
      - 1) Persons under the age of twenty-one (21) years;
      - 2) Any intoxicated person or any person who appears to be under the influence of an alcoholic beverage.
      - 3) Any habitual drunkard known to be such to the person authorized to dispense alcoholic beverages. Individuals violating this law are subject to arrest under New York State law and/or action by Downstate Medical Center disciplinary system.
  3. Other Violations of the Law and College Policy (ABC Article 5, Section 65) Persons under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage. Exceptions are provided for consumption in an instructional setting and in cases where the alcoholic beverage is provided by the parents or guardian.
  4. Violators are subject to a fine of up to \$50.00 per offense, but are not subject to arrest. Alcoholic beverages involved in alleged violation of this law may be seized by authorized law enforcement officials, including campus safety officers. Disposal and destruction of the seized alcoholic beverage are also authorized but cannot be carried out until three days after the initial appearance date, unless otherwise ordered by the court.
  5. Persons under the age of 21 who falsify or fraudulently alter proof of age for the purpose of purchasing or attempting to purchase alcoholic beverage are guilty of a violation punishable by a fine of up to \$100.00 and a community service requirement of up to thirty (30) hours.
  6. A person under the age of 21 who presents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to ninety (90) days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver's license following the suspension.

## SUNY DOWNSTATE SANCTIONS FOR VIOLATIONS OF THE ALCOHOL AND DRUG POLICIES

Violations	1st Offense	2nd Offense	3rd Offense
<b>Section 1 Alcohol Beverages Policies</b>			
<p>1.01 b) Students</p> <p>Possession of alcohol or consumption of alcohol while engaged in clinical or learning duties or in a manner which renders them unfit for clinical or learning duties. Students are prohibited from being under the influence of alcohol while engaged in clinical or learning duties. Unlawful possession or use of alcohol on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited.</p>	<p>Probation and referral to an in-house or community substance abuse program.</p>	<p>Suspension for one semester; reinstatement subject to completion of a certified substance abuse program.</p>	<p>Suspension for one year or expulsion if circumstances warrant.</p>
<p>1.02 b) Students</p> <p>Unlawful manufacturing of alcohol is prohibited.</p>	<p>Penalties range from a formal warning through suspension for one semester and referral for criminal prosecution.</p>	<p>Suspension for one year and referral for criminal prosecution.</p>	<p>Expulsion and referral for criminal prosecution.</p>
<p>1.03 b) Students</p> <p>The sale of alcohol on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited, except as authorized by SUNY Downstate policies and procedures.</p> <p>The service of alcohol in public areas of SUNY Downstate property or as part of any SUNY Downstate activity is prohibited except as authorized by SUNY Downstate policies and procedures.</p>	<p>Penalties range from a formal warning through suspension for a semester and possible referral for criminal prosecution.</p>	<p>Suspension for one year and possible referral for criminal prosecution.</p>	<p>Expulsion and possible referral for criminal prosecution.</p>
<p>1 Students</p> <p>The use of alcoholic beverages for pledging or qualifying for membership in any organization is prohibited.</p>	<p>Individuals: Suspension from the University for a semester.</p> <p>Organization: Privileges and status are revoked for a period not to exceed two years.</p>	<p>Individuals: Expulsion</p> <p>Organization: Privileges and status may be revoked indefinitely.</p>	

Violations	1st Offense	2nd Offense	3rd Offense
<b>Section 2 Drug Policies</b>			
2.01 b) Students Students are prohibited from unlawful possession of substances or consumption of any substance on SUNY Downstate property or as part of any SUNY Downstate activity. Students are prohibited from being under the influence of substances on SUNY Downstate property or as part of any SUNY Downstate activity.	Probation and participation in an in-house or community substance abuse program and possible referral for criminal prosecution.	Suspension for one semester; reinstatement subject to completion of a certified substance abuse program and possible referral for criminal prosecution.	Suspension for one year or expulsion and possible referral for criminal prosecution.
2.02 b) Students Unlawful possession of any substance** with intent to sell or in quantities sufficient to constitute a felony under the Penal Law of New York State on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited.	Expulsion and referral for criminal prosecution.		
2.03 b) Students Unlawful distribution, dispensing, sale, attempted sale, or purchase of any substance** on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited.	Expulsion and referral for criminal prosecution.		
2.04 b) Students Unlawful possession of drug paraphernalia on SUNY Downstate property, or as part of any SUNY Downstate activity is prohibited.	Probation and participation in an in-house or community substance abuse program and possible referral for criminal prosecution.	Suspension for one semester; reinstatement subject to completion of a certified substance abuse program and possible referral for criminal prosecution.	Suspension for one year or expulsion and possible referral for criminal prosecution.

\*\* As used in this document, “substance(s)” is any drug listed in Attachments A or B to the Policy Statement.

## **SOCIAL MEDIA GUIDELINES**

Social networking offers the opportunity to interact, keep in contact, and develop longstanding professional and social interactions. As a student in a medical related field, you must be aware of the special obligations that your identity as a medical professional has and the public and potentially permanent nature of your postings in these forums. Although the use of social media provides the great potential to interact with a worldwide audience, it also provides the potential for significant lapses in professional behavior. Although sites may give the promise of privacy, anything posted on-line should be considered in the public realm and potentially visible by many people.

On social media, the lines between public and private, personal and professional are significantly blurred. Just by identifying yourself as SUNY Downstate student, you create a perception about Downstate by those who have access to your social network profile or weblog. Be sure that all content associated with you is consistent with your position at the school and with SUNY Downstate’s values and professional standards.

As such, the following guidelines should be used when interacting with social media as a student, whether using the networks personally or professionally or whether using personal or college-owned equipment. (Note: These policies apply only to students. For policy guidelines for faculty, staff, and for use of official SUNY Downstate Social Media accounts, contact the Office of Intuitional Advancement.)

