DOWNSTATE
HEALTH SCIENCES UNIVERSITY

Student Handbook

2024-2025

SUNY Downstate
Health Sciences University

Student Handbook
2024-2025

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The State University of New York Downstate Health Sciences University 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. Applications are encouraged and welcomed from New York State residents, out-of-state students, and from members of underrepresented minority groups. New York State residents receive preference for admission. For more information, contact the Downstate Office of Institutional Equity at 718-270-1738. The information in this Handbook is as accurate as possible at the time of printing and is subject to change.

Front & Back cover Photos by SUNY Downstate Biomedical Communications.

The SUNY Downstate Health Sciences University Student Handbook is the university's official notification to the campus community containing resources, academic and non-academic policies, regulations and community standards.

Students are responsible for knowing and abiding by the information contained in this Handbook.

Each member of the SUNY Downstate community plays a role in the creation and preservation of a safe and supportive campus environment. This Handbook describes both the privileges and responsibilities granted to students as members of the SUNY Downstate community. In addition, the Handbook will help students learn about the many campus services and resources available to them to support their academic efforts, enhance their academic experience, and assist in times of difficulty.

SUNY Downstate Health Sciences University reserves the right to alter existing rules and regulations, and information about academic programs, as deemed necessary by the institution. SUNY Downstate Health Sciences University expressly reserves the right to: (1) change or modify its schedule of tuition and fees; (2) withdraw, cancel, or reschedule, or modify any course, program of study, degree or any requirement or policy in connection with the foregoing; and (3) change or modify any academic or other policy.

Essential changes of information in this Student Handbook concerning new academic regulations, policies, or programs, will be accompanied by notification via campus email. All members of the campus community are expected to routinely check their campus email. Updates that take place between publication dates will also be posted on the Student Handbook web site. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly with regard to satisfaction of degree requirements by consultation with the student's advisor, the student's program, the office of the student's dean, the Office of Student Affairs, the Registrar's Office, and other offices as appropriate.

The Student Handbook is published online annually by the Division of Student Affairs and is also made available in hard copy and archived at the beginning of each school year. The information contained in the online version of the SUNY Downstate Student Handbook is considered the official version of all documents and policies. Should there be a Handbook or policy with a different version located elsewhere with different content, the web version on the Student Handbook web site should be considered the most current and most accurate. Any information contained in a particular version of the Student Handbook may be superseded by appending the online version. In the event that a conflict exists between information in the online Student Handbook and other sources (e.g., other university websites), the information in the online Handbook supersedes the information from other sources. Typically, the Handbook is published in August of each year and supersedes the previous version. Earlier versions of the Handbook also appear on the Student Handbook web site for archival purposes.

SUNY Downstate reserves the right to amend the Student Handbook at any time and without notice to reflect modifications in policy, law, or regulation. Federal and State law and regulations as well as external accreditation regulations and policies supersede information in the Student Handbook. All students are reminded that SUNY Downstate is subject to the policies promulgated by the Board of Trustees of The State University of New York.

The Student Handbook is reviewed annually prior to publication by the Division of Student Affairs, who coordinates updates to the Student Handbook in collaboration with the Deans of all of SUNY Downstate's five schools and colleges. Policies in each school/college section are reviewed and approved annually by each school or college's formally designated policy committee and submitted to the Division of Student Affairs. Campus-wide policies are subject to annual review by the SUNY Downstate Policy Committee and by the Council of Deans prior to publication.

Deadlines to propose changes to the Student Handbook are set according to the publication dates and are announced annually.

In preparing this Student Handbook, every effort has been made to provide pertinent and accurate information; however, SUNY Downstate Health Sciences University assumes no liability for errors or omissions.

The Student Handbook can be made available in alternative format upon request.

The Student Handbook and any updated policies will be located on the Student Policies of the Downstate web site: https://www.downstate.edu/education-training/student-affairs/student-policies/index.html

The Student Handbook is produced by the Division of Student Affairs. Questions regarding the Student Handbook should be directed to studentaffairs@downstate.edu.

Wayne J. Riley, M.D., MPH, MBA,
PRESIDENT

DOWNSTATE
HEALTH SCIENCES UNIVERSITY

Dear SUNY Downstate Health Sciences University Students:

Welcome to SUNY Downstate Health Sciences University (affectionally known as "Downstate") for the 2024-2025 academic year! Older than the Brooklyn Bridge, Downstate celebrates a long and prestigious history of being at the forefront of medical education for more than 160 years. Downstate is a center of academic excellence where you will acquire a solid foundation in the sciences, broad clinical knowledge, and a focused understanding of community and public health essential for success in the growing and changing medical, healthcare, scientific, nursing, and public health workforces.

Our faculty strongly believes in developing each student's potential and encouraging independent thought based on knowledge, sound reason, and responsible judgment. Your journey at Downstate will help define you as a professional. We will thoroughly prepare you for the rapid pace of scientific discovery, new technologies, and the challenge of becoming emerging leaders in your respective fields. Downstate is a special place with time-honored values of professionalism, respect, innovation, diversity, and excellence. We improve lives by providing education for healthcare professionals, advancing based on research and focused on quality community and patient-centered care.

Healthcare is not just a career; it's a noble calling. Those who choose this path are characterized by their compassion, generosity, humanism, and empathy towards others and the community. As you embark on your journey at Downstate, you will be surrounded by inspiring examples of these qualities in your classmates, preceptors, researchers, faculty, and staff. Their dedication to the healthcare professions will serve as constant sources of inspiration and motivation for you.

This handbook is a treasure trove of resources designed to support your journey to success. Take some time to explore it thoroughly. At Downstate, we strive to provide you with the best possible resources for success. However, if you ever face challenges, remember you are not alone. Contact your Academic Dean or the Office of Student Affairs for assistance.

Your success is our success, and we are here to help you every step of the way!

Kindest regards,

Wayne J. Riley

Wayne J. Riley, M.D., MPH, MBA, MACP

450 Clarkson Avenue | MSC1
Brooklyn, NY 11203
718.270.2611

DOWNSTATE
HEALTH SCIENCES UNIVERSITY

Jeffrey S. Putman, Ed.D.
Vice President for Academic & Student Affairs
Division of Student Affairs
SUNY Downstate Health Sciences University
T:718.270.2187 | F:718.270.7592
jeffrey.putman@downstate.edu

Dear SUNY Downstate Student:

Welcome to SUNY Downstate Health Sciences University! Whether you are beginning your first class or continuing your journey with us, we are thrilled to have you as a valued member of our community. Thank you for choosing Downstate to continue and enhance your education.

The ***2024-2025 Student Handbook*** represents our commitment to providing you with clear, accessible information about campus policies, resources, and services. This comprehensive guide is designed to support your academic journey and enrich your experience within our vibrant community. Whether you are new to navigating our campus or returning to pursue your academic goals, this handbook will be your essential reference for understanding our expectations, procedures, policies and opportunities.

At SUNY Downstate, we are dedicated to fostering an environment that promotes academic excellence, personal growth, and community engagement. As you embark on your journey in healthcare, you have the unique opportunity to make a meaningful impact globally and locally, particularly within underserved urban communities. Your education here will equip you with invaluable firsthand experience to address critical healthcare, policy, and research needs.

I encourage you to explore the contents of this handbook thoroughly and utilize the resources provided. Whether you need guidance on academic policies, information about campus facilities, want to become involved in student life or student organizations, or gain access to health and wellness services, our goal is to equip you with the tools and support necessary for your success.

The Handbook is organized into sections that include general information applicable to all students, as well as specific details tailored to your respective College or School within SUNY Downstate Health Sciences University.

On behalf of the Division of Student Affairs, and our entire faculty, staff, and administration, we are honored to have you as part of the Downstate community. We extend our best wishes for a rewarding and fulfilling experience during your time here.

Warmest regards,

Jeffrey S. Putman, EdD
Vice President for Academic & Student Affairs

450 Clarkson Avenue | MSC 85
Brooklyn, NY 11203

downstate.edu

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GENERAL INFORMATION
WHO'S WHO
ON CAMPUS

ADMINISTRATION		Building/Room	MSC	Area Code 718
President of Downstate Health Sciences University	Wayne J. Riley, MD, MPH, MBA, MACP	BSB 1-67	1	270-2611
Executive Vice President	Keydron K. Guinn, PhD, MBA	BSB 1-67	1	270-1234
Interim Senior Vice President & Chief of Staff and Vice President for Human Resources	Jamie Grecco, JD	BSB 1-67	1	270-1234
Senior Vice President and Chief Administrative Officer	Heidi J. Aronin, MPA	BSB Mezzanine 129	106	270-1025
Senior Vice President for Research	David Christini, PhD	BSB	31	270-1681
Vice President for Finance and CFO	Richard Miller, PhD	BSB 1-62	65	613-8590
Academic Affairs				
Senior Vice President for Academic Affairs & Chief Academic Officer	Pascal J. Imperato, MD, MPH&TM	UHD B4-318	4	270-1056
Vice President for Academic & Student Affairs	Jeffrey S. Putman, EdD	BSB 112	85	270-2187
Associate Vice President for Academic Student Support Services	Seth Langley, PhD	HSEB 6-025	1190	270-7536
School of Health Professions				
Dean	Allen Lewis, PhD, CRC	HSEB 7025	94	270-7701
Associate Dean for Strategic Initiatives	Brigitte Desport, DPS, OTR/L, BCP, ATP	HSEB 7001	94	270-7457
Associate Dean of Program Operations and Quality	Shushawna DeOliveira, DHA	HSEB 7019	94	270-7738
Assistant Dean	Phillip Bones, MEd	HSEB 7025	94	270-2297
Applied Behavior Analysis	Jason Vladescu, Ph.D., BCBA-D, LBA(NY), NCSP	7-002	94	270-1159
Diagnostic Medical Imaging Program Interim Chair	Iryna Struk, MS, RDMS, RDCS, RVT	HSEB 7050	1192	270-7764
Health Informatics Program Chair	Mohammad Faysel, PhD	HSEB 7056	105	270-7693
Midwifery Program Interim Chair	Shakima Wiggins, CNM, LM, MS, IBCLC	HSEB 7046	1227	270-7757
Occupational Therapy Program Chair	Efekona Nuwere, EdD, MPH, OTR/L	HSEB 7012	81	270-7731
Physical Therapy Program Chair	Joanne Katz, PT, DPT, PhD	HSEB 7009	16	270-7718
Physician Assistant Program Chair	Andrea Trimmingham, MA, PA-C	HSEB 8056	1222	270-7707
College of Medicine				
Senior Vice President & Dean, College of Medicine	F. Charles Brunicardi, MD	BSB 1-9	97	270-1102
Vice Dean for Education	Jason Lazar, MD, MPH	BSB 1-9	97	270-3173
Vice Dean for Faculty Affairs	Ross Clinchy, PhD	BSB 1-9	97	270-3173
Senior Associate Dean for Assessment and Quality Improvement	Bonnie Granat, PhD	BSB 1-96	39	613-8534
Senior Associate Dean for Administration	Elizabeth (Betty) Smith	BSB 1-9	97	270-3943
Associate Dean for Medical Education	Ellen Berkowitz, MD	BSB 1-86	97	270-1533
Associate Dean for Foundations of Medicine	Riccardo Bianchi, PhD	BSB BS-95	97	270-1272
Associate Dean of Diversity Education & Research	Carla Boutin-Foster, MD, MS	BSB 2-72	1186	270-3033
Associate Dean for Clinical Medicine	Elka Jacobson Dickman, MD	BSB 1-9	97	270-8216
Associate Dean for Clinical Affairs	Brian K. McNeil, MD, MBA, FACS	BSB 4-89	79	270-4447
Associate Dean for Clinical Skills	Antonia Quinn, DO, FACEP	BSB 6-36	97	270-4580
Designated Institutional Official	Lisa Dresner, MD	BSB 2-70 C	51	270-1943
Associate Dean for Educational Development	Fredric Volkert, PhD	BSB 3-124A	44	270-3923
Dean of Admissions	Anthony Joseph, MD		97	270-2987
Vice President for Academic & Student Affairs	Jeffrey S. Putman, EdD	BSB 1-112	85	270-2187
Associate Dean for Student & Curricular Affairs	Sophie Christoforou, MSEd	BSB 1-112	85	270-2187
Student Ombudsman	Michael Myers, MD		1203	270-1166
College of Medicine Administrator	Helen Poncet	BSB 1-9	97	270-4195

