The State University of New York Downstate Medical Center does not discriminate on the basis of race, sex, sexual orientation, color, creed, age, national origin, handicap, marital status or status as a disabled veteran or veteran of the Vietnam era, in the recruitment and employment of faculty or staff, in the recruitment of students or in the operation of any of its programs and activities, as specified by Federal and State Laws or regulations. For more information, contact the Center’s Office of Diversity at 718 270-1738. The Office of Diversity is located at 151 East 34th Street, Brooklyn, New York.

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

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.
Dear SUNY Downstate Student:

This handbook is provided to help you become familiar with the resources available to assist you in the pursuit of your educational goals. It is a reference for information about academic requirements; SUNY Downstate Medical Center's policies; student rights and responsibilities; names, location and telephone numbers of important campus services.

Please read this Student Handbook carefully, as it contains updated information, rules and regulations that pertain to this academic year. The Handbook is organized into a general information section, which pertains to students in all colleges/schools, and then individual college/school sections. The information contained in the Appendix also pertains to all students.

SUNY Downstate Medical Center reserves the right to alter the 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, 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 in 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 Office of the Registrar, and other offices as appropriate. In preparing this Student Handbook, efforts are made to provide pertinent and accurate information; however, SUNY Downstate Medical Center assumes no liability for Handbook errors or omissions.

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) or contact your individual academic program.

Sincerely,
Lorraine Terracina, Ph.D.
Vice President of Student Affairs and
Dean of Students
WHO'S WHO ON CAMPUS
President of Downstate Medical Center          John C. LaRosa, M.D.          BSB 1-67      1     270-2611
Senior Vice Pres. for Biomedical Educ. & Research & Dean, College of Medicine 
Vice Pres. for Academic Affairs, and Executive Dean of Allied Health and Nursing

College of Health Related Professions
Dean                              Dawn Morton-Rias, Ed.D., PA-C        HSEB 716 (7025)  94    270-7701
Diagnostic Medical Imaging Program Deveral Paterson, M.S., RDMS          HSEB 775 (7052) 1192 270-7760
Medical Informatics Program       Isaac Topor, Ed.D.                  HSEB 777 (7056)  105 270-7770
Midwifery Education Program      Ronnie Lichtman, Ph.D.              HSEB 767 (7043)  1227 270-7740
Occupational Therapy Program      Joyce Sabari, Ph.D.                 HSEB 727 (7012)  81   270-7730
Physical Therapy Program         Joanne Katz, PT, D.P.T., Ph.D.       HSEB 725 (7010)  16   270-7720
Physician Assistant Program      Alexis Moore , MPH, PA-C              HSEB 875 (8056) 1222 270-2325
Continuing Education Programs    Dorothy Waleski, MA, MPA              HSEB 739 (7027)  94   270-1372

College of Medicine
Senior Vice Pres. for Biomedical Educ. & Research & Dean, College of Medicine 
Vice Dean                              Roger Cracco, M.D.                  UH A6-345  1213 270-2051
Associate Dean for Administration   Ross Clinchy, Ph.D.                  BSB 1-9     97   270-3776
Senior Associate Dean for Education  Stanley Friedman, M.D.                BSB 1-96    39   270-1335
Associate Dean, Minority Affairs    Constance Hill, M.D.                BSB 2-72    1186 270-3033
Assistant Dean, Program & Faculty Develop.   Fredric Volkert, Ph.D.          BSB 3-124A 44   270-3923
Assistant Dean, Clinical Education  Sheldon Landesman, M.D.               BSB 1-9     97   270-3776
Dean of Students                    Lorraine Terracina, Ph.D.            BSB 114    85   270-2187

College of Nursing
Dean                              Daisy Cruz-Richman, Ph.D., R.N.       HSEB 809 (8025)  22  270-7600
Associate Dean for Graduate Programs Laila Sedhom, Ph.D., R.N.               HSEB 823 (8008)  22  270-7605
Associate Dean for Undergraduate Programs Nellie Bailey, Ed.D., APRN, BC         HSEB 829 (8016)  22  270-7617
Accelerated Nursing Program Director Luzviminda Casapao, M.A.,Ed.M., R.N.    HSEB 881 (8063)  22  270-7654
RN/BS Undergraduate Program Director Maria Rosario-Sim, Ed.D., RNC, PN, BC  HSEB 830 (8017)  22  270-7644
Nurse Practitioner Program Director Patricia Kizilay, Ed.D., ARNP-BC,DCNAP HSEB 808 (8003)  22  270-7657
Nurse Anesthesia Program Director Joseph Jennas, M.S., CRNA                     HSEB 825 (8010)  22  270-7657

School of Graduate Studies
Dean, and Vice Dean for Basic Research  Mark Stewart, M.D., Ph.D.                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  270-2740
Director of Graduate School Admissions       Denise Sheares                      BSB 3-114A   41  270-2740
Dir. of Recruitment & Liaison for the Biomedical Engineering Program    Ellen Telesca                      BSB 3-114A   41  270-1155

School of Public Health
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         Karen Benker, MD, MPH                  B4-322   43  221-1056
Public Health Affairs               Leslie Schechter, MA                      B4-316A  43   270-1766
Department of Community Health Sciences Judith H. LaRosa, Ph.D., RN          BSB4-302  43   270-1056
Interim Chair                       Florence Kavaler, MD, MPH                 BSB5-95  43   220-1056
Department of Environmental & Occupational Health Sciences  Michael Szarek, PhD, Chair              B4-323  43  613-8376
Department of Epidemiology and Biostatistics Karen Benker, MD, MPH, Interim Chair  BSB4-32  43   221-6194
Director of SPH Student Affairs      Daniel Ilyayev, MS.Ed.                      BSB4-316B  43  270-2759

Division of Student Affairs
Vice Pres. of Student Affairs & Dean of Students  Lorraine Terracina, Ph.D.                BSB 114    85  270-2187
Academic Development               Sol Magzamen, Ph.D., Director             HSEB 620 (6-027) 1190 270-7536
Admissions                        Shushawna DeOliveira, DHA, Director       BSB 133    60  270-2446
Financial Aid                     James Newell J.D., Director                BSB 114    110  270-2488
Registrar                        Anne Shonbrun, MA, Registrar              BSB 112    98  270-1107
<table>
<thead>
<tr>
<th><strong>Building/Room</strong></th>
<th><strong>Box</strong></th>
<th><strong>Area Code 718</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Affairs</strong></td>
<td>Lorraine Terracina, Ph.D.</td>
<td>BSB 114</td>
</tr>
<tr>
<td></td>
<td>Sophie Christoforou, M.S.Ed., Assoc. Dean</td>
<td>BSB 114</td>
</tr>
<tr>
<td></td>
<td>Jeffrey Putman, Ed.M., Asst. Dean</td>
<td>BSB 114</td>
</tr>
<tr>
<td><strong>Alumni Affairs, College of Medicine</strong></td>
<td>Jill Ditchik, Director</td>
<td>BSB 1-6</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>Ken Carlton, Manager</td>
<td>Stu Ctr 232</td>
</tr>
<tr>
<td><strong>Bursar</strong></td>
<td>Charles Conway, Assoc. Bursar</td>
<td>BSB 1-130A</td>
</tr>
<tr>
<td><strong>Community &amp; Government Relations</strong></td>
<td>Michael Harrell, Asst. Vice Pres.</td>
<td>BSB 1-101</td>
</tr>
<tr>
<td><strong>Facilities Management &amp; Development</strong></td>
<td>Alvin Berk, Ph.D., Interim</td>
<td>BSB 1-15F</td>
</tr>
<tr>
<td><strong>Institutional Advancement</strong></td>
<td>Ellen Watson, Asst. Vice Pres.</td>
<td>BSB 1-101</td>
</tr>
<tr>
<td><strong>Medical Research Library of Brooklyn</strong></td>
<td>Richard Winant, Ph.D.</td>
<td>HSEB 209</td>
</tr>
<tr>
<td></td>
<td>&amp; Technology, and Director of Libraries</td>
<td>HSEB 114</td>
</tr>
<tr>
<td></td>
<td>Library Access Services</td>
<td>HSEB 114</td>
</tr>
<tr>
<td></td>
<td>Library Administration</td>
<td>HSEB 208</td>
</tr>
<tr>
<td></td>
<td>Reference/Information Desk</td>
<td>HSEB 114</td>
</tr>
<tr>
<td><strong>Office of Diversity</strong></td>
<td>Kevin Antoine, J.D.</td>
<td>UH A1-347</td>
</tr>
<tr>
<td></td>
<td>Chief Diversity Officer</td>
<td>151 E. 34th St.</td>
</tr>
<tr>
<td><strong>Office of Pastoral Care</strong></td>
<td>Sharon Codner-Walker, Rev.</td>
<td>UH A1-347</td>
</tr>
<tr>
<td></td>
<td>Director (Protestant Chaplain)</td>
<td>151 E. 34th St.</td>
</tr>
<tr>
<td><strong>Parking</strong></td>
<td>Brian Corby</td>
<td>825 NYA</td>
</tr>
<tr>
<td><strong>Residence Halls</strong></td>
<td>Shayla McGrady</td>
<td>811 NYA</td>
</tr>
<tr>
<td></td>
<td>Sophie Christoforou, M.S.Ed., Assoc. Dean</td>
<td>811 NYA</td>
</tr>
<tr>
<td></td>
<td>Jeffrey Putman, Ed.M., Asst. Dean</td>
<td>811 NYA</td>
</tr>
<tr>
<td><strong>Student Center</strong></td>
<td>Meg O'Sullivan</td>
<td>Stu Ctr 2-04</td>
</tr>
<tr>
<td></td>
<td>Kristen Diorio</td>
<td>Stu Ctr 2-06</td>
</tr>
<tr>
<td></td>
<td>Marilyn Petralia</td>
<td>Stu Ctr 2-03</td>
</tr>
<tr>
<td><strong>Student Counseling Service</strong></td>
<td>Christine Saunders-Fields, Psy.D.</td>
<td>440 Lenox Rd, 1M</td>
</tr>
<tr>
<td></td>
<td>after hours &amp; weekends (urgent care only)</td>
<td>Emergency Services Unit at Univ. Hospital, SUNY Downstate, 470 Clarkson Ave.</td>
</tr>
<tr>
<td><strong>Student Health Service</strong></td>
<td>Sigrid Ulrich, M.D.</td>
<td>440 Lenox Rd., Apt. 1S</td>
</tr>
<tr>
<td></td>
<td>after hours &amp; weekends (urgent care only)</td>
<td>Emergency Services Dept.</td>
</tr>
<tr>
<td><strong>University Police</strong></td>
<td>Thomas Dugan, Chief</td>
<td>BSB 1-85A</td>
</tr>
</tbody>
</table>