1. Social network postings are subject to the same professionalism standards as any other personal interactions. For a definition of professionalism, see the SUNY Downstate Honor Code. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. Students are subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.
2. You should not use SUNY Downstate logos or logos of our clinical affiliates without permission of the Office of Intuitional Advancement (at Downstate) or the appropriate office at an affiliate.
3. Avoid giving specific medical advice on-line, and remember that any medically related site or site that contains medically related opinions should contain the disclaimer that “The posts on this site are my own and do not necessarily represent the position or opinion of SUNY Downstate.” Remember to always differentiate the difference between medical opinions and medical facts.
4. Use of Social Media can have legal ramifications. Comments made regarding care of patients or that portray you, colleagues, or a SUNY Downstate department in an unprofessional manner can be used in court or other disciplinary proceedings.



5. Always be aware of what others post on your social media sites and how they may reflect on you. It may be useful to use controls that either block or require your approval before others can post directly onto your social media. Remember that you can be held responsible for photos or content which others post about you, especially if you are “tagged” in them.
6. Keep in mind that statements and photos posted on Social Media sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires, and there are many examples of people not being offered a job because of findings on social networking sites.
7. Be mindful of your privacy settings and check them often. Be sure to use settings which optimize your privacy and security and avoid sharing personal information about yourself such as addresses, phone numbers, or data (such as license numbers or identification numbers) which may be used to gain access to your records.
8. Confidentiality regulations apply on-line as they do in person. Posting pictures of patients (including photos depicting the body parts of patients), patient names, or any information about patients is NEVER permitted under any circumstance, and can subject you not just to disciplinary action, but legal ramifications as a violation of HIPAA.
9. Maintain the privacy of fellow students, colleagues, medical professionals, and other hospital or clinical employees unless they have given you permission for their name or likeness to be used.
10. Interaction with patients on social media is prohibited for students (unless the person was known in another capacity prior to them becoming a patient).
11. Relationships online with faculty, preceptors, attending physicians, fellows, supervising residents, interns, and other medical students are all governed by the SUNY Downstate policy against sexual harassment and violations of that policy are not tolerated. Cyber stalking, requests from those who supervise you to engage in activities outside of work, and inappropriate postings to social networking sites can all be considered forms of sexual harassment and should be reported immediately to the Office of Student Affairs or to the Title IX Coordinator.

Students are strongly encouraged to alert colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to these guidelines. Students should also be aware of Social Media or Networking policies at the Clinical Site which you may be assigned as they may be more restrictive than this policy.

## **APPENDIX IV: RULES OF STUDENT CONDUCT**

### **RULES OF STUDENT CONDUCT**

In addition to the rules of student conduct described below, students are also obligated to follow the regulations and behavioral guidelines in other sections of this Student Handbook (particularly the academic integrity and professionalism sections described in the college sections and federal and state regulations described in Appendix II), in rules and regulations distributed in the Residence Halls, and any other written documents disseminated by the University or your academic program pertaining to this topic. Violations of student conduct rules are subject to disciplinary action.

The decision following disciplinary action may include, but is not limited to:

- a) dismissal of charges
- b) disciplinary warning
- c) disciplinary probation
- d) loss of privileges
- e) fines, restitution, community service
- f) residence hall suspension
- g) residence hall expulsion
- h) university suspension
- i) university expulsion
- j) permanent transcript notation – a student found guilty of hazing or other serious violations of the student conduct code, especially when it leads to the death or serious physical injury to another person will have a permanent notation made on their permanent transcript. In addition, a student found responsible for such violations shall not receive credit for the semester in which the suspension or expulsion occurred, and will be liable for all tuition and fees for that semester.

### **Expectations**

Every member of the Health Science Center community has a right to feel secure in person and property and has a responsibility to respect and protect the rights of others.

Conduct which interferes with or threatens the operation of the University or the rights of others, either in or out of the classroom is not condoned.

All members of the University are expected to conduct themselves lawfully, maturely, and responsibly, and to share the responsibility of maintaining standards of behavior which are essential to the smooth functioning of the institution.

Violations of the Rules of Student Conduct on or off-campus by any full-time or part-time student may lead to administrative and/or disciplinary action and/or criminal prosecution. Campus judicial action for inappropriate student conduct at off-campus locations may be taken whenever the student’s conduct adversely affects the campus community or undermines the interests and/or mission of the institution.

Students are expected to abide by the rules of the University and by state, local, and federal laws.

Furthermore, all students are responsible for the behaviors of their guests and the behaviors and activities which occur within any space which is assigned to them by the College (including, but not limited to, on-campus residence halls, apartments, or work spaces within academic buildings). All guests must comply with all SUNY Downstate policies. As a host, the student will be held personally responsible for any violation of College Policy committed by their guest(s), regardless of whether the guests are appropriately registered.

## **Abuse**

Physical harm or verbal abuse, intimidation, or harassment of another person or persons is prohibited. Reckless actions which could endanger the safety of others or which result in harm to another person or persons are prohibited and may lead to University disciplinary action and/or criminal prosecution.

## **Address and Change of Address**

Providing a correct address is part of the registration process. If this information is missing, registration can be declared incomplete.

Changes of address, telephone, or home address which occur during the year must be reported immediately to the Registrar's Office.

The assigned campus post office box is the "official" student address as recognized by the University, for students who have a campus post office box. This box should be checked often; important University information, such as notices relating to Student Accounts Office activities is mailed by the University to the assigned post office box and not to the student's off-campus address.

## **AIDS and AIDS- related Conditions**

SUNY Downstate recognizes that human immunodeficiency virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) are serious health problems. SUNY Downstate's policy on HIV and AIDS is designed to assist in efforts to halt transmission of HIV, to protect the rights of all individuals affiliated with the campus, and to provide clear and consistent guidance for decision-making by campus administrators when faced with situations in which HIV or AIDS is a factor. Policies and procedures will be reevaluated and changed according to new medical, legal, and scientific advances; and recommendations from the Surgeon General and the Centers for Disease Control.