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ADMINISTRATION		Building/Room	MSC	Area Code 718
College of Nursing				
Dean	Lori A. Escallier, PhD, RN, CPNP-PC, FAAN	HSEB 8-025	22	270-6700
Associate Dean for Academic Affairs, Research and Evaluation	Marie-Claire Roberts Ph.D., M.S., M.P.A., R.N.	HSEB 8-004	22	270-6700
Associate Dean for Clincal Affairs and Community Partnerships	Joanne Ritter-Teitel PhD, RN, NEA-BC	HSEB 8-007	22	270-6700
Director of Finance and Administration	Carline Thomany, MBA	HSEB 8-025F	22	270-7688
Chair of Entry Level Programs and Program Director, Accelerated Baccalaureate Program	Jean McHugh, PhD, RN, APRN-BC	HSEB 8-058	22	270-7623
Chair, Advanced Level Programs and Director, Women's Health Nurse Practitioner & Family Nurse Practitioner Program	Jeanine O'Hagan-Murphy, DNP, FNP-BC	HSEB 8-060	22	270-6700
Program Director, RN to BS Program	Barbara Kitchener, PhD, RN	HSEB 8-066	22	270-7652
Program Director, DNP Program	Nataliya Shaforost, DNP, FNP, CDCES	HSEB 8-007	22	270-7622
Director, MS in Nursing Education Track	Kathleen Bratby, EdD, RN	HSEB 8-025	22	1135
School of Graduate Studies				
Interim Dean	David Christini, PhD	BSB 3-114	41	270-2740
Program Coordinator	Sharon Reid-Spence	BSB 3-114A	41	270-2740
Director of Administration and Registrar, School of Graduate Studies	Ed Throckmorton	BSB 3-114A	41	270-1155
Director of Graduate School Admissions and Recruitment	Denise Sheares	BSB 3-114A	41	270-2738
Manager of Career and Professional Development	TBD	BSB 3-114A	41	270-2739
School of Public Health				
Dean	Kitaw Demissie, MD, PhD	PHAB 5-036	43	270-1056
Vice Dean for Faculty Affairs & Research	Tracey Wilson, PhD	PHAB 4	43	270-2105
Associate Dean for Community Engagement	Aimee Afable, PhD, MPH	PHAB 4	43	270-6397
Associate Dean for Global Engagement and Director of the Center for Global Health	Denise Bruno, MD, MPH	PHAB 4	43	270-2954
Associate Dean for Education	Anika Daniels-Osaze, EdD, MPH	PHAB 5-027	43	270-3036
Associate Dean for Research Administration and Executive Director, Center for Clinical and Outcomes Research	Michael Szarek, PhD, MS	PHAB 4	43	804-7834
Assistant Dean for Student Engagement and Success	Marlene Camacho-Rivera, ScD, MS, MPH	PHAB 4	43	270-4386
Interim Chair, Department of Community Health Sciences	Denise Bruno, MD, MPH	PHAB 4	43	270-2954
Chair, Department of Environmental & Occupational Health Sciences	Laura Geer, PhD, MHS	PHAB 4-031	43	270-5267
Interim Chair, Department of Epidemiology and Biostatistics	Elizabeth Helzner, PhD	PHAB 4-033	43	270-6732
Chair, Department of Health Policy and Management	Thomas Mackie, PhD, MPH	PHAB 5	43	221-6194
Administrator	Catherine Seelig, MS	PHAB 5-034	43	804-7827

ADMINISTRATION		Building/Room	MSC	Area Code 718
Division of Student Affairs				
Vice President for Academic and Student Affairs	Jeffrey S. Putman, EdD	BSB 112	85	270-2187
Associate Dean for Student & Curricular Affairs	Sophie Christoforou, MSEd	BSB 112	85	270-2187
Assistant Vice President for Student Affairs	Patricia Napolitano, MSEd	BSB 112	85	270-2187
Director of Admissions	Kenneth Lyttle MPA, MBA	BSB 133	60	270-2446
Director of Financial Aid	Farah Burnett, MS	BSB 112	110	270-2488
University Registrar	Edward Graciano, MA	BSB 112	98	270-1107
Student Affairs Associate	Dawn Froome, MSEd	BSB 112	85	270-2187
Assistant to the Vice President for Academic and Student Affairs	Susan Vaughan	BSB 112	85	270-2187
Director of Accessibility Resources and Services	TBD	BSB 112	85	270-2187
International Student Advisors	Jeffrey S. Putman, EdD Patricia Napolitano, MSEd	BSB 112	85	270-2187
Student Health Insurance	Lynzee Daniel	BSB 112	85	270-2187
Medical Research Library of Brooklyn				
Interim Director of Libraries	Mohamed Hussain, MSLIS	HSEB 1-002F	14	270-7411
Library Administrator	Tanya McPherson	HSEB 2-008	14	270-7412
Evening/Weekend Supervisor	Portia Hercules	HSEB 1-002F	14	270-7442
Room Scheduling	Gracel Hodge-Canning	HSEB B-034	14	270-7469
Student Life				
Director of Student Life	Schuyler Hooke	Stu Ctr 2-04	114	270-2484
Director of the Student Center/Director of Student Activities	Adam Burgman, MS	Stu Ctr 2-06	114	270-2487
Residence Life and Services				
Director of Residence Life & Services	Sherice Fields	811 NYA	115	270-1468
Student Health Center & Student Counseling Center				
Director of the Student Counseling Center	Maria Deutscher, PhD	440 Lenox Rd. 1M	1271	Counseling Center direct Number 270-1408 Dr. Deutscher direct number 270-8809
	after hours & weekends (urgent care only)	Emergency Services Unit at Univ. Hospital, SUNY Downstate, 470 Clarkson Ave.		
Director of the Student Health Center	Mona Pervil-Ulysse, MD	440 Lenox Rd., Apt. 1W	33	270-2018
Emergency Services Unit at University Hospital	Urgent care only for both Centers. For after hours, weekends and holidays. Open 24/7	University Hospital 470 Clarkson Ave. 1st floor Entrance is next door to the pharmacy		270-4577
Communications and Marketing				
Vice President of Communications & Marketing	Dawn Skeete-Walker	BSB 1-101	106	270-1234
Assistant Vice President for Government and Community Relations	Alishia Goodridge, MBA	BSB 1-101	2	270-3866

ADMINISTRATION		Building/Room	MSC	Area Code 718
Office of Academic Student Support Services				
Associate Vice President for Academic Student Support Services	Seth Langley, PhD	HSEB 6-025	1190	270-7536
Senior Assistant Director of Student Academic Services	Susan Kane, PhD	UH B4-316A	1190	270-7536
Assistant Director of Student Academic Services	Vanessa Vales-Lewis, PhD	UH B4-323	1190	270-7536
Assistant Director of Student Academic Services	Nick Cromie, MA	HSEB 6-026	1190	270-7536
Office Coordinator of Student Academic Services	Sze-Ying Lee, BS	HSEB 6-027	1190	270-7536
Office of Institutional Equity				
Associate Vice President for Institutional Equity	Carla Boutin-Foster, MD	BSB 2-72	1186	270-3033
Title IX Director/Deputy EEO Officer	Bolaji Olasokan, JD	BSB 5-95	1220	270-1361
Other Services				
Executive Director of Alumni Affairs, College of Medicine	Stephanie DiBrienza	BSB 1-6	1204	270-2075
Bursar	De Anne Kennedy-Lorde	BSB 1-130A	1206	270-3048
Director for the Office for Pastoral Care	Rev. Sharon Codner-Walker	UH A1-347	72	270-2594
Parking	Brian Corby	825 NYA	105	270-4600, 3163
Chief of NYS University Police	Israel Maldonado	BSB 1-85A	1201	270-3161

KEY:

BSB Basic Sciences Bldg., 450 Clarkson Avenue
PHAB Basic Sciences Bldg., 450 Clarkson Avenue
UH University Hospital, 430 Lenox Road
HSEB Health Science Education Building, 395 Lenox Road
NYA New York Avenue
Stu Ctr 394 Lenox Road

UNIVERSITY SERVICES

DIVISION OF STUDENT AFFAIRS

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

The goals of the Division of Student Affairs are to:

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

The Division encompasses several offices– Office of Admissions, Office of Financial Aid, Office of Student Affairs, and the Office of the Registrar. 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 then go to "Information For You" and then "Current Students"). Check the website first. The section which follows also provides a guide for you. Office hours within the Division vary. Consult the posted hours for each office (current information listed below.)