**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
ACADEMIC CALENDARS
## SUMMER SEMESTER 2011 (8 AND 12 WEEK SESSIONS)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Mon. May 16</td>
<td>First Day for CHRP &amp; Nursing Clinical Courses</td>
<td>May 14</td>
</tr>
<tr>
<td>Mon. May 23</td>
<td>Web Registration Re-opens for Summer</td>
<td>May 21</td>
</tr>
<tr>
<td>Mon/Tues. May 23/24</td>
<td>In-Person Registration Non-Matriculating Students</td>
<td>May 21/22</td>
</tr>
<tr>
<td></td>
<td>(Course sections may be closed having reached maximum enrollment)</td>
<td></td>
</tr>
<tr>
<td>Tues. May 24</td>
<td>CHRP Academic Standing Committee Meeting</td>
<td>May 22</td>
</tr>
<tr>
<td>Thurs. May 26</td>
<td>Commencement – No Classes</td>
<td>May 30</td>
</tr>
<tr>
<td>Mon. May 30</td>
<td>Memorial Day – No Classes</td>
<td>May 28</td>
</tr>
<tr>
<td>Wed/Thurs. June 1/2</td>
<td>Orientation &amp; Registration for Entering OT, PT, PA, PH and Accelerated Nursing Students</td>
<td>June 4/5</td>
</tr>
<tr>
<td>Wed. June 1</td>
<td>First Day of Classes (Session A, 8 and 12 week sessions) Continuing Students</td>
<td>June 4</td>
</tr>
<tr>
<td></td>
<td>Add/Drop Period (All sessions) (No &quot;W&quot; grade posted)</td>
<td>June 4-June 8</td>
</tr>
<tr>
<td>Thurs. June 2</td>
<td>First Day of Classes (Session A, 8 and 12 week sessions) New CHRP and Nursing Students</td>
<td>June 5</td>
</tr>
<tr>
<td>Mon. June 6</td>
<td>Nursing Academic Standing Committee Meeting</td>
<td>May 24</td>
</tr>
<tr>
<td>Tues. June 7</td>
<td>Registration/Tuition Payment Deadline / Last Day to Drop Courses Without Tuition Liability (All Sessions)</td>
<td>June 8</td>
</tr>
<tr>
<td>Tues. June 14</td>
<td>Last Day to Withdraw from a Course with a Grade of &quot;W&quot; (Session A)</td>
<td>June 15</td>
</tr>
<tr>
<td>Tues. June 21</td>
<td>Last Day to Withdraw from a Course with a Grade of &quot;WP&quot; or &quot;WF&quot; (Session A)</td>
<td>June 22</td>
</tr>
<tr>
<td>Fri. June 24</td>
<td>Last Day to Withdraw from a Course with a Grade of &quot;W&quot; (8 and 12 week sessions)</td>
<td>June 27</td>
</tr>
<tr>
<td>Mon. July 4</td>
<td>Independence Day Observed – No Classes</td>
<td>July 4</td>
</tr>
<tr>
<td>Mon. July 11</td>
<td>Last Day of Classes (Accelerated BS Nursing Courses Session A) Last Day to Withdraw from a Course with a grade of &quot;WP&quot; or &quot;WF&quot; (8 week session)</td>
<td>July 13</td>
</tr>
<tr>
<td>TBA</td>
<td>Accelerated BS Nursing Course Exams – Session A</td>
<td>TBA</td>
</tr>
<tr>
<td>Tues. July 12</td>
<td>First Day of Classes (Accelerated BS Nursing Courses Session B)</td>
<td>July 16</td>
</tr>
<tr>
<td>Tues. July 19</td>
<td>Last Day of Classes (8 week session)</td>
<td>July 22</td>
</tr>
<tr>
<td>Thurs. July 21</td>
<td>Final Exams Begin (8 week session)</td>
<td>July 23</td>
</tr>
<tr>
<td>Thurs. July 21</td>
<td>Last Day to Withdraw from a Course with a grade of “W” (Session B) Last Day to Withdraw from a Course with a grade of “WP” or “WF” (12 week session)</td>
<td>July 23</td>
</tr>
<tr>
<td>Mon. July 25</td>
<td>Final Exams End (8 week session)</td>
<td>July 26</td>
</tr>
<tr>
<td>Thurs. July 28</td>
<td>Last Day to Withdraw from a Course with a grade of “WP” or “WF” (Session B) Last Day to apply for New York State Residency for the Fall Semester</td>
<td>July 30</td>
</tr>
<tr>
<td>Thurs. Aug. 4</td>
<td>Deadline to Submit Grades on Banner System (8 week Session and Session A)</td>
<td>Aug. 5</td>
</tr>
<tr>
<td>Wed. Aug. 10</td>
<td>Fall information packets sent</td>
<td>Aug. 10</td>
</tr>
<tr>
<td>Wed. Aug. 17</td>
<td>Last Day of Classes (12 week session)</td>
<td>Aug. 17</td>
</tr>
</tbody>
</table>
Students in clinical courses should check with their individual programs regarding specific clinical schedules and time off. All students in clinical courses will be expected to adhere to the holiday schedules of the clinical site to which they are assigned. Clinical students completing clerkship, fieldwork, practicum or other clinical assignments may have clinical obligations that extend throughout semester vacation periods but clinical training experiences are not permitted to take place between academic semesters.

Students should contact faculty before taking time off, including religious holidays. Arrangements must be made for making up academic work missed. Please refer to the Student Handbook regarding Religious Observances, New York State Education Law, Section 224-a.

8 Week Session - Undergraduate Nursing (RN to BS) and Didactic Graduate Nursing Courses
12 Week Session - College of Health Related Professions and Clinical Graduate Nursing Courses
Two 6 Week Sessions - Accelerated BS Nursing – Session A and Session B
## Fall Semester 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. Aug. 29</td>
<td>Web Registration Re-opens for Fall</td>
</tr>
<tr>
<td>Mon-Thurs. Aug. 29-Sept. 1</td>
<td>In-Person Registration for Non-Matriculating Students</td>
</tr>
<tr>
<td>Mon. Sept. 5</td>
<td>Labor Day - No Classes/Holiday</td>
</tr>
<tr>
<td>Tues. Sept. 6</td>
<td>Mandatory New Student Orientation &amp; Registration</td>
</tr>
<tr>
<td>Tues. Sept. 6</td>
<td>First Day of Fall Classes for continuing students</td>
</tr>
<tr>
<td>Tues-Tues. Sept. 6 - 13</td>
<td>Add/Drop Period (No “W” grade posted).</td>
</tr>
<tr>
<td>Wed. Sept. 7</td>
<td>First Day of Fall Classes for New Students</td>
</tr>
<tr>
<td>Thurs. Sept. 8</td>
<td>CHRP Academic Standing Committee Meeting</td>
</tr>
<tr>
<td>Mon. Sept. 12</td>
<td>Nursing Academic Standing Committee Meeting</td>
</tr>
<tr>
<td>Tues. Sept. 13</td>
<td>Registration/Tuition Payment Deadline</td>
</tr>
<tr>
<td>Thurs/Fri. Sept. 29/30</td>
<td>Rosh Hashanah – No Classes</td>
</tr>
<tr>
<td>Fri. Oct. 7</td>
<td>Last Day to Withdraw from a Course with a Grade of “W”</td>
</tr>
<tr>
<td>Sat. Oct. 8</td>
<td>Yom Kippur - No Classes</td>
</tr>
<tr>
<td>Mon. Oct. 10</td>
<td>Columbus Day - No Classes</td>
</tr>
<tr>
<td>Mon. Oct. 24</td>
<td>Spring Academic Advising &amp; Web Registration begins</td>
</tr>
<tr>
<td>Fri. Nov. 4</td>
<td>Spring Academic Advising &amp; Web Registration ends</td>
</tr>
<tr>
<td>Fri. Nov. 4</td>
<td>Last Day to Withdraw from a Course with a grade of “WP” or “WF”</td>
</tr>
<tr>
<td>Tues. Nov. 8</td>
<td>Election Day - Classes in Session</td>
</tr>
<tr>
<td>Fri. Nov. 11</td>
<td>Veterans’ Day - No Classes/Holiday</td>
</tr>
<tr>
<td>Fri. Nov. 18</td>
<td>Spring information packets sent</td>
</tr>
<tr>
<td>Thurs/Fri Nov. 24/25</td>
<td>Thanksgiving Holiday - No Classes</td>
</tr>
<tr>
<td>Mon. Dec. 5</td>
<td>Last day to apply for New York State Residency for Spring Semester</td>
</tr>
<tr>
<td>Fri. Dec. 16</td>
<td>Last Day to Make-Up Incomplete Grades from Spring &amp; Summer 2011</td>
</tr>
<tr>
<td>Mon. Dec. 19</td>
<td>Final Exams Begin</td>
</tr>
<tr>
<td>Fri. Dec. 23</td>
<td>Last Day of Final Exams &amp; Classes</td>
</tr>
<tr>
<td>Fri. Dec. 23</td>
<td>Last Day for CHRP &amp; Nursing Clinical Courses</td>
</tr>
<tr>
<td>Wed. Dec. 28</td>
<td>Deadline to Enter Grades on Banner System</td>
</tr>
<tr>
<td>Wed. Jan. 4</td>
<td>CHRP Academic Standing Committee Meeting</td>
</tr>
<tr>
<td>Thurs. Jan. 5</td>
<td>Nursing Academic Standing Committee Meeting</td>
</tr>
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## Tentative Fall 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug. 27</td>
<td>Web Registration Re-opens for Fall</td>
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<tr>
<td>Aug. 27-Aug 30</td>
<td>In-Person Registration for Non-Matriculating Students</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Labor Day - No Classes/Holiday</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>Mandatory New Student Orientation &amp; Registration</td>
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<tr>
<td>Sept. 4</td>
<td>First Day of Fall Classes for continuing students</td>
</tr>
<tr>
<td>Sept. 4-11</td>
<td>Add/Drop Period (No “W” grade posted).</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>First Day of Fall Classes for New Students</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>CHRP Academic Standing Committee Meeting</td>
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<tr>
<td>Sept. 10</td>
<td>Nursing Academic Standing Committee Meeting</td>
</tr>
<tr>
<td>Sept. 11</td>
<td>Last Day to Drop Courses Without Tuition Liability. Web Add/Drop Ends.</td>
</tr>
<tr>
<td>Sept. 11</td>
<td>Registration/Tuition Payment Deadline</td>
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<tr>
<td>Sept. 17/18</td>
<td>Rosh Hashanah – No Classes</td>
</tr>
<tr>
<td>Oct. 5</td>
<td>Last Day to Withdraw from a Course with a Grade of “W”</td>
</tr>
<tr>
<td>Sept. 26</td>
<td>Yom Kippur - No Classes</td>
</tr>
<tr>
<td>Oct. 8</td>
<td>Columbus Day - No Classes</td>
</tr>
<tr>
<td>Oct. 22</td>
<td>Spring Academic Advising &amp; Web Registration begins</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Spring Academic Advising &amp; Web Registration ends</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Last Day to Withdraw from a Course with a grade of “WP” or “WF”</td>
</tr>
<tr>
<td>Nov. 6</td>
<td>Election Day - Classes in Session</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Veterans’ Day - No Classes/Holiday</td>
</tr>
<tr>
<td>Nov. 16</td>
<td>Spring information packets sent</td>
</tr>
<tr>
<td>Nov. 22/23</td>
<td>Thanksgiving Holiday - No Classes</td>
</tr>
<tr>
<td>Dec. 3</td>
<td>Last day to apply for New York State Residency for Spring Semester</td>
</tr>
<tr>
<td>Dec. 14</td>
<td>Last Day to Make-Up Incomplete Grades from Spring &amp; Summer 2011</td>
</tr>
<tr>
<td>Dec. 17</td>
<td>Final Exams Begin</td>
</tr>
<tr>
<td>Dec. 21</td>
<td>Last Day of Final Exams &amp; Classes</td>
</tr>
<tr>
<td>Dec. 21</td>
<td>Last Day for CHRP &amp; Nursing Clinical Courses</td>
</tr>
<tr>
<td>Dec. 28</td>
<td>Deadline to Enter Grades on Banner System</td>
</tr>
<tr>
<td>Jan. 3</td>
<td>CHRP Academic Standing Committee Meeting</td>
</tr>
<tr>
<td>Jan. 7</td>
<td>Nursing Academic Standing Committee Meeting</td>
</tr>
</tbody>
</table>

Students in clinical courses should check with their individual programs regarding specific clinical schedules and time off. All students in clinical courses will be expected to adhere to the holiday schedules of the department (and hospital site) to which they are assigned. Clinical students completing clerkship, fieldwork, practicum or other clinical assignments may have clinical obligations that extend throughout semester vacation periods but clinical training experiences are not permitted to take place between academic semesters.
Students in clinical courses should check with their individual programs regarding specific clinical schedules and time off. All students in clinical courses will be expected to adhere to the holiday schedules of the department (and hospital site) to which they are assigned. Clinical students completing clerkship, fieldwork, practicum or other clinical assignments may have clinical obligations that extend throughout semester vacation periods but clinical training experiences are not permitted to take place between academic semesters.
**FALL SEMESTER 2011**