1. The University's primary response to AIDS is educational. The University expects that well-informed individuals will make positive and responsible decisions about their sexual and social behavior. The University also expects that individuals will interact sensitively, appropriately, and compassionately with persons with HIV/AIDS. The University will not tolerate harassment of individuals with HIV/AIDS or of those who are perceived to have or be at risk for HIV/AIDS. Individuals who harass others will be subject to appropriate disciplinary action.
2. The University supports the rights of individuals with HIV/AIDS to engage in the activities of daily living. The University will not unlawfully discriminate against individuals having or perceived as having HIV/AIDS in regard to access to employment, facilities, programs, or services. Students with HIV/AIDS shall not be denied the opportunity to participate in any aspect of campus community life, affairs, or social activities as long as they are able to do so.
3. The University will respond to individuals with HIV/AIDS on a case by case basis.
4. Individuals with HIV/AIDS shall be accorded the same respect for personal privacy and confidentiality due all members of the University. The University will protect and maintain confidentiality of individuals with HIV/AIDS to the fullest extent authorized by law and with the proviso that the right to privacy may be limited by public health reporting requirements.
5. HIV antibody testing will not be required or performed by the University. HIV antibody testing will not be required as a condition of employment or admission, or for participating in any aspect of campus community life, affairs, or activities.

The University will support and assist those individuals who themselves consider testing by referring them to the appropriate resources for counseling, testing, and related services.

6. The University is committed to the prevention of HIV transmission through development of policies and procedures that safeguard campus individuals. The guidelines and precautions outlined by the Center for Disease Control of the United States Public Health Service must be considered and followed for any occupational activities or programs of instruction, practice, research, or training in which there is a potential risk for exposure of individuals to the HIV virus.

## **Animals on Campus**

The campus is not a sanctuary for unsupervised animals. Person who wish to bring their pets on campus are not prohibited from doing so, but must take the responsibility to uphold the following conditions:

1. Animals (dogs, cats, birds, etc.) are not permitted in any area of the Student Center. This is based on the New York State Sanitary Code, which reads as follows: "No animals or fowls shall be kept in or allowed in any area in which food is prepared, stored, or served." The Health Department will shut down the food service if this code is violated.
2. Dogs brought to campus must be in proper custody as prescribed in the New York City dog law, which stipulates that dogs are not to run at large.
3. University regulations require that dogs must be leashed and under control at all times. NOTE: An animal tied and left unattended is in violation of this regulation.
4. Permission to have supervised pets in classrooms and buildings, not included in the above, is determined by the person in charge.
5. Unlicensed dogs may be impounded. This ordinance is enforced both by Public Safety officers and the New York City dog warden.
6. Animals are not allowed in the residence halls.

## **Campus Disorder**

Students, faculty, administration, and staff of the Health Science Center realize the responsibilities that society will place on them and should react to this trust accordingly. Ethical ideals and conduct are essential to the health professions. Personal honor, integrity, and dignity must be recognized and fostered. The Health Science Center expects its members to conduct themselves in a mature, responsible and lawful manner at all times. Each member must respect the rights and privileges of every other member and of their fellow citizens.

In order to accomplish these ends, we as members of the medical and health related professions, maintain the following objectives: to have the student conduct himself/herself in a proper manner, both in exercises concerned with evaluation of academic achievement as well as in activities concerned with the welfare and life of a patient; to encourage the treatment of students as mature, responsible individuals, capable of intelligent and ethical self-direction; and to protect the profession from those few who might violate its standards.

No one shall be permitted to commit any act, which interferes with the educational process and/or the daily operation within the Health Science Center. Campus visitors who commit any act which interferes with the educational process and/or the daily operation within the Health Science Center shall be dealt with through campus and/or civil authorities.

### **Classroom Discipline**

Any instructor may exclude from attendance any student who, in the instructor's judgment, has seriously impaired the class's ability to achieve the objectives of the course, or who is guilty of offensive conduct toward the instructor or other members of the class. The student may appeal the instructor's action to the department chair through the department's grievance procedure. If the student is not satisfied with the ruling or recommendation emerging from the grievance hearings, an appeal may be brought to the appropriate academic dean. Violations of this section are also subject to disciplinary action under the rule on obstruction or disruption.

### **Computer Usage Policies**

See "Student Computing" section in the General Information section of the Student Handbook.

### **Cooperation**

Students are expected to cooperate with University officials when those officials have identified themselves and are acting within their authority to enforce University policy. University officials include faculty and staff of the University. Also included are student employees who are carrying out assigned work responsibilities. Failure to do so may lead to University discipline.

Cooperation includes, but is not limited to, appearing at offices when requested to do so, showing IDs, leaving areas, completing or adhering to the terms of a judicial sanction, etc.

### **Copyright Law**

Students should be aware that copyright laws cover photocopying and other reproductions of materials. Students should contact faculty members or library staff for information regarding these laws.

### **Damage and Destruction**

Damaging, destroying, or defacing University property or the property of any person is prohibited and may lead to University disciplinary action and/or criminal prosecution.

Students are liable for all damage they cause, whether by intentional or unintentional means, unless the damage is the result of a defect or normal wear and tear. Restitution does not preclude possible disciplinary action.

### **Demonstrations**

Students are free to voice dissent and to demonstrate in an orderly and peaceful manner, subject to reasonable time, place, and manner regulations of the Health Science Center. Picketing or demonstrating must not interfere with the normal flow of pedestrian or vehicular traffic or with entrances to buildings and must not interfere with the normal functioning of the University. Objects that may prove dangerous in a crowd are not permitted (e.g. sticks in support of signs or banners). Failure to abide by these guidelines may lead to University discipline, including the use of the Rules for the Maintenance of Public Order.

### **Documents, Keys, Telephones: Misuse of**

1. Forging, altering, or transferring an ID card, or other University document (e.g. registration form, admission application, financial aid application) is prohibited.
2. Duplicating keys to University facilities without authorization is prohibited. Unauthorized possession or use of keys, or the lending of keys for illegal or unauthorized purpose, tampering with or changing locks to University facilities without authorization is also prohibited.
3. Charging telephone or telegraph tolls to University telephones and unauthorized use of telecommunication authorization codes is prohibited.

### **Facilities: Locked**

All unauthorized persons must leave University buildings at the time they are closed (unless special arrangements have been made).

Propping open exterior or interior doors, which allows access to a locked facility, is prohibited. Forcible entry into any building or facility is prohibited. Failure to observe these rules may lead to University disciplinary action and/or criminal prosecution.