OFFICE OF STUDENT ADMISSIONS

The Office of Student Admissions provides services to prospective students, applicants and accepted applicants to the Colleges of Nursing and Medicine, and the Schools of Health Professions and Public Health. Admission to the School of Graduate Studies is through the School of Graduate Studies and its departments. Following your admission into SUNY Downstate Health Sciences University, the Office of Student Admissions seeks students who are passionate about highlighting and sharing their experiences at SUNY Downstate with prospective students and accepted applicants to serve as student interviewers, tour guides, etc. As a currently enrolled student, you may help recruit other students to our schools by assisting with:

- Conducting campus tours and taking part in student panels on and off campus.
- Communicate with prospective students and accepted applicants by phone, e-mail, and online chat.
- Speak with interviewees to relieve their apprehension about matriculating to SUNY Downstate.
- Participate in regularly scheduled activities and events such as student hosting, campus tours, shadow-a-student, information sessions, research day, or peer-to-peer conversations.

If you would like to participate in any of these activities, please contact the Office of Student Admissions via email admissions@downstate.edu; alternatively, you may visit the office in the Basic Science Building, Room 1-131 during their office hours 9am - 5pm Monday – Friday or contact them at 718-270-2446.

OFFICE OF FINANCIAL AID

The Office of Financial Aid is part of the Division of Student Affairs and is in the Student Services Center - Basic Science Building, Room 112. The telephone number is 718-270-2488 and our email address is financialaid@downstate.edu. Our office hours are 9:30am to 5pm or by scheduling an in-person appointment or virtual appointment. Additional information regarding financial aid policies and procedures is located on the financial aid web site: https://www.downstate.edu/education-training/student-services/financial-aid/index.html

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

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

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

Eligibility and How to Apply

The Free Application for Federal Student Aid (FAFSA) is available on line as early as October 1st on www.fafsa.ed.gov. The priority deadline for filing the FAFSA is March 1st for the upcoming academic year. Downstate Health Sciences University's federal code is 002839.

Undergraduate	Graduate
Must register for 6 or more credits each semester to receive aid	***Must have 5 or more credits to receive loans***
Must be registered for 3 or more credits to meet the Pell Grant eligibility requirements (see our web site)	***Must have 9 or more credits to receive grants***
TAP or NYS scholarship students must be enrolled in 12 credits to retain eligibility for their award. TAP is not available to graduate students.	

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.

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 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.

Satisfactory Academic Progress

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 School of Health Professions, the College of Nursing and the School of Public Health, that define the minimum acceptable grade point average, number of credits that must be completed in a semester, and the total number of credits accumulated while enrolled in the college. Students who encounter academic difficulties, including failure of one or more courses, or a cumulative grade point average below what is required by their program 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. You can find more information on our Satisfactory Academic Progress policies here: https://www.downstate.edu/education-training/student-services/financial-aid/sap/index.html.

Withdrawals and Return of Title IV funds

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 visit our web site and consult the Office of Financial Aid if you are considering withdrawing from all your courses so that you will know the impact this will have on your Federal Financial Aid for that semester.

Managing Your Finances

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

Visit the debt management section (https://www.downstate.edu/education-training/student-services/financial-aid/debt-management/index.html) 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?

Financial Literacy Tools

SUNY Smart Track®

Smart Track resources cover the spectrum of personal financial literacy, from budgeting, responsible credit card use and avoiding identify theft to the basics of banking, borrowing and it offers a bigger advantage to your college financial planning. Please visit: https://www.suny.edu/smarttrack/literacy/.

AAMC

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

https://www.aamc.org/services/first/first_for_students/

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

National Foundation for Credit Counseling

http://www.nfcc.org/

To Obtain Your Free Credit Report Annually:

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

OFFICE OF THE UNIVERSITY REGISTRAR

The Office of the Registrar is part of the Division of Student Affairs and is in the Student Services Center on the first floor of the Basic Science Building in the Student Services Center - Room 112. Office hours are 9:30 am - 5 p.m. daily (appointments are available by request). The email address is registrar@downstate.edu. The office is responsible for class schedules, registration, course selection, course adds/drops, grades, transcripts, certification of student status, certification of academic good standing, loan deferments, veterans' affairs, licensure certification, and the maintenance of all academic records. Additional information regarding fees, charges and records policies are in the Appendix of this Student Handbook.

Current students may review their academic records by requesting to do so by sending an email from their downstate.edu email address to registrar@downstate.edu and requesting an appointment. Appointments can normally be made in 1-2 business days.

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

Change of Name

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

Change of Residency

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

Add/Drop Fee

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

Holds on the Academic Record

A hold on your academic record may prevent future registration, the processing of documents such as transcript requests or issuance of diploma and should be resolved as soon as possible. Holds can only be removed by the office that placed the hold.

State Licensure/ Registry Examination3

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. Licensure forms and payment are submitted through TranscriptsPlust at:https://www.credentials-inc.com/tplus/?ALUMTRO002839

Transcripts

Your SUNY Downstate transcript is securely linked to the TranscriptsPlus System hosted by Parchment Inc. You may find the link to TranscriptsPlus on our web site and obtain more information at: https://www.credentials-inc.com/tplus/?ALUMTRO002839. There is no fee to order a transcript.

Diplomas

Diplomas are issued four times each year: May 31, June 15, August 31 and December 31. For all Colleges and Schools, diplomas are mailed to students 6-8 weeks after all grades have been received following one of the four (4) issuing dates and a diploma address has been entered on-line through Banner Self-Service. If students fail to provide a diploma mailing address, the diploma will be sent to the Office of the Registrar and held for a period of one year, after which they will be destroyed. Duplicate diplomas may be ordered for a fee of $30.00, which includes a certified mail fee. Acceptable reasons for requesting a duplicate diploma include a lost, stolen or damaged diploma. A notarized letter explaining the reason for the request is required.

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

Graduation Application

Students with expected graduation dates within that calendar year are required to file a graduation application to initiate a check of degree requirements and to order a diploma. Failure to file a graduation application by the deadline (see academic calendar) will result in not being able to participate in the commencement ceremony and a delay in the receipt of the diploma.

OFFICE OF STUDENT AFFAIRS

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

The Goals of the Office of Student Affairs include:

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

Stop by the Office of Student Affairs for assistance. The Office is located in the Student Services Center - Basic Science Building, Room 112. Telephone 718-270-1010, Email studentaffairs@downstate.edu. Office Hours are 9:30am to 5pm or by appointment.

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

Accessibility Services

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.

International Student Services

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

United States Citizenship & Immigration Services (USCIS): uscis.gov (Many forms are available for downloading from the site; the Employment Authorization Card may be applied for electronically.)

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

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

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

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 and New York State no longer accepts being a student as an automatic excuse. 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 they can serve (e.g. during a vacation period), and notify the court of those dates at the time of the first and no later than at the third excused absence. ***Students should not elect to postpone jury service via phone or other methods, but should always request to mail in their summons using this process.***

Letters of Recommendation

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

Student Health Insurance

SUNY Downstate Health Sciences University (DHSU) requires that the following registered, matriculated students have health insurance:

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

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

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

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

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

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

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

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OFFICE OF STUDENT ACADEMIC SERVICES

The primary goal of the programs offered by the Office of Student Academic Services (OSAS) is to help SUNY Downstate Health Sciences University students achieve their full academic potential. In order to achieve this goal, OSAS provides academic counseling, content tutorials, and testing in both group settings to students in all schools and colleges at SUNY Downstate Health Sciences University, including College of Medicine, College of Nursing, School of Graduate Studies, School of Health Professions, and the School of Public Health.

The OSAS works closely with students, deans, and faculty by offering programs on efficient and effective approaches to learning in all schools and colleges. Seminars, workshops, and/or individual training are provided in the following areas:

Exam Taking Strategies: Students learn efficient exam taking skills that enables them to complete program and board exams in a timely manner and avoid careless errors. Problem solving and reasoning skills are addressed in this context. Seminars on how to prepare for exams, and individual counseling regarding overcoming exam taking anxiety are also offered.

Memory Strategies: Approaches to improving working memory and effort regulation are presented to help ensure effective, long-term mastery of the plethora of facts and details. Instruction on how to organize, select resources for, and implement an efficient learning review are offered.

Reading Efficiency: Advice is offered on how to use, read, and integrate texts with other study resources.

Resource Management: Strategies for the use of a multitude of learning resources, including lectures, labs, textbooks, course handouts, supplemental electronic resources, small group instruction, and problem sets are offered. Students are advised on methods to develop time-effective and organized approaches to learning using these resources.

Self-Regulated Learning Strategies: Students are offered academic counseling on self-directed learning methods of knowledge organization, elaboration, rehearsal and integration of information to facilitate long term retention of information and effective problem solving.

Time Management: Approaches to implementing an efficient study program that includes effective organization and management of time are offered to help students learn to plan their classes, study time, leisure and day to day living activities in order to attain high levels of productivity. Advice on time management personality characteristics for efficient learning is offered.

Tutorial program: Peer tutorial programs are available to students upon evaluation by an OSAS academic counselor. Upper-level students, who are trained and supervised as tutors, provide both individual and group tutorials.

Staff in the office includes:

Seth Langley PhD, Associate Vice President, Student Academic Services

Susan Kane, PhD, Senior Assistant Director, Student Academic Services

Vanessa Vales-Lewis, PhD, Assistant Director, Student Academic Services

Nick Cromie, MA, Assistant Director, Student Academic Services

Sze-Ying Lee, BA, Office Coordinator, Student Academic Services

For further information, contact:

Dr. Seth Langley, Ph.D.

Associate Vice President, Student Academic Services

HSEB 6027, Box 1190, 718.270.7536

Website: https://www.downstate.edu/education-training/student-services/academic-support/

BURSAR'S OFFICE

The Office collects all monies except hospital patient receipts. These collections include tuition, residence hall rents, registration deposits, library fines and fees, and residence hall damage fees. The office also disburses all checks made available through all federal loan and scholarship programs, state scholarships and TAP awards, local center loan and scholarships, and guaranteed loans.

The cashier's window of the Bursar's office is open 10:00am to 4:00pm

The Bursar's Office accepts Visa, MasterCard and the Discover cards in person and online 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) 270-1124 or 270-3048.

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

New: Students receiving refunds in excess of tuition, fees and other charges can now sign up for Direct Deposit of Student Refunds.

Please monitor your Downstate email account for important information regarding billing deadlines.

STUDENT LIFE: STUDENT CENTER AND STUDENT ACTIVITIES

Student Activities Office

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

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 television with cable TV.

Students paying a Student Activity fee are automatically members using their Student IDs. Spouses/domestic partners and their children (under the age of 18) of students may be included at no cost.