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri.</td>
<td>July</td>
<td>1</td>
<td>MS IV Clinical Courses begin &amp; Registration deadline</td>
</tr>
<tr>
<td>Mon.</td>
<td>July</td>
<td>4</td>
<td>Independence Day Observed – No Classes</td>
</tr>
<tr>
<td>Tue-Thu.</td>
<td>July</td>
<td>5-7</td>
<td>MS III Transition to Clerkships – Mandatory Orientation</td>
</tr>
<tr>
<td>Mon.</td>
<td>July</td>
<td>11</td>
<td>MS III Clerkships begin &amp; Registration deadline</td>
</tr>
<tr>
<td>Mon.</td>
<td>Aug.</td>
<td>15</td>
<td>MS I Orientation &amp; Registration Begins</td>
</tr>
<tr>
<td>Mon.</td>
<td>Aug.</td>
<td>22</td>
<td>MS I Registration Deadline &amp; Classes Begin</td>
</tr>
<tr>
<td>Mon.</td>
<td>Aug.</td>
<td>22</td>
<td>MS II Registration Deadline &amp; Classes Begin</td>
</tr>
<tr>
<td>Mon.</td>
<td>Aug.</td>
<td>29</td>
<td>Graduate School Registration Period Begins</td>
</tr>
<tr>
<td>Mon.</td>
<td>Sept.</td>
<td>5</td>
<td>Labor Day - No Classes®</td>
</tr>
<tr>
<td>Wed.</td>
<td>Sept.</td>
<td>14</td>
<td>Graduate School Registration Period Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>Sept.</td>
<td>19</td>
<td>Graduate School Classes Begin</td>
</tr>
<tr>
<td>Thurs./Fri</td>
<td>Sept.</td>
<td>29/30</td>
<td>Rosh Hashanah – No Classes#</td>
</tr>
<tr>
<td>Sun.</td>
<td>Oct.</td>
<td>8</td>
<td>Yom Kippur#</td>
</tr>
<tr>
<td>Mon.</td>
<td>Oct.</td>
<td>10</td>
<td>Columbus Day - No Classes®</td>
</tr>
<tr>
<td>Tue.</td>
<td>Nov.</td>
<td>8</td>
<td>Election Day - Classes Meet (Medical School) - No Classes (Graduate School)</td>
</tr>
<tr>
<td>Fri.</td>
<td>Nov.</td>
<td>11</td>
<td>Veterans' Day – (Administrative Offices will be closed) Classes Meet (Medical School) - No Classes (Graduate School)</td>
</tr>
<tr>
<td>Fri.</td>
<td>Nov.</td>
<td>18</td>
<td>Spring 2012 Information Packets Sent to Returning Students</td>
</tr>
<tr>
<td>Thur/Fri.</td>
<td>Nov.</td>
<td>24/25</td>
<td>Thanksgiving Holiday - No Classes®</td>
</tr>
<tr>
<td>Mon.</td>
<td>Dec.</td>
<td>5</td>
<td>Last Day to Apply for New York State Residency for Spring 2012 semester</td>
</tr>
<tr>
<td>Thur.</td>
<td>Dec.</td>
<td>22</td>
<td>MS I, II Semester Ends</td>
</tr>
<tr>
<td>Fri.</td>
<td>Dec.</td>
<td>23</td>
<td>MS III &amp; Graduate School Semester Ends</td>
</tr>
<tr>
<td>Wed.</td>
<td>Dec.</td>
<td>28</td>
<td>Deadline to Submit Fall Semester Grades (MS I &amp; II) to Registrar</td>
</tr>
</tbody>
</table>

**SPRING 2012 SEMESTER**

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue.</td>
<td>Jan.</td>
<td>3</td>
<td>MS I, II,III Classes &amp; Clerkships Resume</td>
</tr>
<tr>
<td>Tue.</td>
<td>Jan.</td>
<td>3</td>
<td>Spring Semester Registration Deadline - All Medical Students</td>
</tr>
<tr>
<td>Tue.</td>
<td>Jan.</td>
<td>3</td>
<td>Graduate School Registration Period Begins</td>
</tr>
<tr>
<td>Fri.</td>
<td>Jan.</td>
<td>6</td>
<td>Graduate School Registration Period Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>Jan.</td>
<td>16</td>
<td>Martin Luther King Jr.’s Birthday - No Classes®</td>
</tr>
<tr>
<td>Tue.</td>
<td>Jan.</td>
<td>17</td>
<td>Graduate School Spring Semester Classes Begin</td>
</tr>
<tr>
<td>Fri.</td>
<td>Jan.</td>
<td>27</td>
<td>Last Day to file for May 2012 Graduation</td>
</tr>
<tr>
<td>Mon.</td>
<td>Feb.</td>
<td>20</td>
<td>Presidents’ Day - No Classes®</td>
</tr>
</tbody>
</table>

(Continued)
SPRING 2012 SEMESTER (CONTINUED)

Fri. Mar. 16 MS IV Residency Match Day
Fri. Apr.  6 Good Friday#
Sat. Apr.  7 Passover Begins#
Sun. Apr.  8 Easter#
Mon. Apr.  9 MS I & II Spring Break Begins
Fri. Apr. 13 Passover Ends#
Mon. Apr. 16 MS I & II Classes Resume

Thurs. May  3 Fourth Year Grades Committee (MS IV) Meeting at 1 p.m.
Fri. May 11 Last Day of Classes & Exams MS II

Tue. May  8 Academic Promotions Committee Meeting at 1 p.m. (Review of 4th Year Class)
Thur. May 10 Deadline to Submit Second Year Grades (MS II) to Registrar's Office
Mon. May 14 Second Year Grades Committee (MS II) Meeting at 1 p.m.
Thur. May 17 Academic Promotions Committee Meeting at 1 p.m. (Review of 2nd Year Class)
Fri. May 18 Deadline to Submit MS IV Spring Grades to Registrar's Office
Mon. May 28 Memorial Day Observed - Holiday (No Classes) ®

Wed  May 30 Commencement

Thur. June  7 Third Year Grades Committee Meeting at 1 p.m.
Fri. June  8 Last Day of Classes & Exams - MS I
Fri. June  8 Graduate School Spring Semester Classes End
Tue. June 12 Academic Promotion Committee Meeting at 1 p.m. (Review of 3rd Year Class)
Tue. June 12 Deadline to Submit First Year (MS I) Spring Grades to Registrar's Office
Thur. June 14 First Year Grades Committee Meeting at 1 p.m.
Tue. June 19 Academic Promotions Committee Meeting at 1 p.m. (Review of 1st Year Class)
Fri. June 29 Last Day of Spring 2012 Enrollment – MS II & III
Mon. July 30 Last Day to Apply for New York State Residency for Fall 2012 Semester

® Students in clinical courses should check with appropriate departments regarding time off. With the exception of Thanksgiving Day, Winter and Spring Recesses as listed in the academic calendar, all 3rd and 4th year students will be expected to adhere to the holiday schedules of the department (and hospital site) to which they are assigned. Fourth year students completing subinternships will have clinical obligations which may extend throughout vacation periods. Refer to the 2011-2012 Course Selection Book on the web for curriculum information pertaining to the Clinical Years.

# Students should contact faculty prior to taking time off, including religious holidays. Arrangements must be made for making up academic work missed. Per New York State Education Law, Section 224-a: "Any student in an institution of higher education who is unable, because of religious beliefs, to attend classes on particular day or days shall, because of such absence on the particular day or days, be excused from any examinations or any study or work assignments. " All missed work must be made up at the discretion of the faculty.

The dates for MS I and MS II are tentative. Please check Curriculum (Class) Charts for curriculum & class schedule information pertaining to the first two years.

@ Tentative

The 2011-2012 calendar is tentative and is generally not finalized until September due to curriculum adjustments.

Office of Student Affairs REVISED 02/2011
### SUMMER SEMESTER 2011

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>May 23</td>
<td>Web Registration Re-opens for Summer</td>
</tr>
<tr>
<td>Mon/Tues</td>
<td>May 23/24</td>
<td>In-Person Registration for Non-Matriculating Students</td>
</tr>
<tr>
<td>Thurs.</td>
<td>May 26</td>
<td>Commencement – No Classes</td>
</tr>
<tr>
<td>Mon.</td>
<td>May 30</td>
<td>Memorial Day – No Classes</td>
</tr>
<tr>
<td>Wed/Thurs.</td>
<td>June 1/2</td>
<td>Orientation &amp; Registration Entering SPH Students</td>
</tr>
<tr>
<td>Mon.</td>
<td>June 13</td>
<td>First Day of Classes – All SPH Students</td>
</tr>
<tr>
<td></td>
<td>June 13–17</td>
<td>Add/Drop Period (No “W” grade posted but See Student Handbook for Tuition Liability)</td>
</tr>
<tr>
<td>Fri.</td>
<td>June 17</td>
<td>Registration Tuition Payment Deadline</td>
</tr>
<tr>
<td>Fri.</td>
<td>June 17</td>
<td>Last Day to Drop Courses Without Tuition Liability</td>
</tr>
<tr>
<td>Fri.</td>
<td>June 24</td>
<td>Last Day to Withdraw from a Course with a Grade of “W”</td>
</tr>
<tr>
<td>Mon.</td>
<td>July 4</td>
<td>Independence Day Observed – No Classes</td>
</tr>
<tr>
<td>Fri.</td>
<td>July 22</td>
<td>Last Day to Withdraw from a Course with a grade of “WP” or “WF”</td>
</tr>
<tr>
<td>Thurs.</td>
<td>July 28</td>
<td>Last Day to apply for New York State Residency for the Fall Semester</td>
</tr>
<tr>
<td>Fri.</td>
<td>Aug. 5</td>
<td>Last Day of Classes and Exams</td>
</tr>
<tr>
<td>Tues.</td>
<td>Aug. 9</td>
<td>Deadline to Submit Grades to the Office of the Registrar</td>
</tr>
<tr>
<td>Wed.</td>
<td>Aug. 10</td>
<td>Fall information packets sent</td>
</tr>
</tbody>
</table>

### TENTATIVE SUMMER 2012

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>May 21</td>
<td>Web Registration Re-opens for Summer</td>
</tr>
<tr>
<td>Mon/Tues</td>
<td>May 21/22</td>
<td>In-Person Registration for Non-Matriculating Students</td>
</tr>
<tr>
<td>Thurs.</td>
<td>May 30</td>
<td>Commencement – No Classes</td>
</tr>
<tr>
<td>Mon.</td>
<td>May 28</td>
<td>Memorial Day – No Classes</td>
</tr>
<tr>
<td>Wed/Thurs.</td>
<td>June 4/5</td>
<td>Orientation &amp; Registration Entering SPH Students</td>
</tr>
<tr>
<td>Mon.</td>
<td>June 11</td>
<td>First Day of Classes – All SPH Students</td>
</tr>
<tr>
<td>June 11–15</td>
<td>June 11-15</td>
<td>Add/Drop Period (No “W” grade posted but See Student Handbook for Tuition Liability)</td>
</tr>
<tr>
<td>Fri.</td>
<td>June 15</td>
<td>Registration Tuition Payment Deadline</td>
</tr>
<tr>
<td>Fri.</td>
<td>June 15</td>
<td>Last Day to Drop Courses Without Tuition Liability</td>
</tr>
<tr>
<td>Fri.</td>
<td>June 22</td>
<td>Last Day to Withdraw from a Course with a Grade of “W”</td>
</tr>
<tr>
<td>Mon.</td>
<td>July 4</td>
<td>Independence Day Observed – No Classes</td>
</tr>
<tr>
<td>Fri.</td>
<td>July 20</td>
<td>Last Day to Withdraw from a Course with a grade of “WP” or “WF”</td>
</tr>
<tr>
<td>Thurs.</td>
<td>July 26</td>
<td>Last Day to apply for New York State Residency for the Fall Semester</td>
</tr>
<tr>
<td>Fri.</td>
<td>Aug. 3</td>
<td>Last Day of Classes and Exams</td>
</tr>
<tr>
<td>Tues.</td>
<td>Aug. 7</td>
<td>Deadline to Submit Grades to the Office of the Registrar</td>
</tr>
<tr>
<td>Wed.</td>
<td>Aug. 8</td>
<td>Fall information packets sent</td>
</tr>
<tr>
<td>Mon.</td>
<td>Aug. 27</td>
<td>Web Registration Re-opens</td>
</tr>
</tbody>
</table>

### NOTES:

1. **SPH Final Exams are given during class hours.**
2. **SPH classes have classes requiring different contact hours ranging from 1 to 3 or more.**

Due to holidays which fall on Mondays, Monday classes may be extended or additional dates may be scheduled to ensure the required number of contact hours.