### **Facilities: Use of**

Individuals may not reserve University facilities for personal reasons. Student organizations, except when holding an initial organizational meeting, must be officially registered and recognized by the University to be eligible to use University facilities.

1. Reserving of Rooms: Most facilities for non-class use with arrangements for set-ups, sound systems, and other equipment, and the personnel to operate it, should be made as far in advance as possible with the Director of Student Life. Events should be planned to conform to the building hours. Information regarding reserving of facilities may be obtained from these offices. Use of facilities without appropriate permission may lead to University discipline.
2. Regulations: Students using facilities which are open to their use (i.e. library, computer facilities, study carrels, Student Center, etc.) are expected to abide by the rules in effect for those areas and are expected to cooperate with those in charge. Failure to do so may lead to University discipline.

## **False Information**

Knowingly giving false information to the University or misrepresenting oneself, on or off-campus, may lead to disciplinary action. Falsification of admissions or financial aid information may lead to dismissal from the institution.

## **False Reports**

Persons who initiate or circulate a false report of impending occurrence of an explosion, fire, crime, or other emergency are subject to University discipline and to criminal prosecution.

## **Fire and Safety Regulations**

Persons found tampering with fire safety equipment on the campus are subject to University discipline and to arrest under applicable sections of the New York State penal law.

Persons who intentionally, carelessly, or recklessly cause the report of a false fire alarm, either personally or by activating the fire alarm system are subject to University discipline and to arrest under applicable sections of the New York State penal law.

Persons recklessly, carelessly, or intentionally causing a fire to be ignited in any University building or on the grounds of the campus without a legitimate purpose are subject to University discipline and to arrest under applicable sections of the New York State penal law. This does not apply to fireplaces, barbecue grills, or other authorized areas.

Persons intentionally interfering with or failing to follow emergency procedures, including fire drills, are subject to disciplinary action.

## **Gambling**

Per Article 225 of the Penal Law of the State of New York, gambling is considered an illegal activity; therefore, gambling is not permitted in any area on campus or in any activity registered with the University.

## **Guests**

Students who have guests on campus are responsible for informing their guests of the University's rules and policies and may be held accountable for the actions of their guests.

## **Hazing**

Respect for the dignity and right of other students is a basic tenet of the Health Science Center community. Hazing has no place in the Health Science Center community and may result in charges under the rules for the maintenance of public order (Education Law, Section 6450).

Hazing defined as conduct causing psychological, emotional, or physical harm to any person as a part of initiation into or affiliation with any organization is prohibited. Some examples include: forced or required participation in physical activities; forced, required or condoned application of foreign substances to the body resulting in lewdness or a potential for ridicule or bodily harm (such as tattooing or branding); participation in activities which involve illegal acts such as kidnappings; creation of excessive fatigue and stress through deprivation of privacy or sufficient sleep, decent and edible meals; forced or required consumption of any food, liquor, drug, or any other substance; forced or required conduct that would embarrass or negatively affect the dignity of the individual such as forced nudity or partial nudity or coercing or allowing an individual to dress in a degrading manner as part of initiation or affiliation with a group; use of physical brutality; participation in or creation of situations which cause psychological harm or substantial emotional strain such as causing a member or pledge to be the object of malicious amusement or ridicule or other verbal abuse, causing embarrassment or shame to a member of pledge, or compromising the dignity of a member or pledge.

## **I.D. Cards**

Every registered student, whether part-time or full-time, matriculated or non-matriculated, is issued an identification card, which entitles him/her to certain privileges in the use of facilities and services of the University. The student to whom the ID card is issued is entirely responsible for its use or misuse. Students must carry their cards with them at all times. Students must not lend their ID cards to any other persons.

Students may be asked by University Police officers or other University personnel, including student managers, resident advisors, desk assistants and night guards, to show their ID cards. When such requests are made by authorized personnel, students are expected to cooperate by producing their ID cards. This helps assure that only persons with legitimate interests use campus facilities. The ID card is necessary on campus to use various services such as the student health service, gymnasium, library, etc. Any person not producing an updated, validated ID card when requested, is assumed not be a member of the campus community; and if the situation warrants, may be asked to leave campus or be charged with trespassing.

Your ID card must be validated each year for which you are registered as a student. If you lose your ID card, report it at once, and make arrangements to obtain a replacement from F.S.A., Student Center 203. It is important to report such a loss as soon as possible so that the Library and other areas where the card may be misused can be alerted. A charge is made for the replacement of lost or mutilated ID cards.

Misuse of ID cards may lead to University disciplinary action.

## **Loitering/Trespassing**

As determined by the University, unauthorized persons are forbidden to loiter or trespass in University buildings or on campus grounds. In terms of enforcement, it should be noted that students are required to present identification upon request of University personnel (see ID cards), and overnight guests in the residence halls must be registered. While all University personnel are expected to be aware of this regulation and to assist in its enforcement; suspected loiterers or trespassers should be reported to Public Safety.

## **Noise**

The academic nature of the University requires all persons to respect the rights of others to conduct classes without disturbance and to study, sleep, and fulfill academic responsibilities without interruption from excessive noise. Students must comply with reasonable requests to lower the noise level.

## **Obstruction or Disruption**

Obstructing or disrupting Health Science Center activities, including but not limited to teaching, research, administration, disciplinary procedures, or other authorized activities including public service functions is prohibited.

## **Payment of Fines and Fees**

A student who is delinquent in the payment of fees and charges to the University and who fails to make arrangements for such payment may be subject to various penalties, which include denial of transcripts, grades, registration, degree, and diploma.

## **Recognition of the Rights and Responsibility of Students**

(The statement below is in response to Section 500.2 of the guidelines established by the SUNY Board of Trustees.)

The Health Science Center recognizes that students have within the law, the right of free expression and advocacy. The Health Science Center seeks to encourage and preserve freedom of expression and inquiry within the entire University. The Health Science Center does not permit the use of its name in announcements, advertisements, publications, or reports that imply Health Science Center endorsement of any commercial products or services or for personal business. Furthermore, students are advised against using the name of the Health Science Center in taking a stand on social or political issues. Official recognition of any student group must be granted by the University Council or student councils, the Office of the President or his/her designee. If any doubt exists in matters of this kind, specific clearance should be obtained from the President or his/her designee.