Recreational facilities include a gymnasium, sauna, squash courts, an outdoor tennis court, billiards, foosball and table tennis. Physical fitness equipment includes a multi-station gym, bar bells, and an array of bodybuilding and cardio equipment.

Hours of Operation: Monday to Friday, 7 am to 8:30 pm

Saturday- Closed

Sunday 3:30pm to 8:30pm

The Student Center is closed on weekends from Memorial Day until the 2nd weekend in August.

Student Center Mission Statement

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

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

Student 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 V)

2. Room Reservations

   All Student Organization events 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 a Room Reservation Form 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 CLUBS & ORGANIZATIONS

There are over fifty clubs and organizations active at Downstate, for all interests and programs. Most clubs are open to all students, and have meetings and/or activities on a monthly basis. Club and Orgs are also required to do two Service Learning projects each year, which range from giving flu shots to park clean-up. A list of currently active organizations is below and more information can be found at the Student Center website: https://www.downstate.edu/education-training/student-services/student-organizations/index.html

- American Association of Neurological Surgeons (AANS)
- American Medical Student Association (AMSA)
- American Medical Women's Association
- Anesthesia Society at Downstate
- Art Installation Society at Downstate (DAIS)
- Asian Pacific AMSA (APAMSA)
- Association of Women Surgeons
- Badminton Club at Downstate
- Black Students of Excellence
- Book Club at Downstate
- Brooklyn Free Clinic (BFC)
- Building the Next Generation of Academic Physicians (BNGAP)
- Chinese American Medical Society (CAMS)
- Christian Fellowship at Downstate (DCF)
- Coalition for Occupational Therapy Advocates for Diversity (COTAD) Chapter at SUNY Downstate
- Critical Care Medicine Interest Group
- Daniel Hale Williams Society (DHWS)
- Dermatology Club at Downstate
- Dialysis Sidekicks Program at Downstate
- Emergency Medicine Interest Group
- ENT/ Otolaryngology Club
- Ethics Society at Downstate
- Family Medicine Interest Group
- GI Interest Group
- Global Health Club
- Haitian Creole Language Club
- Immigrant Health Initiative
- Initiative for Nutritional Empowerment at Downstate (DINE)
- Internal Medicine Interest Group (IMIG)
- Latino Medical Student Association (LMSA)
- Lifestyle Medicine Interest Group
- Maimonides Society
- Maker Club
- Medical Artists Guild/Brooklyn Stories
- Medical Entrepreneurship Club at Downstate (MEC)
- Midwives Association at Downstate
- Music Club at Downstate
- Muslim Students Association (MSA)
- OB/GYN Society
- Oncology Club
- Ophthalmology Club
- Organization of South Asians at Downstate (DOSA)
- Orthopedics and Sports Medicine Club
- Peds R US
- Photography Club
- Physical Medicine and Rehabilitation Interest Group
- Physical Therapy Club (PT)
- Physician Assistant Club (PA)
- Physicians for Human Rights @ Downstate
- Plastic and Reconstructive Surgery Interest Group (PRSIG)
- PRIDE Club
- Primary Care Sports Medicine
- Project TEACH @ SUNY Downstate
- Psychiatry Student Interest Group
- Radiology Club
- Runners Club at Downstate
- Sexual Health, Education, and Advocacy (SHEA)
- Street Medicine Outreach Association at Downstate (DSMOA)
- Student Interest Group in Neurology (SIGN)
- Student Occupational Therapy Association (SOTA)
- Students for a National Health Program (SNaHP)
- Students for Choice at Downstate
- Student Nursing Association (DSNA)
- Students with Disabilities & Chronic Illness
- Surgical Society at Downstate
- Ultrasound Interest Group at Downstate
- Urology Club at Downstate
- Vascular Surgery Interest Group (VSIG) @ Downstate
- Volleyball Club at Downstate
- White Coats 4 Black Lives at Downstate (WC4BL)
- STUDENT COUNCILS
  - Graduate School Council
  - Medical Student Council
  - Nursing Student Council
  - Res-Hall Council
  - School of Public Health Student Council
  - SOHP Student Council
  - The Student Center Governing Board
  - University Council

For additional information regarding Clubs and Organizations, please contact the Student Center at 718-270-2487 or by email at studentcenter@downstate.edu.

RESIDENTIAL LIFE

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

Office of Residential Life and Services

SUNY Downstate Health Sciences University

450 Clarkson Avenue, Box 115

Brooklyn, NY 11203

Telephone: 718- 270-1466

Fax: 718- 270-1467

E-Mail: Residentiallife@Downstate.edu

Web: https://www.downstate.edu/education-training/student-services/residential-life/index.html

ON-CAMPUS LIVING

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

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

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

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

Types of On-Campus Living Accommodations

Standard Room (Single or Double occupancy)

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

Studio Apartment (Single or Double occupancy)

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

Two-Bedroom Apartment (Double occupancy)

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

OFF-CAMPUS HOUSING

The Office of Residential Life and Services provides interested students with information on available housing options outside of the residence halls. An off-campus housing list is maintained by the Office of Residential Life and Services as a service to Downstate students and staff. SUNY employees do not inspect, approve/supervise any off campus premises. SUNY Downstate Health Sciences University does not become a party to any private landlord/tenant matters.

For more information, contact:

Off-Campus Housing

Office of Residential Life and Services

450 Clarkson Avenue, Box 115

Brooklyn, New York 11203

Telephone: 718-270-1466

Fax: 718-270-1467

Email: ResidentialLife@Downstate.edu

Web: https://www.downstate.edu/education-training/student-services/residential-life/index.html

STUDENT HEALTH AND COUNSELING CENTERS

STUDENT HEALTH CENTER

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

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

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

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

The Student Health Center makes available to matriculated students preventive, therapeutic, and consultative medical care. Although there is no charge for the office visit to the Student Health Center, 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 Center 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 Center is located at 440 Lenox Road, Suite 1-W. Current hours of operation are Mondays through **Fridays 8am-4pm (Closed on weekends and holidays)** Telephone numbers: (718) 270-2018 and 270-**4233. After hours and on weekend, call and/or report to** the University Hospital at 718-270-4577 or 718-270-4580

Patients are seen by physicians or nurse practitioners, in order of arrival, but severely ill/contagious patients will be given priority.

Clinic visits must be scheduled on the Student Electronic Health Record, Medicat (except for sick and emergency visits). Walk-ins are acceptable in some cases

ELECTRONIC HEALTH RECORD: MEDICAT- https://downstate.medicatconnect.com

Cloud-based Student Health Portal, a safe and secure way for students to engage with the Student Health staff.

- Document upload
- Self-scheduling
- Mobile self-check-in
- Secure messaging with providers
- Automated forms based on appointment type
- Immunization record maintenance & accessibility

STUDENT HEALTH CENTER STAFF:

Mona Pervil-Ulysse, MD - Director, Student & Employee Health Centers - mona.pervil-ulysse@downstate.edu

Grace Akpan, DNP, FNP-BC, RN - Nurse Practitioner - Phone: 718 270 4235 - grace.akpan@downstate.edu

Schnell Lafortune - Operations Administrator - Phone: 718 270 3945 - schnell.lafortune@downstate.edu

Nylese Penn - Student Coordinator - Phone: 718 270 2018 - nylese.penn@downstate.edu

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 Fee, and should be covered by private insurance.

Reproductive Health –Medication/Prescription Abortion Information and Referrals

On May 2, 2023, New York State Governor Kathy Hochul signed legislation into law (A1295-C/S1213-B) that requires all public colleges and universities in the SUNY and CUNY systems offer access to medication abortion. The law requires that every SUNY and CUNY campus provide access to abortion medication to their student body either by employing or contracting with authorized individuals who may prescribe abortion prescription drugs, or by providing students with information and referrals to providers authorized to prescribe abortion medication.

- *Student Health Center:* Student Health will continue to evaluate and support students who are or become pregnant. Our providers will educate pregnant students on all options available to them, including those who wish to have an abortion.
- *Downstate University Hospital Department of Obstetrics and Gynecology:* Students can opt to be seen on campus through the SUNY Downstate Department of Obstetrics and Gynecology outpatient service in Suite G of University Hospital. Our clinicians provide a full array of gynecological, prenatal and perinatal services, including access to medication abortion. You can schedule an appointment directly with our clinicians by calling the Centralized Appointment Service at (718) 270-7207. (Student Health can also refer you for an appointment, but a referral is not required.)
- *Care from Other Local Hospitals or Service Providers:* Students can also be referred by Student Health to other local providers or agencies who will accept their insurance. There are many providers located in Brooklyn and the New York metropolitan area who can provide care and give access to medication abortion.

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 Center 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 Downstate is dependent upon satisfactory annual health clearance, including an annual tuberculin test, by the Student Health Center at SUNY Downstate Health Sciences University. 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 Center.

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 Center. This record is initially reviewed by the Student Health Center medical staff. Any deficiencies or abnormalities are then reported to you for follow up prior to your matriculation. After you have enrolled at SUNY Downstate Health Sciences University this record serves as a reference for future care given by the Student Health Center 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 Center 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 Center 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 Downstate. This includes gynecologic care. 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 Center is closed, you should go to the nearest emergency room.

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

1. **Always** carry your insurance card.
2. Use the University Hospital of Downstate emergency room only for true emergency situations. For other illness, go to the Student Health Center during the hours of 8a.m. to 4 p.m., Monday through Friday.
3. When you register as a patient at the University Hospital of Downstate ER, make certain that the computer reflects your current name, address and telephone number and current insurance coverage (if you have used the University Hospital of Downstate ER in previous years, they may have your old insurance coverage information on file). Be sure to identify yourself as a SUNY Downstate Student when being seen at University Hospital of Downstate. **Note that there is a co-pay on the school insurance plan**. University Hospital of Downstate's ER and its Emergency Medicine physicians are participating providers in the school-sponsored health insurance plan (United Healthcare), which includes coverage for ER visits. There should be no charge other than the $50 co-pay for ER services for students enrolled in the school-sponsored health insurance program.
4. All visits to the ER at University Hospital of Downstate 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 HSAC, Inc. at **1-888-978-8355.** (Email SUNYDMC@hsac.com). They will investigate the claim and make certain that you have received all benefits to which you are entitled. Note: The policies and procedures regarding the school sponsored health insurance plan are subject to change. Consult the student affairs website/student health insurance for current information.
   b) If you have other insurance coverage (***not*** the student plan), you are responsible for investigating/paying the bill if there is one.
5. Any residual bills (**other than the** $50 co-pay on the school insurance plan) not paid by the school-sponsored insurance plan should be brought to the attention of the Director of the **Student Health Center**. You must bring your bill and the Explanation of Benefits to the SHC at 440 Lenox Road, Suite 1-W. 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 Health Sciences University and its affiliated hospitals have protocols for exposure to blood and body fluids. It is important for you to be aware of the procedure no matter where you are.