Students should contact faculty prior to taking time off, including religious holidays. Arrangements must be made for making up academic work missed. Per New York State Education Law, Section 224-a: “Any student in an institution of higher education who is unable, because of religious beliefs, to attend classes on particular day or days shall, because of such absence on the particular day or days, be excused from any examinations or any or work assignments.” All missed work must be made up at the discretion of the faculty.
# STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER
## SCHOOL OF PUBLIC HEALTH
### ACADEMIC CALENDAR 2011-2012

## FALL SEMESTER 2011

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Aug. 29</td>
<td>Web Registration Re-opens</td>
</tr>
<tr>
<td>Mon-Thurs.</td>
<td>Aug. 29-Sept. 1</td>
<td>In-Person Registration for Non-Matriculating Students</td>
</tr>
<tr>
<td>Mon.</td>
<td>Sept. 5</td>
<td>Labor Day - No Classes</td>
</tr>
<tr>
<td>Tues.</td>
<td>Sept. 6</td>
<td>Mandatory Orientation &amp; Registration</td>
</tr>
<tr>
<td>Wed.</td>
<td>Sept. 7</td>
<td>First Day of Fall Classes</td>
</tr>
<tr>
<td>Sept. 7 - Sept. 13</td>
<td>Add/Drop Period (No “W” grade posted)</td>
<td></td>
</tr>
<tr>
<td>Tues.</td>
<td>Sept. 13</td>
<td>Last Day to Drop Courses Without Tuition Liability</td>
</tr>
<tr>
<td>Tues.</td>
<td>Sept. 13</td>
<td>Registration/Tuition Payment Deadline</td>
</tr>
<tr>
<td>Thurs/Fri.</td>
<td>Sept. 29/30</td>
<td>Rosh Hashanah – No Classes</td>
</tr>
<tr>
<td>Fri.</td>
<td>Oct. 7</td>
<td>Last Day to Withdraw from a Course with a Grade of “W”</td>
</tr>
<tr>
<td>Sat.</td>
<td>Oct. 8</td>
<td>Yom Kippur</td>
</tr>
<tr>
<td>Mon.</td>
<td>Oct. 10</td>
<td>Columbus Day - No Classes</td>
</tr>
<tr>
<td>Mon.</td>
<td>Oct. 24</td>
<td>Spring Academic Advising &amp; Web Registration begins</td>
</tr>
<tr>
<td>Fri.</td>
<td>Nov. 4</td>
<td>Spring Academic Advising &amp; Web Registration ends</td>
</tr>
<tr>
<td>Fri.</td>
<td>Nov. 4</td>
<td>Last Day to Withdraw from a Course with a grade of “WP” or “WF”</td>
</tr>
<tr>
<td>Tues.</td>
<td>Nov. 8</td>
<td>Election Day - Classes in Session</td>
</tr>
<tr>
<td>Fri.</td>
<td>Nov. 11</td>
<td>Veterans’ Day – No Classes</td>
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<tr>
<td>Fri.</td>
<td>Nov. 18</td>
<td>Spring information packets sent.</td>
</tr>
<tr>
<td>Thurs/Fri.</td>
<td>Nov. 24/25</td>
<td>Thanksgiving - No Classes</td>
</tr>
<tr>
<td>Mon.</td>
<td>Dec. 5</td>
<td>Last day to apply for New York State Residency for Spring Semester</td>
</tr>
<tr>
<td>Fri.</td>
<td>Dec. 16</td>
<td>Last Day to Make-Up Incomplete Grades from Spring &amp; Summer 2011</td>
</tr>
<tr>
<td>Mon.</td>
<td>Dec. 19</td>
<td>Final Exams Begin</td>
</tr>
<tr>
<td>Fri.</td>
<td>Dec. 23</td>
<td>Last Day of Final Exams &amp; Classes</td>
</tr>
<tr>
<td>Wed.</td>
<td>Dec. 28</td>
<td>Deadline to Enter Grades on Banner System</td>
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## TENTATIVE FALL 2012

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Aug. 27</td>
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<tr>
<td>Aug. 27-Aug. 30</td>
<td>In-Person Registration for Non-Matriculating Students</td>
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<tr>
<td>Mon.</td>
<td>Sept. 3</td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>Sept. 5</td>
<td></td>
</tr>
<tr>
<td>Sept. 5-Sept. 11</td>
<td>Add/Drop Period (No “W” grade posted)</td>
<td></td>
</tr>
<tr>
<td>Tues.</td>
<td>Sept. 11</td>
<td></td>
</tr>
<tr>
<td>Tues.</td>
<td>Sept. 11</td>
<td></td>
</tr>
<tr>
<td>Thurs/Fri.</td>
<td>Sept. 17/18</td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td>Oct. 5</td>
<td></td>
</tr>
<tr>
<td>Sat.</td>
<td>Oct. 26</td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td>Oct. 8</td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td>Oct. 22</td>
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</tr>
<tr>
<td>Fri.</td>
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<td>Fri.</td>
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<td>Tues.</td>
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<tr>
<td>Fri.</td>
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<tr>
<td>Fri.</td>
<td>Nov. 16</td>
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<tr>
<td>Thurs/Fri.</td>
<td>Nov. 22/23</td>
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<td>Mon.</td>
<td>Dec. 3</td>
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</tr>
<tr>
<td>Fri.</td>
<td>Dec. 14</td>
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<tr>
<td>Mon.</td>
<td>Dec. 17</td>
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<tr>
<td>Fri.</td>
<td>Dec. 21</td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>Dec. 28</td>
<td></td>
</tr>
</tbody>
</table>

## NOTES:

1. SPH Final Exams are given during class hours.
2. SPH classes have classes requiring different contact hours ranging from 1 to 3 or more.

Due to holidays which fall on Mondays, Monday classes may be extended or additional dates may be scheduled to ensure the required number of contact hours.

Students should contact faculty prior to taking time off, including religious holidays. Arrangements must be made for making up academic work missed. Per New York State Education Law, Section 224-a: “Any student in an institution of higher education who is unable, because of religious beliefs, to attend classes on particular day or days shall, because of such absence on the particular day or days, be excused from any examinations or any or work assignments.” All missed work must be made up at the discretion of the faculty.
# Academic Calendar 2011-2012

## Spring Semester 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues.</td>
<td>Jan. 3</td>
</tr>
<tr>
<td>Web Registration Re-opens</td>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues/Wed/Thurs</td>
<td>Jan. 3/4/5</td>
</tr>
<tr>
<td>In-Person Registration for Non-Matriculating Students</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Jan. 16</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day – No Classes</td>
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<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Tues.</td>
<td>Jan. 17</td>
</tr>
<tr>
<td>First Day of Spring Classes</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 17 - Jan. 23</td>
<td>Jan. 22-Jan. 28</td>
</tr>
<tr>
<td>Add/Drop Period (No “W” grade posted)</td>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Jan. 23</td>
</tr>
<tr>
<td>Registration /Tuition Payment Deadline</td>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Jan. 23</td>
</tr>
<tr>
<td>Last Day to Drop Courses Without Tuition Liability</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri.</td>
<td>Jan. 27</td>
</tr>
<tr>
<td>Last Day to File for May Graduation</td>
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<td>Last Day to Withdraw from a Course with a grade of “WP” or “WF”</td>
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<th>Date</th>
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<tbody>
<tr>
<td>Mon.</td>
<td>Apr. 2</td>
</tr>
<tr>
<td>Summer and Fall Academic Advising &amp; Web Registration begins</td>
<td></td>
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<tbody>
<tr>
<td>Mon.</td>
<td>Apr. 16</td>
</tr>
<tr>
<td>Classes Resume</td>
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<tbody>
<tr>
<td>Tues.</td>
<td>May 1</td>
</tr>
<tr>
<td>Study Day - No Classes</td>
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<tbody>
<tr>
<td>Wed.</td>
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</tr>
<tr>
<td>Final Exams Begin</td>
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<tr>
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</tr>
<tr>
<td>Last Day of Final Exams &amp; Classes</td>
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<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Tues.</td>
<td>May 15</td>
</tr>
<tr>
<td>Deadline to Submit Grades on Banner System</td>
<td></td>
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</tbody>
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<tbody>
<tr>
<td>Wed.</td>
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</tr>
<tr>
<td>Commencement – No Classes</td>
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</table>

## Tentative Spring 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Tues.</td>
<td>Jan. 2</td>
</tr>
<tr>
<td>Web Registration Re-opens</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues/Wed/Thurs</td>
<td>Jan. 2/3/4</td>
</tr>
<tr>
<td>In-Person Registration for Non-Matriculating Students</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Jan. 21</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day – No Classes</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Tues.</td>
<td>Jan. 22</td>
</tr>
<tr>
<td>First Day of Spring Classes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Jan. 17 - Jan. 23</td>
<td>Jan. 22-Jan. 28</td>
</tr>
<tr>
<td>Add/Drop Period (No “W” grade posted)</td>
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</table>

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Jan. 28</td>
</tr>
<tr>
<td>Registration /Tuition Payment Deadline</td>
<td></td>
</tr>
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<tr>
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<tbody>
<tr>
<td>Mon.</td>
<td>Jan. 28</td>
</tr>
<tr>
<td>Last Day to Drop Courses Without Tuition Liability</td>
<td></td>
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</tbody>
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<thead>
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<tbody>
<tr>
<td>Fri.</td>
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<td>Last Day to File for May Graduation</td>
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<tbody>
<tr>
<td>Mon.</td>
<td>Feb. 18</td>
</tr>
<tr>
<td>Presidents’ Day - No Classes</td>
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<tr>
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<tbody>
<tr>
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<td>Easter</td>
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Students should contact faculty prior to taking time off, including religious holidays. Arrangements must be made for making up academic work missed. Per New York State Education Law, Section 224-a: “Any student in an institution of higher education who is unable, because of religious beliefs, to attend classes on particular day or days shall, because of such absence on the particular day or days, be excused from any examinations or any or work assignments.” All missed work must be made up at the discretion of the faculty.
UNIVERSITY SERVICES
The Division of Student Affairs encompasses several offices, which provide student services to students in all four colleges – Office of Admissions, Office of Financial Aid, Office of Student Affairs, and the Office of the Registrar. In addition, the Office of Institutional Research and Evaluation, and the Office of Academic Development for the College of Medicine, are also housed in this Division. 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) in the Basic Science Building, Room 1-133. Telephone 718-270-2446. Office hours 9 a.m. - 5 p.m. Monday - Friday.

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 the departments. Following your admission into SUNY Downstate Medical Center, you can help recruit other students to our school by assisting with mailings, touring prospective applicants, or telephoning accepted applicants. In addition, you may participate in our campus 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) in the Basic Science Building, Room 1-133. 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 718-270-2448 and our email address is financialaid@downstate.edu. Our office hours are: 9 a.m. to 5 p.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/

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).

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 Colleges of Health Related Professions and Nursing 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 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. A student who anticipates being enrolled full time but does not enroll for a full-time course load will have his/her cost of attendance adjusted. Such adjustment may impact the amount and type of aid that he/she may receive and a revised award notice will be prepared and sent to the student.

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. Nevertheless, an adjustment may be made to the amount and type of aid offered if the enrollment status differs from the one used to determine the cost of attendance.

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.

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 that falls 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 classes in a semester.
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 MD2
http://www.aamc.org/students/financing/

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 deferrals, veterans’ affairs 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 folders by requesting to do so and providing proper identification. It is usually possible to review the folder immediately upon request; however, on occasion it may be necessary to make an appointment and return the following day. Progress reports of academic performance (grades) are available online to students in the College of Health Related Professions, the College of Nursing, the School of Graduate Studies, and the School of Public Health, approximately four weeks after the end of each semester of attendance. Progress reports are available online to students in the College of Medicine at the end of the academic year.

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.

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

Change of Name
Students who wish to change their name officially on college records must present an original proof of change (e.g., court order, marriage license) to the Office of the Registrar.

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.

Late Registration Fee
A late registration fee of $40.00 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 are not released to the student or former student. There is a fee of $5.00 for each transcript.

Students must 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.

Diplomas
The date that a student completes degree requirements is recorded on the official college transcript. However, diplomas are issued only four times each year: May, June, August and December. Students who wish to have their diplomas mailed to them must pay a $9.00 mailing charge, for the cost of mail service. The check should be made payable to “SUNY Downstate” and presented to the Bursar. Students will be asked to show a Bursar's receipt and leave a current mailing address at the Office of the Registrar.

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. 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.
Students should notify course directors/instructors if this occurs. Postponed. If the court imposes service, the student must serve. Request to have jury duty postponed. Allow 1-2 business days for the office. Students who are summoned for jury duty may come to the Office of Student Affairs and notify the court of those dates at the time of the first and no later than at the third excused absence.

After two excused absences, students are generally required to serve and notify the court of their availability. The Office is located in the Basic Science Building, Room 114. Telephone 718-270-2187, Email 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 the College of Medicine. More information is in the College of Medicine section of this Student Handbook.

**International Student Services**

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


State Department travel warnings, announcements and information sheets for every country: travel.state.gov/travel_warnings.html

Links to home pages of U.S. embassies and consulates throughout the world: 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

Links from the Bureau of Transportation Statistics for home pages for airlines, airports, railways and bicycle organizations: www.bts.gov/virtualib

American Immigration Center: www.us-immigration.com

Immigration Lawyers on the Web: www.ijlw.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.

**Letters of Recommendation**

Letters of attendance and good standing (generally for health insurance eligibility, loan deferments, away electives) are available through the Office of the Registrar. Letters of recommendation for scholarships, educational programs, or other academic activities are available for students. The 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.

**OTHER STUDENT SERVICES**

**BIOMEDICAL COMMUNICATIONS**

**Computer Graphics/Media Production**

Computer Imaging:

Department of Biomedical Communications is able to image black and white and full color graphics from paper originals, slides, or computer disks. Images can be retouched, composited and color corrected. Fee based service.