## **Reporting Crimes and Safety Hazards**

The University strives to provide a safe environment for the campus community -- students, visitors, faculty, and staff. All campus-related crimes and safety hazards, actual or suspected, must be reported to the Public Safety Department to help protect the safety of all members of the campus community.

## **Residence Hall Regulations**

Failure to abide by Residence Hall regulations as defined in the terms and conditions of the Residence Hall License and regulations will result in disciplinary action and/or termination of Residence Hall license.

## **Safety**

Reckless actions or activities which could endanger the safety of others or which result in physical harm to others and/or in damage to property is prohibited.

## **Self-Defense Spray Device**

Definition: Section 265.20(14) of the "New York State Penal Law" defines a self-defense spray device as a pocket size spray device that contains and releases a chemical or organic substance that, when directed at another person, is intended to produce temporary physical discomfort or disability against another person. A person may possess such a device unless he or she is less than 18 years of age, or has been convicted of a felony in and outside New York State.

Physical assault includes but is not limited to inflicting bodily harm upon a person by using a self-defense spray device in circumstances that do not justify the use of such a device.

The possession, storage, or use of fireworks, firearms, ammunition, explosives, or other weapons including any dangerous article or substance with the potential to injure or discomfort a person is prohibited at any time for any purpose at anyplace on the campus or other property.

This regulation does not prohibit an individual otherwise subject to its provisions from carrying or possessing a self-defense spray device on campus property provided that such carrying or possession would not constitute a crime under New York criminal law.

## **Sexual Violence**

Sexual assault is prohibited. Sexual assault is defined as forced, manipulated, or coerced sexual acts, which include but are not limited to unwanted touching of an intimate part of another person such as sexual organ, buttocks, or breast; sodomy; oral copulation; and rape.

Under New York State Law, Affirmative Consent is required and is defined as follows:

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Please note that to comply with the above definition of Affirmative Consent, you should remember the following:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choosing to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

The State University of New York and Downstate Medical Center (Downstate) are committed to providing options, support and assistance to survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in Downstate University-wide and campus programs, activities and employment. Policies regarding Sexual Violence appear in Appendix II of the Student Handbook and include resources, information about the student conduct process, the policy for alcohol and/or drug use amnesty in sexual violence cases, and a Sexual Assault Survivor Bill of Rights.

In cases of Sexual or Interpersonal Violence, all students have a right to:

1. Make a report to local law enforcement and/or the New York State Police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestions that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the University.

In accordance with the Students' Bill of Rights, a student reporter shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below (note that additional options are also mentioned in Appendix II):

- When the accused is a student, to have the college issue a "No Contact Order," consistent with SUNY Downstate policy, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with SUNY Downstate policies. Parties may submit evidence in support of their request.
- To have assistance from University Police or other college officials in initiating legal proceedings in family court or civil court, including, but not limited to, obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused's responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from University Police in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of University Police.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and SUNY Downstate policies and rules.
- When the accused is not a member of the college community, to have assistance from University Police or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.

- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following offices can serve as a point to assist with these measures:
- Office of Diversity and Inclusion – (718) 270-1738
- Office of Student Affairs – (718) 270-2187
- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Downstate Medical Center Student Handbook, [http://sls.downstate.edu/student\\_affairs/handbook.html](http://sls.downstate.edu/student_affairs/handbook.html), as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
  - The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
  - The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
  - The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
  - The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
  - The right to offer evidence during and to review available relevant evidence in the case file (or otherwise held by SUNY Downstate).
  - The right to present evidence and testimony at a hearing where appropriate.
  - The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
  - The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings may be admissible in the disciplinary stage that determines sanction.
  - The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
  - The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
  - The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
  - The right to know the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding and the reason for the actual sanction imposed. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
  - Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
  - The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
  - Contact the Office of Student Affairs for more information about the student conduct process = (718) 270-2187, Basic Sciences Building, Room 1-114.
  - The right to choose whether to disclose or discuss the outcome of a conduct hearing.
  - The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

## **Sexual Harassment**

Sexual harassment is prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other unwelcome verbal or physical conduct of a sexual nature, which interferes with a student's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment is a violation of the law (Section 703 of Title VII of the Civil Rights Act of 1964) and SUNY Health Science Center policy and may result in disciplinary actions or criminal prosecution.

### Sexual Harassment Complaint Procedures

1. Any student of the Health Science Center community who believes s/he is being or has been sexually harassed should immediately contact the Office of Student Affairs at 270-2187 and/or the Office of Diversity and Inclusion at 270-1738. (Additional information in Appendix II.)
2. Together, the person who believes s/he is being harassed and the Chief Diversity Officer will examine the available options.
3. Recognizing the highly sensitive nature of sexual harassment, the Office of Student Affairs and/or the Office of Diversity and Inclusion will treat all reports of sexual harassment with the greatest possible confidentiality.
4. Retaliatory action against anyone filing a sexual harassment complaint is strictly prohibited.

## **Sign Posting**

Only registered student organizations and academic/administrative departments may use student organization bulletin boards, academic/administrative bulletin boards, or post notices on University property.

- 1) All posters/flyers must be hung on designated bulletin boards ONLY.
- 2) All posters/flyers must be removed by the sponsoring organization within 48 hours after the event has taken place.
- 3) Only masking tape may be used on walls and university bulletin boards. On bulletin boards, masking tape, thumb tack and staples may be used.
- 4) All posters/flyers must conform to public standards of "good taste" and may not be discriminatory or offensive.

"Open" or "non-designated" bulletin boards may be used by members of the Health Science Center community but must conform to the following:

- 1) All notices must be hung on the designated bulletin boards ONLY;
- 2) All notices must be date stamped with the date they are hung or the date of the event. The notice must be removed within one month of posting (e.g. apartment rentals, book sales) or within 48 hours of the event;
- 3) Only masking tape may be used to post signs on University property and only masking tape and thumb tacks on bulletin boards;
- 4) All posters/flyers must conform to public standards of "good taste" and may not be discriminatory or offensive.