EXPOSURE TO BLOOD AND BODY FLUIDS

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

1. Immediately cleanse the area with soap and water. If your eyes or mucus membranes are involved, flush with saline. Bring any wound needing suturing to the attention of the appropriate emergency facility.
2. Report all exposures to your supervisor, and to the Student Health Center 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 of Downstate. If you are at another hospital, report immediately to your supervisor and/or the emergency room. Identify yourself as a SUNY Downstate Health Sciences University 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 Center at the first possible opportunity. The Student Health Center will provide immediate and/or follow up care to you. The Health Center will also attempt to contact 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 CENTER. 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 SUNY DOWNSTATE 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

718 270-2018 Student Health Center phone

718 270-2901 Student Health Center fax

718 270-1408 Student Counseling Center7

718 270-4577 Emergency Dept., University Hosp. Downstate

Psychological Counseling and Psychiatric Care

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

Medical Records Upon Graduation

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

Student Health Advisory Committee

The Student Health Advisory Committee includes members of the faculty, Student Health Center, Student Counseling Center, administrators, and students. The role of the Committee includes making recommendations regarding campus health, counseling and wellness 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 Center or the Office of Student Affairs.

STUDENT COUNSELING CENTER

Overview

The Student Counseling Center is part of the Student Health Center and provides counseling and psychological services to all matriculated students in the Colleges of Medicine and Nursing and Schools of Health Professions, Public Health and Graduate Studies. The Center is staffed by licensed mental health clinicians who have extensive experience in the field of student counseling. The Counseling Center is not a part of the administration of the University. There is a firewall between the Counseling Center records and anyone else. All information shared with the counselors is strictly confidential and cannot be shared with anyone else without the student's consent. The very limited exceptions to confidentiality are related to the possibility of self-harm or causing harm to others.

Counseling Services offered at Downstate are included in the Student Health Fee and are provided at no charge to matriculated students. A student's health insurance is never billed. The Student Counseling Center has been established to help students deal with academically related stress as well as with any other personal problems that can interfere with their performance in school or their mental health overall. Some of these problems include but are not limited to anxiety, fear, depression, suicidal thoughts, loneliness, anger, low self-esteem, feeling overwhelmed, interpersonal difficulties, imposter syndrome, family and relationship problems, gender and sexuality identity issues, feelings related to bias issues, microaggressions, cultural challenges, habit control problems such as overeating, alcohol and substance misuse, adjustment to living away from home for the first time.

The Student Counseling Center is located at 440 Lenox Road, Suite 1M. We provide both in-person and remote counseling. We encourage students to be seen in-person if possible, but we are equally glad to work with students remotely. The easiest way to schedule an appointment is to go to the Medicat portal on the Student Counseling website at: https://www.downstate.edu/education-training/student-services/student-counseling/ You will see all available appointments, can choose between in person or Telehealth and will be able to fill out the necessary Intake and Consent forms. Counseling services are available Monday – Thursday from 10am – 6pm and Friday from 10am – 4pm. We are closed on Saturdays, Sundays, and holidays. Earlier morning hours or later evening hours can also be arranged by emailing counseling@downstate.edu or calling 718-270-1408. In an emergency after hours or on weekends, students may contact the Emergency Services unit of University Hospital of Downstate, 470 Clarkson Avenue, also see additional emergency resources below.

Services provided

Short term individual counseling.

Webinars on topics in mental health are occasionally presented to offer psychoeducation and wellness information.

We are planning on offering occasional Groups geared to address specific challenges such as stress management, anxiety, imposter syndrome, coping skills, transition to graduate education and overall wellness.

Psychiatric Care for medication management and cognitive behavioral therapy (CBT) is provided through a partnership with the Department of Psychiatry at our sister school, SUNY Upstate, via The Student Tele-Psychiatry Network (STPN). For students seeking these services the referral is made through the Student Counseling Center. The student will have an initial Intake by one of the Student Counseling Center clinicians. If it is decided that a referral for medication or CBT treatment is appropriate the student will then be referred to STPN. The referral process is entirely confidential and treatment at STPN is free of charge.

If more extensive treatment is required

We know that being a graduate student can be extremely stressful and that sometimes more than short term counseling is needed and some problems require a referral to an outside facility. We work with students to guide them in the referral process for providers outside of the Downstate system. Some examples of these are long-term psychotherapy, marital and couple's therapy (if one of the spouses is not a student), or help with a substance misuse problem. 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.

Emergency Services

Below are two confidential, anonymous free mental health emergency services available 24/7 for students if they are experiencing difficult feelings such as loneliness, stress, depression, or having thoughts of suicide. Counselors are trained to build rapport and trust. They can help explore issues, determine goals, and come up with temporary solutions. These services are both available 24 hours a day, 7 days a week, and are particularly helpful is someone is experiencing an emergency in the nighttime or on weekends when other options are not available.

189371_8208

Suicide Crisis Lifeline

Call 988

Trained counselors are available to speak on the phone 24/7. In addition to providing support and speaking to people they have access to extensive local resources for referrals.

Crisis Text Line

Text Got5 or HOME to 741741

Trained counselors are available for texting conversations 24/7.

This service is provided free through a partnership between The New York State Office of Mental Health and Crisis Text Line

We strongly encourage students to schedule an appointment sooner rather than later. It is much easier to address any issues before they become emergencies. Please do not hesitate to reach out and contact us. There is no obligation to continue counseling after your initial session if either the one session is sufficient or you choose not to continue.

For further information or if you have any questions, contact Maria Deutscher, Ph.D., Director of Student Counseling, maria.deutscher@downstate.edu or 718-270-8809.

OTHER SERVICES

OFFICE OF COMMUNICATIONS AND MARKETING

The Office of Communications serves Downstate Health Sciences University by providing resources and support for a variety of creative and communications needs. Through its New Media Services team, they offer a comprehensive suite of services, including:

Graphic Design

Design of posters, banners, flyers, brochures, multi-page booklets, digital, and social media imagery. New Media Services does not currently offer research poster design.

Please Note
New Media Services ***does not support small-format printing*** *(e.g., booklets, brochures, postcards); our designers can create press-ready files, but you must handle printing, billing, and payment with an external vendor.*

Digital Video Production & Livestreaming

Services include the recording and/or live streaming coverage of events, lectures, guest speakers, training, and biopic shorts. Approved recorded content may be archived and viewed on the DownstateTV YouTube account.

Digital Photography

Professional portrait services for students and faculty, as well as event coverage.

Web Development

Supported design, production, and editing of website pages, specifically for the Downstate Health Sciences University domain (www.downstate.edu) using the Modern Campus CMS platform.

Large-Format Printing

High-resolution printing solutions for research posters, standard posters, banners, and temporary signage.

Project and Printing Fees
New Media Services operates as a recharge department; there are associated fees for each service offered above. The specific costs vary depending on the complexity and scope of your project. Please contact New Media Services to discuss your project and to obtain a pricing estimate.

Name:	**James Gerontzos**, Director of Marketing
Office:	Communications and Marketing
Telephone number:	**718-613-8588**
Location:	Health Science Education Building (HSEB), 3rd Floor, Main Office Room 3-001
Web:	https://www.downstate.edu/news-events/communications-marketing/new-media-services

CLASSROOM SERVICES

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

Audio Visual Services

Allow at least two business days' notice for all anticipated events and equipment needs. Audio- Visual Technicians are provided as required. We do not provide projectionists. Technicians are available Monday-Friday, 8:00 A.M. to 5:30 P.M. After 5:30 pm technicians are available with at least a 2-day advance notice.

Quality Assurance Checks

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

Contact Numbers

Emergency Audio Visual Support: 718-270-1215

Classroom Services Office: 718-270-2639

Fax number: 718-270-7471

Location: Advanced Learning Resource Center

E-mail: Classroom.Services@downstate.edu

Website: https://www.downstate.edu/research/medical-research-library/classroom-services/index.html

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 in the Health Sciences Education Building. In August 2010, the Library Information Commons opened to provide 24/7 access to study spaces and electronic resources.

Hours

Library Staff Hours

Monday-Thursday	8:00 am	–	9:00 pm
Friday	8:00 am	–	5:00 pm
Saturday	9:00 am	–	5:00 pm
Sunday	12:00 pm	–	9:00 pm

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

Collections

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

Archives and Special Collections

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

STAFF (Unit Heads)

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

Interim Library Director
Mohamed Hussain, Interim Library Director
Telephone number: 718-270-7411
Fax: 718-270-7413
Location: 2-009
E-mail: Mohamed.Hussain@downstate.edu

Library Administration
Tanya McPherson, Library Administrator
Telephone number: 718-270-7412
Location: 2-008
E-mail: Tanya.McPherson@downstate.edu
or libraryadmin@downstate.edu

Resource Management
Mohamed Hussain, Interim Library Director
Telephone number: 718-270-7411
Location: 2-009
E-mail: mohamed.hussain@downstate.edu

Reference Services
Mohamed Hussain
Telephone number: 718-270-7411
Location: 2-009
E-mail: Reference@downstate.edu
Or web request https://www.downstate.edu/research/medical-research-library/reference-request.html

Web and Expert Searching Librarian
Christopher Stewart
Telephone number: 718-270-7447
Location: 1-002G
Email: Christopher.Stewart@downstate.edu

Library Resources Management Services
Violet O. Price, Head
Telephone number 718-270-7430
Location: 1—003B
Email: Violet.Price@downstate.edu

Access Services / Inter-Library Loan
Juannetta LeGree, Head
Telephone number: 718-270-7404
Location: 1-002B
Email: Juannetta.Legree@downstate.edu

Advanced Learning Resource Center
Chris Bellerjeau, Administrator
Telephone number: 718-270-7633
Location: B-034A
Email: Chris.Bellerjeau@downstate.edu

Archives & Special Collections
Cheryl M. Marriott, Coordinator
Telephone number 718-270-7409 Location: 2-209
Email: Cheryl.Marriott@downstate.edu

Social Media Services
Gregg Headrick, Head
Telephone number 718-270-4487
Location: 1-002C
Email: Gregg.Headrick@downstate.edu

LIBRARY SERVICES

Access Services/Inter-Library Loan

Materials circulate from this desk. Student rooms can be checked out here. Students are automatically registered. Faculty and staff need to register separately. The Inter-Library Loan service uses the ILLIAD system that allows users to create personal accounts and monitor their requests for material not owned by the library. Delivery is usually in electronic format. This service is available to anyone with a SUNY Downstate ID card. x7401

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

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

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

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

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

Interlibrary Loan (ILL)/Document Delivery

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

Copyright

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

Photocopying/Printing

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

Visitor Policy

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

NOTE: Children are not allowed in the library.