Image Scanning:

Department of Biomedical Communications provides services for scanning prints and slides, as well as color printing and digital output. 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. Fee based service.

**Poster Sessions/Electronic Publishing**

Department of Biomedical Communications combines design skills with current electronic publishing technology to produce printed materials, from original concept to finished product. Biomedical Communications will assist with the production of computer graphics, medical illustrations, graphs, 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).

**Video Production & Videoconferencing**

Biomedical Communications provides a wide range of production services, live or videotaped and include digital editing. "Health Center," a cable talk show, is produced weekly in Biomedical Communications' studio. Biomedical Communications also provides "real time" interactive communication via broadband width phone or Internet, as well as "on demand" (web based) communication. Fee based service.

**Web Design & Database Integration**

Biomedical Communications provides web graphic design services and database integration to be placed on Downstate's Web server. Digitized photographs, video and audio for web documents. Fee based service.

**Letters of Recommendation**

Letters of attendance and good standing (generally for health insurance eligibility, loan deferments, 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.

**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.
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-7pm
   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

Tentative Fall 2011 schedule:
8/22 –8/26 Special extended hours
   Mon. thru Thurs. 9:30 am-6:30 pm
   Fri.  9:30 am-5pm
8/29-9/2 Resume regular hours
9/5 Closed for Labor Day
9/6 -9/9 Special extended hours
   Tues.,Wed. and Thurs. 9:30 am -6:30 pm
   Fri.  9:30 am-5pm
9/12 Resume regular hours

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 from the 1st day of class,
3 business days thereafter. Exceptions: review/reference/special
orders and specially marked "not returnable" as per publisher, are final sales.

All other items: 3 business days.

Other Exceptions: medical supplies/diagnostic equipment, stationary.

Manager: Ken Carlton 718-270-2486

BURSAR'S OFFICE
The Bursar's Office is responsible for reporting and disbursing to the state 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 scholarship 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) 270-1078.

Students are not considered registered for the term unless they have settled their institutional charges. The deadline for settling these charges is generally the last business day before the first day of the term. The exact due date is on the invoice which is sent to continuing students approximately one month prior to the due date.

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 $140/week (for earnings up to $30,000) to over $270. Center hours are from 7:30 a.m. to 5:30 p.m. Our director and staff are fully qualified to teach young children. The Center is pursuing NAECYC accreditation, which affirms the high quality of the educational services it provides. 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 the webpage (http://138.5.88.50/default.htm 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: Learning Resource Center
E-mail: Classroom.Services@downstate.edu
Website: http://138.5.88.50/default.htm

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.

Hours
Library Staff Hours
Mon.-Thurs 8:30 am – midnight
Fri.  8:30 am – 5 pm
Sat.  9 am – 5 pm
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 and allied health) missions of the institution. There are over 317,000 bound journal volumes and over 66,000 monographs. Total journal titles is 4,136 with over 1,000 current titles. The library continues to expand its electronic resources in books, journals and databases, which facilitates remote access 24/7.

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
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

Resource Management
Mohamed Hussain, Assistant Director
Telephone number: 718-270-7450
Location: 1-002F
E-mail:mohamed.hussain@downstate.edu

Educational Services
Dr. Andrea Markinson, Assistant Director
Telephone number: 718-270-7433
Location: 2-015
E-mail: andrea.markinson@downstate.edu

Reference Services
Mary Doherty, Head
Telephone number: 718-270-7453
Location: 1-002G
E-mail: mary.doherty@downstate.edu

Library Administration
Donald Lemke, Library Administrator
Telephone: 718-270-7410
Location: 2-008
Email: don.lemke@downstate.edu or libraryadmin@downstate.edu

Library Systems
Telephone number: 718-270-7428/7449/7485

Scientific Computing Center
Dr. Matthew Avitable, Director
Telephone number: 718-270-7424
Location: B-020A
E-mail: matt.avitable@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.

Reference staff provides help on demand and are available on call from Monday - Friday and via email. 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.

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.

Learning Resource Services includes The Learning Resource Center, Classroom Services and AV Delivery and support. 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.

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.

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.

Scientific Computing Center is an in-house consulting group providing research support for faculty, staff and students. Services include instruction in the use of programs for analysis, presentation and access to specialized computer equipment and software. The Center also delivers lectures and seminars to Science and Clinical departments on bio-statistics, and data acquisition and analysis. Career scientists provide expertise in experimental design, bio-statistics, mathematical modeling, signal analysis, interfacing techniques, and bio-informatics. The Faculty Resource Room (FRR) is a core computing and graphic facility open to all SUNY Downstate researchers who need access to specialized software and hardware. Advanced statistical and mathematical packages are available to faculty and students free of charge and are available both in the FRR and off campus.

Library Systems is responsible for the hardware and software made available within the library. They also maintain the wireless connectivity to the Internet.

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.

ADVANCED LEARNING RESOURCE CENTER (ALRC)
The SUNY Downstate Advanced Learning Resource Center (ALRC) for immersive and simulation based learning opened in 2008. The ALRC is located in the basement of the Medical Research Library of Brooklyn. Its current facility is in its first phase of development, consisting of two patient rooms and a control room. We have two high-fidelity robotic mannequins, including a birthing simulator.

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

ALRC Director
Dimitrios Papanagou, MD, MPH
Clinical Assistant Professor, Department of Emergency Medicine
Director, Medical Simulation
Telephone: (917) 596-3828
Email: erdocny@gmail.com

ALRC Administrator
Jennifer Brown-Charles
Administrator, Learning Resource Services & Advanced Learning Resource Center
The Medical Research Library of Brooklyn
Telephone: (718) 270-7633
Fax: (718) 270-7471
Email: Jennifer.brown@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
Web: www.Downstate.edu/residential-life

ON-CAMPUS LIVING
The State University of New York Downstate Medical Center believes that the residence hall environment has a significant, positive impact on the student's personal development and academic success.

The residence halls are continually changing environments where resident students can explore the varied relationships and life styles in the process of their development as well rounded individuals. The residence hall is a place where students live, learn and relax within an environment that stresses both individual freedom and community responsibility. Downstate's residential life program is designed to enhance these experiences.

The Resident Directors and Resident Assistants are Downstate's representatives within this environment and share in the responsibility for fostering growth in all development areas, particularly in activities external to the classroom experience. The staff, working with the Facilities Management and University Police staffs, are responsible for providing safe, secure and well-maintained facilities for resident students.

Two residence halls, located at 811 and 825 New York Avenue, accommodate approximately 400 students. Assignments for the academic year are made each summer. Students may upgrade their assignment as space becomes available during the course of the year.

Information regarding policies in the residence halls are described in a separate document, and is distributed to resident students.

All rooms in the residence halls are wired for access to data, the campus telephone system, and satellite television. The residence halls became wireless in 2005.

Types of On-Campus Living Accommodations

Standard Rooms (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 Apartments (Single, married/domestic partnership or double occupancy)
Single and married couple/domestic partnership occupancy units may be available based on demand and availability. 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.

One-Bedroom Apartments (Married/Domestic partnership or double occupancy)
An apartment for two individuals, with a separate bedroom for each resident. 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. Assignments to one-bedroom apartments are based on a lottery held for students in the Medical School (Years 2,3) and senior CHRP and Nursing students.

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 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
Residential Life and Services
450 Clarkson Avenue, Box 115
Brooklyn, New York 11203
Students or parents can dedicate funds up to the growth and development of individual students, student groups, and the campus community as a whole;...
The TTS, operated by the Faculty Student Association, provides tickets to Broadway and Off-Broadway shows, operas, ballets, concerts, sport events and other cultural activities in the City at greatly reduced prices – often 40% or more off retail rates. Notices of ticket availability are posted at the office and sent by e-mail to members and students. Offers can change daily and tickets have to be ordered in advance. Frequent checking of the listings is advisable. Those interested in an event not posted, or for blocks of tickets for a group, should contact the TTS Manager who may be able to obtain tickets, possibly at a discount. Open Mon-Fri (except holidays) noon-6 pm in the Student Center, Room 2-09

Janet Halpern, Manager
Janet.Halpern@downstate.edu
Phone: 718-270-3295; Fax: 718-270-3845

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/VCR/TV with satellite antennae.

Students are automatically members. Spouses and children of students may be included at no cost. Recreational facilities include a gymnasium, swimming pool, sauna, hot tub, squash courts, an outdoor tennis court, billiards and table tennis. Physical fitness equipment includes a multi-station gym, barbells, and an array of body building and cardio equipment.

The University Bookstore (718 270-2486), Theater Ticket Service (718 270-3295), and 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; Sunday 3 p.m.-10 p.m.

Assistant Vice President for Student Life: Meg O’Sullivan, Rm. 2-04
Director of the Student Center: Kristen Diorio, Rm. 2-06
Administrator: Marilyn Petralia, Rm. 2-03

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 appears in the Library section of this Student Handbook.

Campus HelpDesk for Computing Problems:
The Downstate Centerwide Computer Helpdesk phone number is 270-HELP (270-4357). They are located at BSB 1-26; their email address is helpdesk@downstate.edu. The hours of operation are 7AM to 7 PM, Monday - Friday. The Helpdesk is the primary contact for computing support at Downstate, and they will route your request for assistance to the most appropriate resources.

Instant on-line help for common problems can be found at: http://studenthelp.downstate.edu

If you are having trouble accessing or using something inside any educational application such as Prime LMS, Vocalcord web meeting, Aperio Spectrum virtual microscopy, or if you are having trouble with campus computers, printers, or with connecting your laptop or device to the campus network, you can request assistance by contacting the HelpDesk or the ECT Office. Be sure to provide the following information:

• Your name, Downstate student ID number, college and degree program
• System that you are trying to access (Prime, myDownstate Banner Self-Service, Aperio ImageScope, etc)
• Course/block number & title; name and location of the course/block materials that you are trying to use (if applicable);
• Web browser and 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

Office of Educational Computing and Technology (ECT Office)
Provides assistance with any questions relating to use of computer software and hardware for educational purposes available to students and faculty of all colleges.

website:  http://ect.downstate.edu

Contact us for assistance via email, phone, or drop-in
E-mail: ectadmin@downstate.edu
Telephone: 718-270-7416
Location: E6-612, HSEB

The office is responsible for providing services to students and faculty for education-related activities such as:

• Troubleshooting or training on Prime and other campus systems.
• Assistance with the use of educational software and hardware.
• Maintenance of public computers in public labs managed by ECT.
• Orientation on use of computer resources.
• Assisting faculty in development and posting of web-based curricular content.
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 the campus myDownstate portal 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/blocks use Prime to make documents available for download, to host Discussion Forums, to upload student submissions into DropBoxes and to host computerized exams.

Only Internet Explorer versions 7 & 8 or Firefox version 3 are currently supported for use with Prime. Other versions of IE & FF or other web browsers such as Safari or Chrome do not work with all areas of Prime and should not be used to access Prime. All students and faculty have a Prime account. Students should login at http://ect.downstate.edu using your Downstate student ID number as your username and using the same password that you use for your Downstate email account.

myDownstate Portal for Banner Self-Service
Students use the myDownstate portal to log into Banner, the Downstate Student Information system. Here, students can register online for upcoming courses, view final course grades, and update their personal information inside Banner. To log into myDownstate 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 an appropriate link such as “Student Registration.” These links will be periodically updated as needed. Review the instructions on the next web page, and click on the link on that page to the myDownstate login page. 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 HSB, in 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:

- Medicine - HSB E612a
- CHRP - all programs (HSB E779/642)
- CHRP – Medical Informatics (HSB E834/835)
- Nursing – HSB E839
- Graduate – BSB 3-116
- Residence Hall – Building 816 Study Room, first floor

Hours of Availability: 24 hours per day, 7 days per week except for 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 XP, and 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 HSB and in the Medical Library.

Educational Software
Some Web-based software is available from all public locations via either Prime or the ECT website (http://ect.downstate.edu/courseware). Other computer-based software is available on certain computers in the computer labs or in the Learning Resource Center (LRC) in the Medical Library.

Network access via wireless (WiFi) or wired (Ethernet) using Clean Access
Computers can access the SUNY Downstate's wireless network on the 5th, 6th, 7th or 8th floors of HSB, in the Medical Library and in the Residence Halls. In order to protect the campus network, SUNY Downstate requires that users in these locations install and run Clean Access software. Clean Access will verify that the user has a Downstate account, and then will conduct various checks. It will ask users to fix any security problems such expired antiviral software or lack of crucial Windows Updates. Instructions on installing and running Clean Access can be viewed and printed from the campus help FAQ (Frequently Asked Question) server at http://studenthelp.downstate.edu. Troubleshooting assistance can be provided by the ECT Office by appointment.