Any violation of this policy will result in the removal of the posting; any damages to University property from the posting will be charged back to the sponsoring group or individual.

## **Smoking**

Article 13-E of the New York State Public Health Law prohibits smoking in areas open to the public. The law provides that violations are punishable with civil fines up to \$1,000.

Smoking is prohibited in all indoor areas opened to the public, unless an area is designated a public smoking areas by appropriate signs or if, in private rooms, apartments and duly designated areas of the residence halls. In private rooms/apartments shared by more than one person, smoking will not be allowed unless all occupants agree.

## **Telecommunication Services**

Charging telephone or telecommunications charges to University telephones or extension numbers without authorization is prohibited. Students who register for telephone service are responsible for the payment of all service charges, tolls, and appropriate taxes, which appear on the monthly bill.

## **Theft**

Theft or attempted theft of University property or knowingly possessing stolen property of the University and or services (telephone, computers, parts, etc.), or the property of any person is prohibited and may lead to University disciplinary action and/or criminal prosecution.

## **Visitors**

Anyone not registered as a student or employed by the University is considered a visitor. Visitors to the campus are expected to abide by the University rules and regulations. Visitors failing to do so may be asked to leave campus and may be declared persona non grata, and /or subject to arrest in accordance with the Rules for the Maintenance of Public Order.

## **Weapons**

Possession or keeping of a deadly weapon or dangerous instrument on campus, including firearms, explosive devices, knives, blackjacks, etc. is prohibited. Possession or use of fireworks, firecrackers, etc. is also prohibited. Possession of noxious materials (any container with any drug or other substance capable of generating offensive, noxious, or suffocating fumes, gases, or vapors or capable of immobilizing a person) is also prohibited.

Failure to comply with the above regulations may lead to University disciplinary action and/or criminal prosecution.



## **DISCIPLINARY PROCEDURES**

(pertaining to all students at SUNY Downstate/Health Science Center at Brooklyn)

Students are expected to uphold the highest standards of integrity and ethical behavior. Any student who has been reported for academic dishonesty, or for violating the rights of others, or who engages in other unprofessional behavior will be subject to disciplinary action. Students of the Health Science Center implicitly agree to abide by the rules, regulations, and standards set by the faculty and administration as published in the student handbook, college catalog, residence hall, or institutional publications and notices; and civil and criminal laws dictated by local, state, and the federal government. The College reserves the right to have charges initiated through the disciplinary process against any student charged or convicted of breaking civil or criminal law.

Whenever possible, each individual case should be settled by informal conversations among students and their peers, between students and immediately involved faculty or administrative officers prior to the filing of official charges. Infractions of published standards, rules and/or regulations, which are not resolved to the agreement of the parties concerned, shall be referred in writing, to the Vice President of Student Affairs.

Written charges must be filed with the Vice President of Student Affairs (or designee) by the faculty member, student, staff member or college administrator who is initiating disciplinary action. These charges must include the name of the person(s) being charged, and a description of the infraction/incident with as much detail as possible (e.g. dates, names of witnesses, supporting documents, etc.).

Upon receipt of the written charges, the Vice President of Student Affairs (or designee) will appoint a five person ad hoc committee in consultation with the Academic Dean of the College. The ad hoc committee will include at least one student member. Individuals excused from serving on the ad hoc committee include: any faculty member whose department is involved in the disciplinary proceeding; any student who is named in the complaint as a potential defendant or witness. The Vice President of Student Affairs or a designee will serve as a non-voting (sixth) member of the committee.

The purpose of the ad hoc committee is to:

- a. Collect and evaluate supporting evidence on both sides of the charged violation within a reasonable period of time.
- b. Recommend a course of action to the Academic Dean of the College.

### Procedures

The Vice President of Student Affairs or a designee will convene the first meeting of the ad hoc committee upon receipt of written charges and designate the chair and secretary. Each member has one vote.

The chairperson will notify the accused by providing a copy of the charges to the accused. The potential range of penalties should be included with the notice.

The chairperson is required to employ only his/her best effort to notify the student(s), and the student(s) are responsible for keeping the institution informed of any changes in address necessary for receipt of charges. (Notification will be made to the student's current local address as on file with the Registrar's Office unless otherwise requested by the student.) The hearing may be held in the absence of the student(s) accused only if a reasonable effort has been made to notify the student(s).

The chairperson will concurrently notify the accused, the party (is) bringing charges, and all members of the ad hoc committee of the date, time and location for the formal hearing of charges. Notification shall be mailed to the student at least five business days in advance of the hearing.

The hearing shall not be governed by the formal rules of evidence. The committee shall examine all relevant facts and circumstances and reach its decision based upon a preponderance of the evidence. The recommendation of the committee may include, but is not limited to:

- a) dismissal of charges
- b) disciplinary warning letter
- c) disciplinary probation
- d) loss of privileges
- e) fines, restitution or community service
- f) suspension for all or part of the year
- g) dismissal from the college
- h) permanent transcript notation – a student found guilty of hazing or other serious violations of the student conduct code, especially when it leads to the death or serious physical injury to another person will have a permanent notation made on their permanent transcript. In addition, a student found responsible for such violations shall not receive credit for the semester in which the suspension or expulsion occurred, and will be liable for all tuition and fees for that semester. See also, "Transcript Notation" at the end of this policy.

Hearings are regarded as confidential and closed to all but the principals of the case, unless all parties agree to the presence of others. The student has the right to consult with an advisor\* of his or her choice. The advisor may speak privately with the student, but may not participate in the hearing.

The chairperson will read the written charges to those assembled. At the hearing, the student has the right to present oral and written evidence on his or her behalf and to call his or her own witnesses. The student shall also have the opportunity to question any witnesses who appear, and to comment on any written documents or other evidence, submitted in support of the charges.

In student disciplinary proceedings involving domestic violence, dating violence, stalking, or sexual violence, several additional protections and requirements apply. (See policies on Sexual Violence Prevention in Appendix II.) During such disciplinary hearings, SUNY Downstate will allow involved parties to review available evidence held by the campus in accordance with college/university policy. Parties can also present available evidence as appropriate under campus policies.