Food/Beverages

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

FACULTY STUDENT ASSOCIATION (F.S.A.)

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

Zipcar Service

Save and help the environment more when you share your rides and errands with fellow students!

For ALL Downstate Students, Faculty, Staff, and affiliated entities. Gas & insurance are included. Being a member of Zipcar eliminates maintenance, car payments, parking and parking tickets amongst other things. We all know the hassles of owning a car while on campus and we wanted to give you a solution: Zipcar. You can avoid the pains of having your own car on campus all while helping the environment because Zipcar, the world's largest car sharing organization, offers a convenient and ecofriendly alternative to owning an automobile. FSA has collaborated with Zipcar to bring "wheels when you want them" to Downstate. The zipcars are located at the Kings County Parking Garage Procedure - 581 Clarkson Avenue Brooklyn NY 11203 (btwn E.39th & E.40th Streets). Low DHSU discounted membership rate is $25/ yr - that is a 42% savings over the Zipcar standard rate of $60/yr). Usage rates start at $9 per hour & $83 per day (weekends start at $9.75/hr. & $108/day) not inclusive of tax and tolls. Questions? Call Zipcar at: **1-866-4ZIPCAR (1-866-494-7227)**

Banking

Visit us online at https://www.downstate.edu/about/our-administration/finance/atm.html

ATM (Automated Teller Machine) services from JP Morgan/Chase, contracted through the Faculty Student Association, are located outside the Student Services Center (BSB 1-112) in the Basic Science Building.

ACADEMIC COMPUTING & TECHNOLOGY RESOURCES

The ACT Office maintains a useful page that contains links to FAQs and videos for the most common issues. Go to https://services.downstate.edu. Click on "Knowledgebase", then choose "Accounts and Access"; click on the "Key Information for Students" article.

- **How to get help with educational technology/issues**:
  - Accounts, software:
    - Submit a ticket at https://services.downstate.edu or
    - Send an email to help@downstate.edu.
    - Call the campus HelpDesk at 718-270-4357.
    - Include your full name, college/school, contact info and (if relevant) the course subject code and number ("NRBS 3000") and the name of the relevant item in the course ("Exam 1", "Weekly Assignment Dropbox 6", etc).
  - Exams: call our Live Exam Assistance Hotline: (516) 274-8078.
  - Brightspace LMS: Contact SUNY Online; they have evening and weekend hours.
    - (844) 673-6786
    - Submit a support request ticket at https://online.suny.edu/help/

- **NetID account**: Your NetID account authenticates your login to various systems including Banner, Brightspace, Leo, campus Wi-Fi and email. Your NetID password expires after 180 days and must be updated periodically. If you had clicked on the "Keep me logged in?" option during a recent login, you may continue temporarily in some single sign-on (SSO) systems such as Brightspace and email after your password expires. Eventually, however, your access will time out and you must update your NetID password. You can use the "Can't access your account?" link on the email login page to change your password. Instructions can be found in the Knowledgebase – see above for URL.
- **Email / Microsoft 365**: When you first log in to email, you will be required to enter key information (cell phone, alternate email) that will be used for two-step authentication. We recommend downloading the Microsoft Authenticator to your phone for easier and secure 2-step authentication to your Downstate email. Your email account is a full Microsoft 365 account with access to Word, Excel, PowerPoint, OneDrive (1 Tb storage) and Teams. Articles on setting up email, O365 and MS Authenticator can be found in the Knowledgebase – see above for URL.
- **Brightspace, Leo learning management systems**: These become active shortly before matriculation; watch for an email announcement.

Laptop requirements: An Apple or Windows laptop is required for students in the College of Medicine, Nursing, School of Health Professions and School of Public Health. To see the technical requirements for student laptops, go to https://services.downstate.edu, click on "Computer, Device or Printing Support", then click on the "Technical Requirements" page. **Chromebooks, tablets and Linux laptops are not sufficient for meeting curricular requirements.** Financial aid can include funding for a laptop in the package.

Student Loaner Laptop: If your laptop becomes disabled and requires repair, you may request a student loaner laptop. The request form link is in the Orientation and Information Course in Brightspace. Loaner laptops must be returned by the end of the semester. Use of these laptops is a temporary loan; they cannot be renewed semester after semester to fulfill your laptop requirement.

Login Page For Current Students: Go to https://www.downstate.edu and click on "Current Students" link to access a login page for commonly used systems such as:

Banner (registration, bill payment, grades);

Brightspace, **Leo** and **New Innovations** (learning/curricular/clinical training management systems),

Medicat student electronic medical records system

DegreeWorks (curricular progress tracking).

Campus Wi-Fi: Use your NetID username and password to authenticate to the campus wireless network available across the HSEB, BSB and clinical buildings. The network SSID (broadcast name) is "DMC-Secure". (Note that the Residence Hall now has a separate ISP provider and network; consult the Residence Hall staff for instructions on how to join their network.) When you first try to log in, you may be asked to "trust" our self-signed security certificate before joining.

Academic Computing and Technology Office: The ACT office is a part of the Information Services and Technology Division and is responsible for academic applications, software and Downstate computers (both public and faculty/staff).

- **Supported applications/software**: Browse the Knowledge Base at https://services.downstate.edu
  - **Scientific/statistical software:** SPSS, SAS, EndNote, ArcGIS.
  - **Microsoft 365**: Download the installer from your email account page.
  - **Learning / curricular management systems**: Brightspace, Leo and New Innovations;
  - **Web meeting systems**: Microsoft Teams and Zoom.
  - **Lecture capture, hosting and streaming**: Panopto.
  - **Virtual microscopy**: Pathpresenter at https://microscopy.downstate.edu
  - **Survey/data capture:** Qualtrics and RedCAP**.**
- **Onsite/Remote Assessment**: We support a variety of exam platforms. Instructions for students can be found during your onsite orientation, in the Student Orientation and Information course in Brightspace and in your course sites by your instructors.
  - Examplify (College of Medicine)
  - NBME (College of Medicine)
  - ATI (Nursing)
  - Brightspace using Respondus Lockdown Browser/Monitor video proctoring.
- **Public computers/labs**: Downstate desktops (Apple iMac and Windows 11) are available in several locations. Printing is only available in the Medical Library, the 7th floor SOHP lab and the Residence Hall study lounge. Computer labs assigned to each college or school are on the 5th, 6th, 7th and 8th floors of HSEB and the 3rd floor BSB. Access is controlled by a numerical door lock with a code specific to students in that college/school.
  - **Medical Library**: Commons (ground floor), ALRC and training rooms (basement level)
  - **COM carrels, Grad computer lab:** 5th and 6th floor HSEB (College of Medicine)
  - **6th floor HSEB 6-007:** Assessment computer lab
  - **7th floor HSEB 7-045** (School of Health Professions)
  - **8th floor HSEB** (SOHP Healthcare Informatics)
  - **3rd floor BSB 3-116** (School of Graduate Studies)
  - **Residence Hall, Building 816, Study Lounge** (first floor)

FACILITIES MANAGEMENT & DEVELOPMENT

FM&D maintains all Downstate Health Sciences University 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 COMMUNITY AND GOVERNMENT RELATIONS

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

The Director of Government Relations should be contacted prior to any contact with elected officials unless it is of a personal nature at: BSB 1-101, 718-270-3866.

OFFICE OF INSTITUTIONAL EQUITY

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.
- 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 their 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 199*3 - 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 Institutional Equity informally when situations or problems relating to perceived discriminatory treatment or sexual misconduct occur.

In addition, the complaint procedure process may be used by any Downstate Health Sciences University employee, student, or third party in activities on and off campus. Equal Opportunity protected categories include, but are not limited to: race, gender (including pregnancy), color, religion, creed, age, national origin, disability, marital status, status as a disabled veteran or a veteran of the Vietnam era, sexual orientation, gender identity, gender expression, status as a victim of domestic /intimate partner/dating violence, predisposing genetic characteristic, or retaliation. This process is not intended to replace, duplicate, or supplant any other grievance procedure, nor does it deprive a complainant of the right to file with an outside enforcement agency. This document should be considered a supplemental mechanism for the investigation and resolution of allegations of unlawful discrimination or sexual misconduct for the benefit staff, faculty, students, visitors and the administration.

The complaint procedure and policy 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 misconduct that affects SUNY Downstate Health Sciences University students and employees is unacceptable conduct and will not be tolerated. Sexual Misconduct includes any behavior that 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 Sexual Misconduct 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. (Additional information in the Appendix.)

Downstate Health Sciences University 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 Institutional Equity utilizing the complaint procedure process mentioned above and described in the Appendix.

PARKING

For information, please contact Brian Corby in the Parking Office. Monday-Friday, 7am - 3pm, 718 270-3163. The University Police Department will strive to ensure that parking accommodations will continue to be provided to every extent possible.

ADVISORY COMMITTEE ON CAMPUS SECURITY

What is the Advisory Committee on Campus Security?

SUNY Downstate Health Sciences University has established an Advisory Committee on Campus Security in compliance with New York State Education Law 129a Section 6431. (This Committee was formerly known as the "Personal Safety Committee" under SUNY Policy and is in compliance with SUNY Policy 5401.)

The Committee is charged by law with reviewing current campus security policies and procedures, and with making regular recommendations for improvements to the University President.

The Committee is co-chaired by a representative from Student Affairs and a representative of the University Police Department.

Committee Composition

The Committee shall consist of a minimum of six members:

1. at least half of the Committee shall be female;
2. one-third of the Committee shall be appointed from a list of students that contains at least twice the number to be appointed, which is provided by the largest student governance organization on the campus;
3. one-third of the Committee shall be appointed from a list of faculty members that contains twice the number to be appointed, which is provided by the largest faculty organization on the campus; and
4. one-third of the Committee shall be selected by the President.

Committee Charge

The Committee shall review current campus security policies and procedures and make recommendations for their improvement. It shall specifically review current policies, plans and procedures for:

1. educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault pursuant to §6432 of Article 129-A of NYS Education Law;
2. educating the campus community about personal safety and crime prevention;
3. reporting sexual assaults and dealing with victims during investigations;
4. referring complaints to appropriate authorities;
5. counseling victims; and
6. responding to inquiries from concerned persons.