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 ECT Office (E612).

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 personal property.

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
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, especially their FAQ's at 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 effecting the Mac user at Downstate. DMUG sponsors the blog: http://libforum.downstate.edu/dmug. For access to the mailing list and notices of activities email dmug@downstate.edu. Group meetings are held bimonthly as a lunch and learn event and all are welcome.

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 a licensed clinical psychologist who has extensive academic and professional experience in the field of academic 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. 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 regularly.
- 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 selecting a psychiatrist and arranging for a suitable referral.

A network of qualified psychotherapists, who offer their services at moderate fees, is available to those students in need of 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 Monday and Wednesday from noon to 8 pm and Tuesday, Thursday and Friday from 9 am to 5 pm. For help after hours or weekends, students may contact the Emergency Services unit of University Hospital, SUNY Downstate, and 470 Clarkson Avenue.

For further information contact:
Director, Student Counseling Service
Telephone: 718-270-1408
Email: counseling@downstate.edu
Or telephone Student Health 270-4235

STUDENT HEALTH

The Student Health Service provides primary care for acute conditions, illnesses, and injuries to full-time 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 for 2011-2012, mandated by the State University of New York is as follows:
• full-time students - $55.50 per semester
• part-time students-$4.63 per credit hour per semester

Services 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-Fridays 9 a.m. to 4 p.m.

Telephone numbers: (718) 270-1995 (day), 270-1969 (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:
Sigrid Ulrich, M.D. Director
Marcia Edmond-Bucknor, M.D. Staff Physician (part-time)
Joyce Pickering, R.N., CNP Nurse Practitioner
Danielle Carrenard, R.N., CNN Nurse Practitioner
Lauretta Joseph, R.N., CNP Nurse Practitioner
Marie Landais, R.N. Occupational Health Nurse

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). **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 Choice Plus), 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.
   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 needlestick 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 (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**
  - 718 270-1995 (days)
  - 718 270-3896 when Student Health Service is closed
  - 718 270-2477 Student Health Service fax

- **Student Counseling Service**
  - 718 270-1408

- **Substance Abuse Program for Students**
  - 718 270-4545

- **Infection Control**
  - 718 270-1940
**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.

**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 HEALTH INSURANCE**
The State University of New York Downstate Medical Center requires health insurance for all full-time matriculated students; and part-time students enrolled in clinical course work. Information about the health insurance plan currently available for students may be obtained from the Office of Student Affairs (Room 114, Basic Science Bldg. or Box 85). Additional information is located on the institutional website (www.downstate.edu), on the “Student Life and Services (Student Affairs) page. Specific questions regarding individual enrollment or benefits should be directed to our policy broker, Health Sciences Assurance Consulting, Inc., telephone number (888) 978-8355 (toll free), or via email: Stephanie@hsac.com Daryl@hsac.com customerservice@hsac.com

**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, Winter Ball (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. If you are interested or want further information please utilize our mailbox at the Student Center.

**UNIVERSITY COUNCIL**
The purpose of University Council (UC) is to promote the interests and welfare of all the students at the SUNY Health Science Center at Brooklyn as related to campus-wide activities. The University Council is open to all SUNY Downstate students.

University Council funds various clubs and organizations at SUNY Downstate and meets monthly. The Council deals with university-wide issues such as SUNY budget cuts and tuition increases, and has an affiliation with the Student Assembly of the SUNY. UC also co-sponsors activities such as, Winter Ball, our annual semi-formal dance, and the annual Holiday Toy Distribution at Kings County Hospital. If you are interested or want further information please utilize our mailbox at the Student Center.

**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 develops the yearbook. The club also acts as an advocate for the students. The CHRP Council is open to all CHRP students. If you are interested or want further information please utilize our mailbox at the Student Center.

**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. If you are interested or want further information please utilize our mailbox at the Student Center.

**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. If you are interested or want further information please utilize our mailbox at the Student Center.

**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. 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.

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. If you are interested or want further information please utilize our mailbox at the Student Center.

**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, Nursing Yearbook, Career Day as well as a host of social and educational activities. If you are interested or want further information please utilize our mailbox at the Student Center.

**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. If you are interested or want further information please utilize our mailbox at the Student Center.

**STUDENT ORGANIZATIONS**

### AOA - ALPHA OMEGA ALPHA

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. If you are interested or want further information please utilize our mailbox at the Student Center.

### AMSA - AMERICAN MEDICAL STUDENT ASSOCIATION

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. If you are interested or want further information please utilize our mailbox at the Student Center.

### AMWA - AMERICAN MEDICAL WOMEN'S ASSOCIATION

The American Medical Women's Association (AMWA) is Downstate’s chapter of the national organization. The American Medical Women's Association is an organization which functions at the local, national, and international level to advance women in medicine and improve women's health. We achieve this by providing and developing leadership, advocacy, education, expertise, mentoring, and strategic alliances.

The American Medical Women's Association (AMWA) is an organization of 10,000 women physicians and medical students dedicated to serving as the unique voice for women's health and the advancement of women in medicine.

AMWA was founded at a time when women physicians were an under-represented minority. As women in medicine increase in numbers, new problems and issues arise that were not anticipated. AMWA has been addressing these issues for 90 years. For more information, please utilize our mailbox in the Student Center.

### ANESTHESIA SOCIETY

The Anesthesia Society aims to 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 organization is open to all students who have an interest in the topic of anesthesiology. For more information, please use our mailbox in the Student Center.

### APAMSA - ASIAN PACIFIC AMERICAN MEDICAL STUDENT ASSOCIATION

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. For more information, please use our mailbox in the Student Center.

### CAMP – COMMUNITY ADOLESCENT MEDICINE PARTNERSHIP

CAMP works to partner with the community in order to explore issues in adolescent medicine. Key to this goal will be our partnership with the KIPP-AMP middle school in Crown Heights where we will focus on integrated adolescent health education.

### CAMS- Chinese American Medical Society

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.

### CARDIOLOGY CLUB

The Cardiology Club at SUNY Downstate is open to all students and is designed to support student learning and expose interested students to the field of cardiology. The sponsor regular lectures and events which present different aspects of the field. The group actively encourages student-faculty interaction outside of the classroom setting. If you are interested or want further information please utilize our mailbox at the Student Center.

### 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. If you are interested or want further information please utilize our mailbox at the Student Center.

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 Performing Arts Society
The Performing Arts Society 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.

Emergency Medicine 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.

Family Practice Club
The Family Practice Club provides a forum for exposure to this generalist specialty and issues pertinent to family medicine. Through club sponsored speakers and activities students can learn about topics not addressed in other parts of their medical education. The Family Practice Club is open to all SUNY Downstate students. If you are interested or want further information please utilize our mailbox in the Student Center.

Global Health
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.

Invasive Neurology
This organization’s purpose is to introduce students to the growing field of invasive neurology, focusing on specifically the many subspecialties of neurosurgery including cerebrovascular, oncological, spinal, and functional while also focusing on Interventional Neuroradiology and Neurotology.

Lesbian, Gay and Bisexual People at Downstate
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 LGBP 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. If you are interested or want further information please utilize our mailbox at the Student Center.

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. During Sukkoth, the Sukkah is located alongside the path between the two Residency Halls (between 811 & 825). 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. If you are interested or want further information please utilize our mailbox at the Student Center.

**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 monthly publications/online magazine, we want to foster an environment including poetry readings and art exhibitions on campus. If you are interested or want further information please utilize our mailbox at the Student Center.

**Medical Students For Choice**
MSFC (Medical Students for Choice) is a national organization representing approximately 100 medical schools. MSFC was founded in 1993 by medical students concerned about the serious lack of abortion education in most medical schools, the abortion provider shortage, and the escalation of violence against practitioners who provide abortions. By 1993, the number of physicians willing to provide abortions had dwindled, and only 12% of all ob/gyn residency programs required abortion training. In addition, 84% of counties had no provider. Concerned students all across the United States created MFSC to increase our educational opportunities and ensure women receive comprehensive reproductive health care in the future. If you are interested or want further information please utilize our mailbox at the Student Center.

**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. If you are interested or want further information please utilize our mailbox at the Student Center.

**Occupational Therapy Club**
The Occupational Therapy (OT) Club is comprised of the junior and senior classes of the Occupational Therapy program. Its purpose is to organize social activities in order to facilitate camaraderie and peer support between the junior and senior classes and to provide recreational activities to balance the demands of the academic workload. The OT Club is open to all OT students. If you are interested or want further information please utilize our mailbox at the Student Center.

**Oncology Club**
The Oncology Club seeks to develop our interests in the field of oncology through student, community, and patient education and outreach.

**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. If you are interested or want further information please utilize our mailbox at the Student Center.

**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. If you are interested or want further information please utilize our mailbox at the Student Center.

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

**PANDA**
PANDA is an all-inclusive Asian-American organization that promotes Asian-American awareness to the campus at large. It serves to unite all those interested in participating and learning about Asian culture, teachings and ideologies. Activities include quarterly meetings, special speakers and a New Year’s dinner. PANDA is open to all SUNY Downstate students. If you are interested or want further information please utilize our mailbox at the Student Center.

**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 pediatrics ward, conducting health education in neighborhood schools, and sponsoring a cooperative community fair with other organizations.

Meetings take place every month with events scheduled three times a semester. All university students are invited to participate. Coordinators may be contacted through the Student Center. If you are interested or want further information please utilize our mailbox at the Student Center.

**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. If you are interested or want further information please utilize our mailbox at the Student Center.

**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. If you are interested or want further information please utilize our mailbox at the Student Center.

**PNHP - Physicians For A National Healthcare Program**
The Downstate chapter of the Physicians for A National Healthcare Program (PNHP) 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 PNHP is open to all SUNY Downstate students. If you are interested or want further information please utilize our mailbox at the Student Center.

**Psychiatry Society**
The Psychiatry Society is designed to educate and expose members of the Downstate community to the various issues and opportunities in Psychiatry. The Psychiatry Society is open to all SUNY...
Downstate students. For more information please utilize our mailbox in the Student Center.

**Radiology Society**
The Radiology Society is designed to educate and expose members of the Downstate community to the various issues and opportunities in Radiology. The Radiology Society is open to all SUNY Downstate students. For more information please utilize our mailbox in the Student Center.

**SALUD**
SALUD is the Downstate chapter of the National Boricua Latino Health Organization (NBLHO) is a Latino student group representing health professions students from the northeast region of the United States. Its mission is to recruit Latinos into higher education, 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. It also serves to create a support network for Latino students. For more information please utilize our mailbox in the Student Center.

**Student Medical Informatics Association**
The Student Medical Informatics Association exists to promote the interests of the Medical Informatics field among its students and the Downstate community. For more information please utilize our mailbox in the Student Center.

**Student Notetaking Service (Transcript Service)**
The Student Notetaking Service is responsible for course transcripts. For more information please utilize our mailbox in the Student Center.

**SIGN - Student Interest Group in Neurology**
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. If you are interested or want further information please utilize our mailbox at the Student Center.

**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, and education within the Brooklyn Community. Major activities include visits to homeless shelter clinics, health education programs, and a high-school anti-violence program. Please join us for lunch/dinner meetings with your ideas; leadership positions are available. SSR is open to all SUNY Downstate students. If you are interested or want further information please utilize our mailbox at the Student Center.

**Surgery Club**
The purpose of the Surgery Club 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 Club 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. If you are interested or want further information please utilize our mailbox at the Student Center.

**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.

**Ultra Sound Society**
This organization is a forum for students interested in ultrasound and its effect on the world of medicine. The forum encourages open discussion and the sharing of ideas between its members; inviting members from all colleges and programs. Members will have an opportunity to listen to lectures from scholars of radiology and ultrasound and involve themselves in the advancements and progression of the field. Members have the opportunity to become a part of the ultrasound community.

**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 and 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**

**ENVIRONMENTAL RESPONSIBILITIES**

**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

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

Students must obtain approval from the Office of Institutional Advancement to invite reporters to campus (call the Director of Media relations at 2696), or to obtain approval for use of the Center's logo (call Institutional Advancement, at 1176).

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 Institutional Advancement of outside groups or individuals invited to campus (email briesgo@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 Institutional Advancement and Philanthropy (ext. 4418).

Institutional Advancement 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 - COMMUNITY SERVICE PROGRAM

Administered through the Office of Community and Government Relations, this program provides information about volunteer opportunities in the community, supports and assists in organizing student outreach initiatives, and acts as liaison to community groups, student organizations, and elected officials.

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. Office BSB 1-101, Ext. 1490.