The ad hoc committee shall make a written recommendation to the Academic Dean of the College. The Dean will decide whether to modify or uphold the recommendation of the committee. The Dean shall notify the student of his decision in writing. The Dean's decision is final and cannot be appealed (except in cases of domestic violence, dating violence, stalking, or sexual violence).

Documentation of all action of the ad hoc committee is kept in a confidential file in the Office of the Vice President of Student Affairs.

*\* If one party elects to be represented by an attorney, they are obligated to notify all other parties, allowing reasonable time for all parties to retain counsel prior to the hearing. Attorneys who attend the hearing may not participate in the hearing, but may only advise the client.*

#### Appeal Procedures (In cases of domestic violence, dating violence, stalking, or sexual violence only)

In cases of domestic violence, dating violence, stalking, or sexual violence only, the following procedure shall be used following the issuance of a decision from the Academic Dean of the College (as described above). An appeal in these cases can be filed by either the accused student or the reporting student. During the period of appeal, the sanction imposed by the ad hoc disciplinary committee will be held in abeyance pending the outcome of the appeal, except in the cases where an Interim Suspension has been issued, that status will remain in effect.

To file an appeal to an Appeals Board:

1. File a request stating the intention to appeal the decision, in writing, to the Vice President for Student Affairs, within three working days of receipt of the discipline finding letter.
2. The letter must cite the specific ground(s) for the appeal, which can include:
  - a. fair consideration was not provided to the student, (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious);
  - b. new and significant information, not reasonably available at the time of the initial hearing, has become available; or
  - c. that the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense)

The letter must provide information which substantiates the ground(s) on which the appeal is being made.

3. The Vice President for Student Affairs shall appoint a three member panel to serve as the Appeal Board. Members of the Appeal Board will be selected from faculty who are not in the same program as the involved parties and may include up to one student. The Vice President for Student Affairs shall serve as an ex-officio member of the Appeal Board.
4. The materials outlined above and all relevant documentation from the ad hoc hearing committee, whose decision is being appealed, will be presented to a meeting of the Appeal Board within three weeks from date the written appeal is received by the Office of the Vice President for Student Affairs.
5. On the basis of a review of this information only, the Appeal Board will determine if grounds for an appeal exist and will issue a written decision.
6. If the Appeal Board determines that no grounds for the appeal exist, the student will be notified in writing and the sanction assigned at the initial hearing will take effect immediately.
7. If the Appeal Board determines that an appeal should be granted the Appeals Board may recommend to the Vice President for Student Affairs a modification of the decision, including a modification of the original sanction.
8. After hearing all information and evidence, the Appeal Board will deliberate in private. The board will prepare its finding on the matter and forward it, in writing, within two working days of completing its deliberations, to the Vice President for Student Affairs, who shall issue the final decision to the Student. The decision of the Appeal Board is final and shall not be subject to further appeal.

#### **POLICY FOR ALCOHOL AND/OR DRUG USE AMNESTY IN SEXUAL AND INTERPERSONAL VIOLENCE CASES**

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Downstate recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Downstate strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Downstate officials or law enforcement will not be subject to SUNY Downstate's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

*[This policy applies to students and refers to the student conduct code, not to academic or external policies and requirements. Further, students in clinical programs may also be subject to professional standards beyond the campus conduct code. In a clinical setting, being under the influence of alcohol or drugs while performing patient care cannot be overlooked.]*

## **OTHER ADMINISTRATIVE ACTIONS**

### **A. No Contact Order**

A No Contact Order is a formal directive issued by SUNY Downstate requiring parties in any interpersonal conflict to have no direct or indirect interaction, meaning that attempts to contact the protected individual is a violation of college policy subject to additional disciplinary action. No contact orders can contain specific restrictions on use of specific campus facilities, or a schedule for all parties to assure that all parties have access to campus facilities. No contact orders can be enforced by reporting violations to the Office of Student Affairs, Residence Life, Student Life, or University Police Department.

Students who are involved in such a conflict may request a No Contact Order be issued from the Office of the Vice President for Student Affairs/Dean of Students. No contact orders can also be issued following the filing of a report, regardless of whether the reporting individual has requested the order. While no contact orders are normally issued by the Office of the Vice President for Student Affairs/Dean of Students, they can also be issued by the University Police Department or Office of Student Life/Residence Life during hours that the Office of Student Affairs is not open.

It is standard procedure in all cases for no contact orders to be issued to all parties in a conflict, including the reporting individual, accused individual, and any other involved individuals. A no contact order remains in effect until it is officially removed in writing by the Office of the Vice President for Student Affairs.

The Office of the Vice President for Student Affairs/Dean of Students will promptly review any existing no contact order at a party's request, including requests to modify the terms of or discontinue the order. The parties can submit evidence to support their requests. If the campus finds it appropriate, it can even make a schedule for parties who seek to use the same facilities without running afoul of the no contact order.

### **B. Interim Measures**

In cases of sexual or other Violence, SUNY Downstate may require and/or provide reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangement in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Interim measures may also apply if an individual accused of sexual or other violence is not a student, but is a member of the SUNY Downstate community and presents and continuing threat to the health and safety of the community, subject to applicable collective bargaining agreements, employee handbooks, and SUNY Downstate policies and rules.

SUNY Downstate will promptly review existing interim measures and accommodations at the request of the party who is affected by that interim measure or accommodation. The parties can submit evidence to support their request to the appropriate campus official who issued the interim measure.

### **C. Change in Student Status/Interim Suspension**

When in the judgment of a Student Affairs Dean (Associate Dean, or Assistant Dean) and/or the Assistant Vice President of Student Life (or designee) the continued presence of a student charged with a violation of SUNY Downstate Medical Center policy presents an immediate danger to the fulfillment of the educational mission of the institution, to the life, health, welfare, safety or property of any member(s) of the SUNY Downstate community, the student may be subject to a change in student status including immediate denial of campus residency and/or suspension from the College pending the outcome of a disciplinary hearing (see Rules of Student Conduct in Appendix IV of the Student Handbook), which shall be scheduled as expeditiously as possible.