The Committee shall issue an annual report to the President. This report does not constitute the annual mandatory reporting of official crime statistics issued by the University Police Department, which is separate.

UNIVERSITY POLICE

The University Police Department maintains a pro-active approach toward reduction and suppression of crime on campus. Chief: Israel Maldonado, Room A1-85A BSB, Box 1201, 270-3161. You can access the University Police/Public Safety website at: https://www.downstate.edu/about/our-administration/university-police/index.html/

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 Health Sciences University (DHSU) are authorized. Faculty, staff and students are required to display SUNY Downstate identification cards when entering SUNY Downstate, and to prominently display it at all times while on campus. Visitors are issued temporary visitor passes.

I.D. Card (Downstate Card)

Complete and current Downstate Card policies and features are available at: https://www.downstate.edu/about/our-administration/university-police/id-cards/downstate-card.html.

All enrolled students are issued a Downstate Card at no cost that serves as an ID Badge for access to all DHSU facilities. It is imperative that students treat their Downstate Card with good care, since the card is intrinsic to DHSU'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 DHSU facilities. If your Downstate Card is ever lost, stolen or damaged, it must be reported immediately to the Downstate Card Office at 718-270-4600 (Ext. 4600 from on campus).

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

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

The Downstate Card office shares student non-confidential information with other DHSU 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 DHSU. 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 Health Sciences University.

- 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 in route to the following locations: DHSU 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 DHSU. 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 DHSU 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, DHSU Student Center and dormitories which, if activated, University Police staff are dispatched to investigate.

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

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

Other numbers for assistance:

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

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

Residence Hall Security: Downstate Health Sciences University 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 Downstate Health Sciences University campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the campus University Police Department. Please direct all such requests to the Department of University Police at 718-270-3161. Information can also be obtained from the U.S. Department of Education website at: http://ope.ed.gov/security/."

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

Campus Crime Reporting

The New York State University Police Department ("UPD" or "Department") is the law enforcement agency on campus, and as such, University Police Officers have all police powers of arrest under the New York State Penal & Criminal Procedure Laws. The Department records and investigates all complaints of on-campus crimes. UPD also has written memorandums of understanding with the New York City Police Department (NYPD) which deal with jurisdiction issues and areas of responsibility. UPD also collaborates and partners with the NYPD, the New York State Police, and other local, state, and federal law enforcement agencies when needed or requested. Statistical information on crimes committed on the campus is forwarded monthly to the Division of Criminal Justice Services in Albany, New York for inclusion in the FBI Uniform Crime Report.

As part of our standard orientation process, UPD informs all students, faculty, and staff at all levels about how to report crimes that occur. Students, faculty, and employees are expected to promptly report any crime on or off-campus to the University Police Department. SUNY Downstate Health Sciences University (SUNY Downstate) has detailed policies regarding reports of Domestic Crimes and Workplace Violence, and all are encouraged and assisted in reporting crimes to both the University Police Department and the NYPD.

Potential criminal actions and other emergencies on campus should be reported promptly and directly by any student, faculty member or employee to the University Police by dialing (718) 270-2626 (or extension 2626 from any campus phone). Upon receipt of the call, personnel are dispatched immediately to the site of the complaint and, as noted above, University Police Officers have the authority to make arrests or conduct criminal investigations, if necessary.

Consistent with the SUNY Downstate Code of Conduct and Sexual Misconduct Policies, references made to confidentiality refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to privacy mean SUNY Downstate Health Sciences University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify a reporting officer, such as the Title IX Coordinator, who is responsible for tracking patterns and spotting systemic issues. SUNY Downstate will limit the disclosure as much as practicable, even if it is determined that the request for confidentiality cannot be honored.

The following Officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy:

- Title IX Coordinator or designee
- Student Affairs Deans or Academic Deans or Faculty
- NYS University Police Department

The following Officials may provide confidentiality:

- Student Counseling Center
- Student Health Center
- Campus Clergy

Off Campus Incidents

If you are the victim of an off-campus incident, we strongly urge you to call 911 first, and then to notify the University Police/Public Safety Office at 718-270-2626.

Investigation of Violent Felony Offenses

Violent felony offenses are defined in subdivision one of section 70.02 of the New York State Penal Law to include, but are not limited to, degrees/classes of: murder, manslaughter, kidnapping, rape, sodomy, aggravated sexual abuse, assault, burglary, robbery, arson, criminal possession of a dangerous weapon, etc.

All members of the SUNY Downstate community are expected to immediately report all suspected or actual violent felony offenses occurring at or on the grounds of the University, to the University Police Department by dialing x2626 from a University telephone or (718) 270-2626 from a cell phone or off campus phone.

Investigation of Missing Students

A missing student is defined as any currently registered student of SUNY Downstate who has not been seen by friends, family members or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of a member of the SUNY Downstate staff or faculty member.

The University Police will initiate an investigation when they are notified that a student, who resides in a SUNY Downstate operated residence is missing, with no reasonable explanation for their absence. Ordinarily, the investigation will be initiated immediately after this notification.

In the event the student does not reside in a SUNY Downstate-owned residence, the University Police will initiate an investigation which may include contacting other municipal or local police authorities.

CHAPLAIN SERVICES

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

Hospital Chaplains

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

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

Religious Services in Chapel Room A1-347

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

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

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

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

Jewish Faith:

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

Services:

Shacharis Morning Prayer: 8:00 AM, daily.

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

Special Holiday programs and events are also held.

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

Muslim Faith:

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

Services:

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

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

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. Students in the MD/PhD program and PhD students who are US Citizens or US Permanent Residents or carry an immigration status eligible for New York State residency, who are not already New York State residents, the school will waive tuition at out-of-state rates for the first year only. After that, tuition waivers for the COM and the School of Graduate Studies will be at the in-state rate. (International Students on an F1 visa will remain at the out-of-state rate while on the student visa.)

Communications with the Graduate Office

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

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

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

Non-Matriculated Students

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

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

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

Student Curricula

Students plan their curricula in consultation with their program faculty and research advisor. In addition to the program requirements and graduate school requirements listed in the School of Graduate Studies 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 School of Graduate Studies bulletin. Other courses may also be approved for graduate credit, provided that prior approval is obtained from the student's program director and the office of the Dean, and provided that the course conforms to standards for graduate level instruction.

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

Cancellation of Course Registration

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

Degree Requirements and Academic Standards

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

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

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

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

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

Transfer of Credits/Records

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

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

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

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

Reexamination Policy

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

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

Auditing of courses

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

Student Access to Records

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

Academic Integrity

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

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

Leave of Absence

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

Administrative Withdrawal

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

Stipend Policy

Those doctoral students who receive stipends are appointed for a 12-month renewable term contract as graduate assistants. The only duties of a Graduate Assistant in the School of Graduate Studies at SUNY Brooklyn are to remain in good academic standing. The Graduate School set a stipend level for such teaching assistants that consist of a base salary plus discretionary compensation. (As of July 2021 the minimum stipend for PhD students and for MD/PhD students in the pre-clinical years was $31,212 and the maximum stipend was at $31,836). PhD student stipends are paid from the Graduate School budget for years one and two. The thesis sponsor is obliged to contribute 100% of the stipend from the time that their PhD student enters the 3rd year and from when their MD/PhD student registers for the 1st year in the Graduate School. The faculty stipend contribution continues until the MD/PhD student rejoins the medical school. Acceptance by the Graduate School of advanced academic standing may change this formulation. If a student's thesis advisor loses funding during the course of a student's satisfactory progress toward degree, the Graduate School will attempt to find funds to support the student until the faculty member's research funding is restored. However, for PhD candidates, the Graduate School has no obligation to continue stipend support from its funds beyond six years of matriculation in the Graduate School. For MD/PhD candidates, the Graduate School has no obligation to continue stipend support from its funds beyond seven years. In the clinical years of the MD/PhD program, the stipend is guaranteed to be within 20% of the current minimum PhD stipend.

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

Curricular Requirements

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

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

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

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

Teaching Requirement

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

Certification of Candidacy for the Doctorate

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

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

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

1. QUALIFYING EXAMINATION

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

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

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

2. THESIS PROPOSAL

   A. **Thesis Advisory Committee**

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

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

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

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

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B. **Thesis Proposal Meeting**

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

C. **Format of Thesis Proposal**

1) Proposal format.

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

Thesis Title

A proposal submitted to the faculty of

The School of Graduate Studies The State University of New York Downstate Health Sciences University

In partial fulfillment of the requirements for the degree of Doctor of Philosophy

by

Name

Program in [Molecular and Cellular Biology, or Neural and Behavioral Science, or Biomedical Engineering]

Date

Thesis Advisor[s]: Name, Degree.

Departmental Affiliation

2) Formal presentation.

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

3) Question period.

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

D. **Committee Deliberation**

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

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

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

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

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 replacement who is willing to serve on the committee, has read the thesis proposal and finds it acceptable, as modified.

E. **Progress Reports**

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

F. **Technical Assistance**

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

3. **DOCTORAL THESIS**

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

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

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

A. **Thesis Pre-defense**

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

A draft copy of the thesis must be submitted to each member of the thesis advisory committee at least two weeks prior to the working session (unless all committee members agree to a shorter reading period). If an external examiner is to be appointed, the contact information of the proposed external examiner must be provided to the Graduate Office at the same time as the committee is being scheduled. The quality of the written presentation should be rigorously considered and the adequacy of the work and the student's understanding are critically examined. At the pre-defense 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 pre-defense when the meeting is scheduled. The pre-defense 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 pre-defense 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 pre-defense is judged acceptable with substantive modifications or unacceptable, the reasons and suggested improvements shall be specified within a week of the pre-defense 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 pre-defense at a second pre-defense should be reviewed by the executive committee of the relevant program as described in section 3C. This review will take place, even if the student does not appeal the decision.

B. **Thesis Defense**

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

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

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

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

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

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

   In the event that there is a sole dissenter to a thesis deemed acceptable by all other voting members, an entry of "refused to sign" will be entered on the signature sheet for that member.

C. **Rights of Appeal**

If a thesis advisory committee judges a thesis proposal, or thesis pre-defense 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 pre-defense 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 their 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**

A final electronic copy is 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 April 1) also applies to MD/PhD students. However, those individuals who wish to request a waiver of this regulation must follow the procedure outlined in the College of Medicine section of this handbook. Reasons and recommendations about the benefits of postponing Step 1 may be obtained from the MD/PhD Program Director. Other policies pertaining to the MD portion of the dual degree are listed in the College of Medicine section of the Student Handbook.