OFFICE OF DIVERSITY

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; Mr. Kevin Antoine, Chief Diversity Officer, 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 SUNY Grievance Procedure for Review of Allegations of Discrimination may be used by any Downstate Medical Center 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 veteran of the Vietnam era, sexual orientation, or retaliation. 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 Grievance procedure 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. Mr. Kevin Antoine, Chief Diversity Officer, 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 Opportunity and Diversity utilizing the Grievance Procedure 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:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>YEAR</th>
<th>METHOD OF DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRP</td>
<td>Sr, Yr.</td>
<td>Lottery</td>
</tr>
<tr>
<td>Nursing</td>
<td>Sr, Yr.</td>
<td>Lottery</td>
</tr>
<tr>
<td>Medicine</td>
<td>3rd</td>
<td>Only during rotations at Kings County or University Hospital*</td>
</tr>
<tr>
<td></td>
<td>4th</td>
<td>When mandatory subinternship or clerkship rotations at Kings County or University Hospital*</td>
</tr>
<tr>
<td>Graduate Studies</td>
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<td>As assigned by the Dean of the Graduate School</td>
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* For clerkships at UH/KCH, go to the Bursar’s Office and pay for the period of the clerkship; then go to the Parking Office with the paid receipt from the Bursar’s Office.

Special Reduced Rate (with presentation of SUNY DMC ID): $1 for the first 12 hours (M-F from 2:30 pm. to 7 a.m.), and 24 hours on Saturdays, Sundays and holidays.

Without an ID the cost is $3/hour or any part thereof.

Reserved parking privileges based on space availability shall be made available to handicapped individuals as follows:

A. All permanently handicapped individuals who apply must show evidence of possessing a current NYC Special Parking permit issued by the NYC Department of Transportation. Persons who currently have reserved parking due to being permanently handicapped shall be required to obtain a NYC Special Parking permit within sixty (60) days of notification of this requirement.

B. Individuals with temporary disabilities that make walking difficult, at the discretion of the Chief of University Police. Such parking privileges shall be granted for a fixed period of time to be determined by the Chief of University Police and shall be terminated upon the expiration of the specified period unless renewed by the Chief upon request of the applicant.

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) or 718 270-2952 (Rosalie Clarke).

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. for 1-month, and $90. 3-month. 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 Department of Management Systems, 718 270-3803.

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/policy/

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 DownstateCard policies and features are available at: www.downstate.edu/downstatecard.

All enrolled students are issued a DownstateCard at no cost that serves as an ID Badge for access to all DMC facilities. It is imperative that students treat their DownstateCard 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 DownstateCard is ever lost, stolen or damaged, it must be reported immediately to the DownstateCard 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 DownstateCard 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 DownstateCard 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 DownstateCard 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 270-2626.

Rape Counseling: Kings County Hospital Department of Social Services Domestic Violence Coordinator, call 718-245-4374 or 718-245-4012, M-F 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 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 III.
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

Islamic: (Freelance) Dr. Tahseen A. Zafar (Email: Dr.Zafar@downstate.edu) pastoral care services available

Religious Services in Chapel Room A1-347

- Catholic: (vacant, TBA) Reverend Sharon Codner-Walker - Director of Pastoral Care (Email: Sharon.Walker@downstate.edu)
- Protestant: Reverend Sharon Codner-Walker, MDIV, BCC- Director of Pastoral Care (Email: Sharon.Walker@downstate.edu)
- Jewish: 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, M.D. (718 245-2665) & designated personnel via Dept. of Pastoral Care (718 270-2594)

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.

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.


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.
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 MS1 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 Medicine, Years 1 & 2 only
Once you press the appropriate year, your block director will have an announcement, which states the class schedule for all activities for that day, for that block.

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.

In addition, the dean of the College of Nursing will notify the designated secretary to send an e-mail to students in a particular faculty member's course and post a memo on classroom door and faculty member's office regarding a postponement or cancellation of a class for the day.

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's 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 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) 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. You can also receive the alerts via RSS, wireless PDA, and your “My Yahoo”, “My AOL”, or personalized iGoogle home page.

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. In addition, all residents of New York State must file applications yearly to New York's Tuition Assistance Program (TAP) in order to be eligible for the tuition scholarship provided by the Graduate School. For students in the MD/PhD program who are not New York State residents, the MD/PhD program will waive your tuition at out-of-state rates for the first year only. After that, your tuition waiver 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 email on a regular basis for information from the Graduate School. Email is the primary means used in the School of Graduate Studies for communication. All foreign student 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.

Foreign 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 nonmatriculated 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 (4,3,2,1,0) are: A, B, C, D, and F. + and - contribute +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 “A,” 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 is an incomplete.

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”- (≥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.

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>SCHOOL</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>selection of thesis laboratory after at least two lab rotations</td>
<td></td>
<td>second academic year</td>
</tr>
<tr>
<td>passing the comprehensive examination</td>
<td></td>
<td>fifth semester (1st semester of the 3rd academic year), earlier at the discretion of the program</td>
</tr>
<tr>
<td>formulation of thesis advisory committee</td>
<td></td>
<td>third year, earlier at the discretion of the program</td>
</tr>
<tr>
<td>presenting a thesis proposal</td>
<td></td>
<td>fourth academic year, earlier at the discretion of the program</td>
</tr>
<tr>
<td>predefending and defending the thesis</td>
<td></td>
<td>sixth academic year</td>
</tr>
</tbody>
</table>

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.

Stipend Policy
Those doctoral students who receive stipends are appointed for a 12-month renewable term contract as teaching assistants. The only duties of a Teaching 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 consists of a base salary plus discretionary compensation. (In academic year 2008-2009, the minimum stipend for PhD students and for MD/PhD students in the pre-clinical years was $25,385 and the maximum stipend was at $30,462). 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:

<table>
<thead>
<tr>
<th>Molecular and Cellular Biology</th>
<th>Neural and Behavioral Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molecular and Cellular Biology I</td>
<td>Introduction to Cellular and Molecular Neuroscience</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Biochemistry</td>
</tr>
<tr>
<td>Molecular and Cellular Biology II</td>
<td>Medical Neuroscience (including lab component)</td>
</tr>
</tbody>
</table>

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 April 15 (or the Monday following this date if the 15th 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 1st 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. 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 abstract should be submitted to the Graduate Office on a diskette or through e-mail 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, or before Labor Day in September.

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:

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; 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:
a) proposal and its defense fully acceptable
b) proposal and its defense acceptable with modifications
c) 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
replacements 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 list 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 thesis proposal and finds it acceptable, as modified.

A. Thesis Predefense

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). 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 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 abstract 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 BH 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 a private firm for listing in American Doctoral Dissertation and notation of the abstract in Dissertation Abstracts International. Dissertations sent are microfilmed exactly as they are received. Negative microfilm of the dissertation remains on file, and anyone may order positive microfilm, microfiche, or xerographic copies. Copyright registration may be arranged with BH Bindery for an additional fee from the student.

The five copies are distributed as follows:
- copy 1: Student
- copy 2: Dean’s Office
- copies 3 and 4: SUNY HSCB Library, archival (one copy forwarded to Library of Congress after return from BH Bindery). The library also retains the electronic copy.
- 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 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 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 reiterates the composition of the thesis examining committee decided previously, including who will act as chair. 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 abstract to the Graduate Office electronically for distribution 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.) 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 abstract to the Graduate Office electronically for distribution 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 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 in the Graduate Office (from the National Science Foundation).

Directors of Graduate Programs
Molecular & Cellular Biology: William Chirico, Box 5, BSB 2-078, 270-1308
Neural & Behavioral Science: Peter Bergold, Box 31, BSB 6-78, 270-3927
Biomedical Engineering: Subrata Saha, Box 30, BSB AL-460, 270-4540

Directors of Core Courses
Biochemistry: Mary Makowske, Box 8, BSB 7-91, 270-3991
Research Ethics: Alice Herb, Box 116, BSB 4-121, 270-3780

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 III

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 MS1 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

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

Summary of Fees

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PAYABLE To</th>
<th>CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop-Add Fee*</td>
<td>SUNY Downstate</td>
<td>$20.00</td>
</tr>
<tr>
<td>Late Registration Fee*</td>
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<td>Duplicate Diploma</td>
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<td>Mailing Fee Only</td>
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<td>Transcripts</td>
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<td>Carrel Key replacement</td>
<td>SUNY Downstate</td>
<td>$20.00*</td>
</tr>
<tr>
<td>Late Payment Fee*</td>
<td>SUNY Downstate</td>
<td>up to $50.00 per billing</td>
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<tr>
<td>Student Health Fee Full-Time Students/semester</td>
<td>SUNY Downstate</td>
<td>$56.60</td>
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<tr>
<td>Student Health Fee Part-Time Students/credit</td>
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<td>$4.72</td>
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<td>Technology Fee Full-time Students/semester</td>
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<td>$125/Fall sem</td>
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<tr>
<td>Technology Fee Part-Time students/credit</td>
<td>SUNY Downstate</td>
<td>$140/Spr sem</td>
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<tr>
<td>Technology Fee pro-rated</td>
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<td>based on</td>
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<tr>
<td>Part-Time students/credit credits</td>
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<tr>
<td></td>
<td></td>
<td>Spring-$11.67/cr</td>
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</table>

* effective 7/1/2006

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 is 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 full-time 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 is 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 a domicile (permanent place of abode) in New York State. The following principles would assist the residency determination under this policy.

   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 the determination of financial independence include, but are not limited to, the following:

   a. place of voter registration.
   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 were in effect for the 2011-2012 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 $27,090.00 for New York State Residents and $53,650.00 for non-New York State residents and International students. Payment is generally made in
Tuition - College of Medicine: Part - Time Students

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 - Undergraduate Level College of Health Related Professions and the College of Nursing

Tuition for full-time students is currently $2,635.00 per semester for New York State residents and $7,160.00 for nonresidents and international students. Part-time students (those taking less than twelve credits) pay $220.00 per credit (New York State residents) and $597.00 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

Tuition for full-time students is currently $4,435.00 per semester for New York State residents and $7,580.00 for nonresidents and international students. Part-time students (taking less than twelve credits) pay $370.00 per credit (New York State residents) and $632.00 per credit (nonresidents and international students).

Tuition - Doctor of Physical Therapy

Tuition for full-time students is $8,230/semester for New York State residents and $14,645/semester for non-residents and international students. Part-time students pay $686/credit for New York State residents and $1,220/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 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

Deferral 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 $50.00 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 #17-91 dated March 24, 1971 as amended by #71-327 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 the Director of Student Activities, the office of the Faculty Student Association or the Office of Student Affairs.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical School</td>
<td>$ 180.00</td>
</tr>
<tr>
<td>Health Related Professions</td>
<td>$ 125.00</td>
</tr>
<tr>
<td>Nursing (undergraduate)</td>
<td>$ 110.00</td>
</tr>
<tr>
<td>Masters Nursing</td>
<td>$ 110.00</td>
</tr>
<tr>
<td>MPH</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Graduate School</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Graduation fee for all graduating students</td>
<td>$ 40.00</td>
</tr>
<tr>
<td>Additional fee for dormitory residents</td>
<td>$ 20.00</td>
</tr>
</tbody>
</table>
Part-time students are generally charged in accordance with the number of credits carried.

**Student Health Fees**
Student Health fees for full-time students is $56.60 per semester and pro-rated to $4.72 per credit for part-time students. The student health fee is a mandatory fee.

**Student Health Insurance**
For 2011-2012, the student health insurance policy offered through the Health Science Center is $4284 per year (Fall $1785; Spring $2499). 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 2011-2012 is $1144.50. 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 non-refundable 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 check-out. 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: Federal & State Regulations

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 Opportunity and Diversity (AA/EOO 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. Christine Saunders-Fields) 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.

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, consult in advance with the Office of Student Affairs about the specific activity.
EQUAL EMPLOYMENT OPPORTUNITY AND ACCESS TO STUDENT SERVICES

Federal and New York State law, and State University of New York policy and regulation now require that equal opportunity be afforded all persons without regard to race, religion, color, national origin, age, sex, disability, or marital status. Governor’s Executive Order 28.1 requires SUNY, as a state agency, not to discriminate in employment or in provision of services or benefits on the basis of sexual orientation.

It has been, and continues to be the official policy of the Health Science Center to offer equal opportunity and affirmative action regarding educational opportunities to all applicants on the basis of qualifications. All educational programs and services, educational and employment opportunities, terms and conditions of benefits, including admissions, financial aid, housing, athletics, and program selection are administered without discrimination on the basis of race, color, creed, national origin, age, sex, disability, or marital status as stated in Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and Executive Order 11246 which requires affirmative action.