Such a recommendation would be communicated to the Vice President for Student Affairs or designee, who will review the recommendation and gather and consider whatever additional information may be needed; and will determine if any change in status, such as interim suspension, is warranted. Notification of any change of the student's status and the reasons for it will be communicated to the student, in writing, within 24 hours of the decision. The student will be provided with a formal charge letter and the terms of the immediate action changing student status.

SUNY Downstate will promptly review an existing interim suspension at a party's request, including requests to modify the terms or discontinue it. Parties can submit evidence to support their request. To request a review, submit a request, in writing, to the Vice President for Student Affairs.

This action may be taken, but is not limited to, situations which occur on or off campus, involving physical violence, drugs and other controlled substances, criminal or other illegal acts.

### **D. Involuntary Medical Leaves of Absence**

SUNY Downstate Medical Center maintains a Student & Employee Health Service and a Student Counseling Service to serve physical and emotional needs of students. Students whose needs are beyond the resources of these offices will be referred to off-campus facilities and service providers when possible.

However, students who cannot adequately be helped by the available facilities, and/or who refuse to accept recommended emotional and/or medical treatment and whose resulting behavior renders them unable to effectively function in the residential or academic community; that is, without harming themselves, others, or disrupting the College community, may be required to leave the College following the described procedure below:

1. The Vice President for Student Affairs or his/her designee may require a mandatory psychological/psychiatric assessment if a student's condition renders him/her unable to function in the College community without harming themselves or others and/or disrupting the educational mission of the institution.
2. When in the opinion of a professional member of the Counseling or Health Services staff, a student is unable to be adequately helped by the on-site or by other available facilities, and the student's condition renders them unable to function in the College community without harming themselves or others and/or disrupting the educational mission of the institution, the staff member shall notify the Vice President for Student Affairs or designee of the situation as soon as possible.

3. When the Vice President for Student Affairs or his/her designee receives notification under either (1) or (2), described above, the Vice President for Student Affairs or his/her designee will seek other such professional opinion as is appropriate, and will confer with the student if possible. The student may submit other medical documentation secured independently for consideration and may be accompanied by a support person (friend, relative, faculty member etc.) to scheduled appointments with College personnel.

Failure to appear for a mandatory assessment may result in suspension from clinical courses until the assessment is completed satisfactorily and the student has received health clearance to resume clinical responsibilities.

## **POLICY ON TRANSCRIPT NOTATIONS**

New York State Law states that:

*For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.*

SUNY Downstate is in full compliance with New York State Law and will note on the academic transcript of students found responsible for violations of SUNY Downstate policy which are equivalent to the Clery Act Part I crimes (as updated by the Violence Against Women Act) that a student was "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." (If the student receives either of those sanctions after a finding of responsibility.) The crimes which would require this notation currently include: murder; rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; manslaughter; and arson. SUNY Downstate will also place a notation on the transcript "withdrew with conduct charges pending" if the student withdraws prior to the completion of a hearing and determination of responsibility.

Students may appeal to the Vice President for Student Affairs, in writing, for removal of a notation that they were suspended, no earlier than one year after the suspension is completed. Notations indicating a student was dismissed from SUNY Downstate shall not be subject to removal and therefore cannot be appealed.

## **APPENDIX V: LIVING IN THE BOROUGH OF BROOKLYN**

### **MAIL**

**Central Mail Service** in the basement of the Hospital:

- a. Mail Services does not sell USPS postage stamps. However, individual and book stamps can be purchased at the University Bookstore (located in the Student Center), or at the UH Gift Shop.
- b. DMC Business mail is DMC Mail Services' primary responsibility. However, personal mail assistance is provided on USPS postal information and overnight express mail services and weighing **after 1pm daily**.
- c. Mail Services unit monitors all outgoing mail. Any suspected personal mail found not having USPS postage stamps affixed will be returned to the sender, if known. If the mail piece does not have proper postage and the sender is not known, the mail piece will not be metered- postage will not be affixed by Mail Services. The mail piece will either be opened to determine the return to sender or be placed into the USPS postal system without postage for USPS disposition.
- d. All personal mail and packages (USPS or Express) must be accompanied with a valid Bursar's receipt.

Weigh your mail/package at home or at DMC Mail Services and pay at the Bursar's Office to obtain a receipt. Then take the receipt back downstairs.

**Stamps and Postal Services:** corner of Church & Nostrand. Just walk inside the newsstand. Another is located at 198 7th Ave. in Park Slope (finance stat-window service only).

**Full Postal Services:** a) Church Ave. between Bedford & Flatbush; b) Lenox & Utica Ave. (726 Utica) 733-3218

The **United States Postal Service** also offers a "Stamps By Mail" service. The stamps are delivered within five business days, no minimum order is required, no service charge, postage free return envelope. Ask for the order form at your local post office.

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To learn more about the "fun" things to do in Brooklyn, consult these web sites:

Brooklyn On Line [www.brooklynonline.com](http://www.brooklynonline.com) or go to the SUNY Downstate institutional website at [www.downstate.edu](http://www.downstate.edu) and then click on "The Neighborhood." Brooklyn on Line has descriptions of various items of interest in the borough as well as descriptions of each neighborhood in Brooklyn.

Definitely check out

The Brooklyn Academy of Music (BAM)

The Brooklyn Aquarium

The Brooklyn Museum

The Brooklyn Botanical Garden ([www.bbg.org](http://www.bbg.org))

If eating is your pleasure, here is a food website of interest:

Zagat's is on-line with a search engine, which allows you to identify restaurants in Brooklyn ([www.zagat.com](http://www.zagat.com))

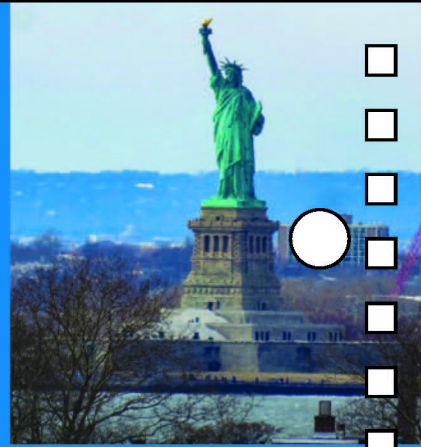
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