In order for our Affirmative Action Plan to be effective, every member of the campus community needs to become aware of affirmative action policies and procedures as they affect him or her as an employee, concerned with job security, compensation, fringe benefits, promotion, transfer, opportunities for education and training, and general working conditions, or as a student, or as an individual active in the recruitment, hiring, and evaluation of others. The Affirmative Action Officer has been given overall responsibility for the implementation and administration of affirmative action at the Health Science Center. Individuals and groups are invited to consult with the Affirmative Action Officer concerning the rights of students under the Center’s Affirmative Action Program.

There is a grievance procedure available to students for complaints of discrimination based upon race, color, creed, national origin, age, religion, sexual orientation, disability or marital status. Students can informally discuss problems relating to alleged discrimination or file a complaint with the Office of Diversity under the SUNY procedure (see page 80). The office is located at 151 East 34th Street, AF-103, telephone 718 270-1738.

The cooperation and support of all members of the campus community and their sincere efforts to act in the spirit, as well as, the forms of affirmative action are essential if we are to make a substantial contribution to the achievement of true equality of opportunity at our institution.

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.

Mr. Kevin Antoine, Chief Diversity Officer, 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

Persons who feel that they have been sexually harassed under the definition described above and wish further information, or assistance in filing a complaint, should contact the SUNY Downstate Medical Center’s Office of Diversity (O.D.), (718) 270-1738, 151 East 34 Street. Recipients of sexual harassment also have the option to contact the Office of Labor Relations at extension 1972 during regular business hours.

Those persons who feel physically threatened or are the victims of a crime must contact University Police/Public Safety at extension 2626. Complaints will be kept confidential to the extent possible.

Filing a complaint internally does not preclude an employee or student from filing a complaint with the appropriate external agency. More information is available in the O.D.

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 (O.D.) 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 (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 effect 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.

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, 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.
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 redisclosed, 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
SUNY HSCB designates the following items as directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, student photos, 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.

Each year SUNY Downstate publishes the HSC Student Telephone Directory which is made public. This directory contains name, local address, student box number, 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

<table>
<thead>
<tr>
<th>Types</th>
<th>Location</th>
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<td>Office of the Registrar</td>
<td>Student Affairs</td>
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<td>Academic Records (current students)</td>
<td>Dean’s Office</td>
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<tr>
<td>Academic Records (graduates)</td>
<td>Archives</td>
<td>Registrar</td>
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<tr>
<td>Health Records (current students)</td>
<td>Student Health</td>
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<td>(former students)</td>
<td>Archives</td>
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<td>Financial Records</td>
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<td>Financial Aid Bursar</td>
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<td>Progress Records</td>
<td>Dean’s Office at each college or dept/Instructor</td>
<td>Dean</td>
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<tr>
<td>Disciplinary Records</td>
<td>Office</td>
<td>VP of Student Affairs</td>
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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.
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 C 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 2nd 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, amds. 1972

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 officer.

(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, 970 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 nor 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 nor 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. New sec. substituted

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 officer 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 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 her 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 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.

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PROCEDURES FOR PROCESSING GRIEVANCES ALLEGING DISCRIMINATION

INTRODUCTION:
The State University of New York, in its continuing effort to seek equity in education and employment and support of federal and state anti-discrimination legislation, has adopted a grievance procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, disability, veteran status, marital status, sexual orientation, or retaliation. Harassment is one form of unlawful discrimination on the basis of the above protected categories. Conduct that may constitute harassment is described in Appendix A. For more detailed information see your Chief Diversity Officer.

This procedure may be used by any State University of New York Downstate Medical Center (DMC) student or employee. Employee grievance procedures established through negotiated contracts, academic grievances review committees, student disciplinary grievance boards and any other procedures defined by contract or local by-laws will continue to operate as before. Neither does this procedure in any way deprive a Complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the Department of Education and the Office of Federal Contract Compliance of the Office of Labor. However, after filing with one of these outside enforcement agencies, or upon the initiation of litigation, the internal process will cease. Contact information for these agencies is listed in Appendix B.

This SUNY DMC Grievance Procedure for the Review of Allegations of Illegal Discrimination provides the mechanism through which DMC may identify and eliminate incidents of illegal discrimination. The University recognizes and accepts its responsibility in this regard and believes that the establishment of this internal, non-adversary grievance process will benefit students, faculty, staff and administration alike, permitting investigation and resolution of problems without resort to the frequently expensive and time-consuming procedures of state and federal enforcement agencies or courts. The Complainant is not required to pursue the SUNY DMC internal procedure before filing a complaint with a State or Federal agency.

REQUIREMENTS FOR FILING GRIEVANCES:
1. A grievance must be submitted in writing on forms provided by the State University of New York Downstate Medical Center. An individual may refuse to reduce a complaint to writing. However, notwithstanding that refusal, if there is reasonable cause to believe that illegal discrimination may be occurring, DMC will investigate the verbal complaint to the best of its ability and will proceed with any action that is warranted.

2. Employees must file a grievance within 45 business days following the alleged discriminatory act or the date on which the Complainant first knew or reasonably should have known of such act if that date is later. Students must file a grievance within 45 business days following the alleged discriminatory act or 45 business days after the final grade is received, if that date is later. If the Complainant brings a complaint beyond the period in which the complaint may be addressed under these procedures, the Chief Diversity Officer may direct the Complainant to the appropriate alternative forum (see Appendix B for a list of alternative forums).

3. Grievances must be filed with the campus Chief Diversity Officer in the Office of Diversity.

4. Should a complainant file a formal complaint with a state or federal agency, any internal investigation underway on that complaint will terminate without a conclusion without an agreement entered into between DMC and the external state or federal agency.

PROCEDURES FOR PROCESSING GRIEVANCES:
1. The Chief Diversity Officer shall receive any complaint of alleged discrimination, shall assist the Complainant in defining the charge and shall provide the Complainant with information about the various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.

2. If the Complainant chooses to use the SUNY DMC Grievance Procedure for the Review of Allegations of Discrimination, the Chief Diversity Officer shall assist the Complainant to fill out the appropriate form. The complainant shall sign and date a copy of the completed form.

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

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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

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
Al-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 718 270-2487.

**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 518-473-6809**
- For CHRP students (who are unlicensed), please utilize our on-campus resources

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**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 pay, adults 17 and above; dual diagnosis program. HOLLISWOODHOSPITAL.COM (800) 486-3005.

**Smithers Alcoholism Treatment Center** (St. Luke’s Roosevelt Hospital), 56 East 93rd Street, New York, NY 10128: Most major medical insurances; Medicaid/Medicare; Adults 18 and over; gay and lesbian tracks (914) 964-7873

**St. Vincent’s Hospital and Medical Center**, 170 West 12th Street, New York, NY 10011: Most private insurances, Medicare/Medicare, sliding scale for self-pay; adults 20 and over; gay and lesbian tracks; women’s program; assistance for hearing impaired. S.V.C.M.ORG (212) 604-7000

**South Beach Alcoholism Treatment Center**, 777 Seaview Avenue, Blvdg. #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**, 1841 Broadway, Suite 300, New York, NY 10023: 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 10009: Most private insurance, sliding scale for self pay, Medicaid/Medicare; adults 18 and over; alcoholism treatment only. (212)) 562-4487

**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
North Richmond Community Mental Health Center at St. Vincent’s Medical Center of Richmond and Bayley Seton Hospital, 75 Vanderbilt Avenue, Staten Island, NY 10304: Most private insurance, Medicare/Medicaid, sliding scale for self pay; adults 18 and over; dual diagnosis program; alcohol and other drugs; Hebrew and Italian speaking services; day, evening or intensive program 1 year; gay and lesbian program. (718) 818-6445

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) 378-6500 x238

St. John’s Episcopal Hospital, 1908 Brookhaven Avenue, 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 drivers 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.

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DRUG FREE SCHOOLS 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 can not 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

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<tr>
<th>Violations</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
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<tr>
<td><strong>Section 1 Alcohol Beverages Policies</strong></td>
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<tr>
<td>1.01 b) Students</td>
<td>Possession of alcohol or consumption of alcohol while engaged in clinical or</td>
<td>Probation and referral to an in-house or community substance abuse program</td>
<td>Suspension for one semester; reinstatement subject to completion of a certified</td>
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<td>learning duties or in a manner which renders them unfit for clinical or</td>
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<td>substance abuse program.</td>
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<td>learning duties. Students are prohibited from being under the influence of</td>
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<td>alcohol while engaged in clinical or learning duties. Unlawful possession</td>
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<td></td>
<td>or use of alcohol on SUNY Downstate property or as part of any SUNY Downstate</td>
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<td>activity is prohibited.</td>
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<td>1.02 b) Students</td>
<td>Unlawful manufacturing of alcohol is prohibited.</td>
<td>Penalties range from a formal warning through suspension for one semester and</td>
<td>Suspension for one year and referral for criminal prosecution.</td>
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<td>referral for criminal prosecution.</td>
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<td>1.03 b) Students</td>
<td>The sale of alcohol on SUNY Downstate property or as part of any SUNY</td>
<td>Penalties range from a formal warning through suspension for a semester and</td>
<td>Expulsion and referral for criminal prosecution.</td>
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<td>Downstate activity is prohibited, except as authorized by SUNY Downstate</td>
<td>possible referral for criminal prosecution.</td>
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<td>policies and procedures.</td>
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<td>The service of alcohol in public areas of SUNY Downstate property or as part</td>
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<td>of any SUNY Downstate activity is prohibited except as authorized by SUNY</td>
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<td>Downstate policies and procedures.</td>
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<td><strong>1 Students</strong></td>
<td>Individuals: Suspension from the University for a semester.</td>
<td>Individuals: Expulsion</td>
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<td>The use of alcoholic beverages for pledging or qualifying for membership in</td>
<td>Organization: Privileges and status are revoked for a period not to exceed</td>
<td>Organization: Privileges and status may be revoked indefinitely.</td>
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<td>any organization is prohibited.</td>
<td>two years.</td>
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<td><strong>Section 2 Drug Policies</strong></td>
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<td>2.01 b) Students</td>
<td>Students are prohibited from unlawful possession of substances or consumption</td>
<td>Probation and participation in an in-house or community substance abuse</td>
<td>Suspension for one semester; reinstatement subject to completion of a certified</td>
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<td>of any substance on SUNY Downstate property or as part of any SUNY Downstate</td>
<td>program and possible referral for criminal prosecution.</td>
<td>substance abuse program and possible referral for criminal prosecution.</td>
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<td>activity. Students are prohibited from being under the influence of</td>
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<td>substances on SUNY Downstate property or as part of any SUNY Downstate</td>
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<td>activity.</td>
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<td>2.02 b) Students</td>
<td>Unlawful possession of any substance** with intent to sell or in quantities</td>
<td>Expulsion and referral for criminal prosecution.</td>
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<td>sufficient to constitute a felony under the Penal Law of New York State on</td>
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<td>SUNY Downstate property or as part of any SUNY Downstate activity is</td>
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<td>prohibited.</td>
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<td>2.03 b) Students</td>
<td>Unlawful distribution, dispensing, sale, attempted sale, or purchase of any</td>
<td>Expulsion and referral for criminal prosecution.</td>
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<td>substance** on SUNY Downstate property or as part of any SUNY Downstate</td>
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<td>activity is prohibited.</td>
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<tr>
<td>2.04 b) Students</td>
<td>Unlawful possession of drug paraphernalia on SUNY Downstate property, or as</td>
<td>Probation and participation in an in-house or community substance abuse</td>
<td>Suspension for one semester; reinstatement subject to completion of a certified</td>
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<td>part of any SUNY Downstate activity is prohibited.</td>
<td>program and possible referral for criminal prosecution.</td>
<td>substance abuse program and possible referral for criminal prosecution.</td>
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** As used in this document, “substance(s)” is any drug listed in Attachments A or B to the Policy Statement.
APPENDIX III:

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.

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 with 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 to 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 $20.00 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 Assault**

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.

**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 Opportunity and Diversity at 270-1738. (Additional information in Appendix II.)

2. Together, the person who believes s/he is being harassed and the Affirmative Action Officer, will examine the available options.

3. Recognizing the highly sensitive nature of sexual harassment, the Office of Student Affairs and/or Affirmative Action Office 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 area 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(ies) 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.

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.

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.

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.

OTHER ADMINISTRATIVE ACTIONS

A. Change in Student Status

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, or 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 III 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.

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.

B. 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.
APPENDIX IV:

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. A stamp vending machine (books only) is located in the Education Building (next to the vending machines).

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 or go to the SUNY Downstate institutional website at 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)

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)
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