5. **ADVANCED STUDENT RESPONSIBILITIES CHECKLIST**

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

A. THESIS PROPOSAL

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

B. **THESIS PREDEFENSE**

6. The Doctoral Candidate must have met all requirements for Graduation.
7. The Doctoral Candidate must distribute a thesis draft to all committee members at least two (2) weeks prior to the Pre-defense Meeting. For the Pre-defense, 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 Pre-defense must have been held and all required changes to the thesis document must have been made. A letter must be received in the Graduate Office from the thesis advisor that states the time, date and place of the thesis defense. (Students are encouraged to use the HSEB Lecture Halls on the first floor. Graduate School staff can help in booking these halls.) The scheduling of the thesis defense must comply with section 3B (above). Any changes in title of the thesis, composition of the Thesis Examining Committee, or planned absences of committee members must also be included.
10. The Graduate Dean must approve the time and date of Thesis Defense. (The Graduate Dean will send a letter to all members of Committee stating date, time, title of abstract and location of Defense.)
11. The Doctoral Candidate must distribute completed copies of the revised Thesis to Committee members at least two (2) weeks before date of Thesis Defense. If this is shortened by consensus (including the Dean), the Graduate School and any *ex-officio* members must be informed.
12. The Doctoral Candidate must send the full defense to the Graduate Office electronically for distribution of the abstract by 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 one electronic copy of the thesis (in final form) to the School of Graduate Studies. Please contact the Graduate Office about specifics on depositing of the thesis.
15. The Doctoral Candidate must file a "Survey of Earned Doctorates" form at https://sed.norc.org/doctorate

DIRECTORS OF GRADUATE PROGRAMS

Molecular & Cellular Biology: William Chirico

Neural & Behavioral Science: John Kubie

Biomedical Engineering: John Carter

DIRECTORS OF CORE COURSES:

Biochemistry: Richard Kollmar, MSC 5, BSB 3-65, 270-6559

Research Ethics: Mark Stewart

DIRECTOR OF THE MD/PhD PROGRAM:

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

PRESIDING OFFICER – COMMITTEE OF THE FACULTY:

Robert Wong

DISCIPLINARY PROCEDURES

See Appendix V

Antiplagiarism/Anti-cheating Software

Safe Assign and other software packages such as Safe Assign provide "antiplagiarism/anti/cheating" services for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize antiplagiarism/anti-cheating software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

SCHOOL OF HEALTH PROFESSIONS

ACADEMIC REGULATIONS

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

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

[Items are organized alphabetically under topic headings]

ACADEMIC ADVISING

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

ACADEMIC INTEGRITY/EXAMINATIONS

Definition

"Integrity" is defined as a "firm adherence to a code of moral values." The School of Health Professions further defines "academic integrity" as the maintenance of the highest standard of honesty observed in all aspects of work. This includes demonstrating ethical and professional behavior in both the academic and clinical spheres and performing all tasks in accordance with the rules and regulations as outlined in the school "Academic Regulations and Professional Requirement."

Students are expected to maintain the highest standards of honesty in their academic work. Academic dishonesty is considered a threat to the integrity and reputation of SUNY/DHSU and all the faculty and students associated with it. Since the academic integrity and behavior of students indicates their future professional behavior and integrity in fulfilling their clinical responsibilities to the public, the faculty and students of SUNY/DHSU are committed to upholding and enforcing high standards of academic integrity. Students found guilty of any form of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but not limited to, cheating, forgery, plagiarism, including self-plagiarism, unprofessional and unethical behavior in the clinical setting, violations of clinical integrity, falsification of documents such as laboratory records, patient histories/records, and any other infringements that deviates from the highest standard of honesty in all aspects of required coursework.

Forms of Academic Dishonesty

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

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

Falsification of research data involves the intentional misrepresentation of circumstances, procedures, participants, and/or results of research. This includes intentional omissions that may skew the interpretation of the results.

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

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

Artificial Intelligence programs like ChatGPT are increasingly available to the public. Students should note that the material generated by AI programs may be inaccurate, incomplete, or otherwise problematic. The use of AI should not be used to replace a student's independent thinking, creativity and initiative. Students may not submit any work generated by an AI program as their own and must cite all information like any other reference material. Failure to do so constitutes an act of plagiarism. To view the full AI policy refer to your program manual or visit: https://www.downstate.edu/education-training/school-of-health-professions/_documents/ai_policy_statement.pdf

Academic Integrity for Computing and Institutional Network Policies

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

Guidelines For Resolving Academic Integrity Cases

Examinations: When the faculty proctor determines that cheating is, in fact, taking place, the proctor shall remove the examination and require the student to leave the room in-person or virtual space. The faculty member shall follow the School's "Procedures for Resolving Academic Integrity Cases."

Plagiarism: In the event that the instructor can provide evidence that a student, has not properly given credit for the written work or ideas of another, or presented their work for two different assignments/courses without the instructor's permission, the instructor(s) shall follow the School "Procedures for Resolving Academic Integrity Cases."

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

Forgery: Faculty or instructors who suspect forgery of any academic document shall follow the School's "Procedures for Resolving Academic Integrity Cases."

Procedures for Resolving Academic Integrity Cases

1. The faculty member must communicate with the student as soon as possible to clarify the incident and determine whether a breach of academic policy has taken place.
2. The faculty member must determine the academic penalty to be imposed and notify the program chair within 24 hours, after communicating with the student. The penalty may include, but not be limited to:
   a. failing grade on a specific piece of work;
   b. a grade of zero on a specific piece of work;
   c. failure of the course itself (Course grade of "F").
3. The faculty member must notify the student, student's advisor, and the program chairperson, in writing, of the violation and the academic penalty.
4. The faculty member must document in the student's official record all incidents of breach of academic integrity, meetings/communications with, and notifications to students of academic penalty.
5. If an incident of breach of academic integrity cannot be resolved between the faculty member and the student, the matter is referred to the Program Chair. The program may decide to:
   a. uphold the penalty;
   b. initiate disciplinary action

   (see Appendix V, Disciplinary Procedures).

   Dismissal may occur in situations of a second documented incidence of academic dishonesty or in cases of severe breaches of academic integrity (such as theft of examination materials).
6. Breach of academic integrity, including breaches of integrity and/or professional conduct, related to clinical experiences may result in dismissal from the program of study.
7. Failure to meet requirements, whether through unsatisfactory academic or clinical performance, student unavailability for learning experiences, or inappropriate or unprofessional behavior, may result in academic dismissal from the School of Health Professions (SOHP). Students who fail to achieve a passing grade in the repeated course or who fail a subsequent course will be dismissed from the SOHP. See individual Program policies for specific dismissal policies that may deviate from these.

Appeal Procedures for Resolving Academic Integrity Cases

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

If the student wishes to appeal, written charges must be filed by the instructor involved in the incident with the Office of Student Affairs. The "Disciplinary Procedures" described in Appendix V will be followed.

Antiplagiarism/Anti-cheating Software

Safe Assign and other software packages such as Turn It In provide 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 antiplagiarism anti-cheating software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

EXAMINATIONS

Absence From Scheduled Examinations

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

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

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

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

Repeat Examinations

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

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

Retention of Graded Exams By Instructors

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

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

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

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

Computerized Testing

1. SOHP utilizes online proctoring software (Respondus) for online exam administration.
2. Students are expected to adhere to all previously outlined policies, procedures, and guidelines.
3. Students utilizing computerized testing, in-class or remotely, are required to use Respondus Lockdown Browser and Respondus Monitor or a specific software tool required by the course instructor.
4. Access for Respondus Lockdown or other required software will be provided by Downstate and instructions for use will be provided within the course.
5. Students are expected to take exams during the defined time period as set by course faculty.
6. When onsite, computer screen barriers are to be used during computerized examinations.
7. All exams will be video recorded through the student's webcam and maintained through Respondus Lockdown or other required software for faculty use and review for one year.
8. At the end of the exam, students must show their screen to one of the proctors to demonstrate that they have logged out of the Respondus Lockdown Browser.
9. Exams will be reviewed for any instances of academic misconduct.
10. Students are expected to adhere to all previously outlined policies, procedures, and guidelines and the Exam Administration Guidelines (provided by course faculty).
11. Academic misconduct on a computerized, remotely monitored exam will be handled in the same manner as described above.
12. The Respondus Lockdown Browser issues an automated report describing the nature and frequency of violations. This report may be used in assessing possible exam misconduct.

ACADEMIC STANDING AND PROMOTION

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

The maximum time frame for program completion is five years.

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

Academic Probation: A student is placed on academic probation at the end of any semester in which their grade point average - cumulative or for that semester - is below 2.5 (DMI Program and BS component of the PT curriculum), and 3.0 (graduate). If permitted to continue in the program of study, the student is normally expected to raise their cumulative GPA to 2.5 (DMI and BS component of the PT curriculum) or 3.0 (graduate) or above at the end of the next semester. PT students completing the final semester in the undergraduate component of the curriculum are expected to achieve both a semester and an overall GPA of 2.75 prior to progression to the doctoral phase of the curriculum. Failure to do so may result in dismissal from the program.

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

(1) that the student be allowed to continue into the next semester with a full study load;

(2) that the student be placed on a modified study program if available (decelerated) and may be required to register for and successfully complete one or more independent study courses until such time as the student can successfully repeat the failed course(s) and resume a full program;

Students given the opportunity to be placed on a modified program must demonstrate sufficient academic progress as delineated by the program's academic standing policies.

(3) that the student be allowed to continue into the next semester and be required to repeat the failed course at a later date;

(4) that the student's enrollment status may be suspended (for not more than one year) until such time that the failed course is repeated;

(5) that the student repeat the course(s) at an accredited college, provided the student receives prior written approval from their Program Chairperson; or,

(6) that the student be dismissed because of poor academic performance.

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

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

A student who is dismissed must remove all outstanding encumbrances including: return of borrowed material to the library, bursar clearance, financial aid clearance, if applicable, and residence hall clearance, if applicable. This clearance is accomplished through the Registrar's office.

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

- Demonstrates professional knowledge and skill.
- Works competently and in a timely way.
- Adheres to recognized safety procedures and protocols.
- Demonstrates initiative (e.g., arrives well prepared, offers assistance, and seeks learning opportunities).
- Exhibits punctuality, excellent attendance, and dependability.
- Demonstrates integrity in all interactions, including adherence to professional codes of ethics.
- Maintains patient privacy and confidentiality (including de-identification of any and all patient information used in clinical case presentations, team meetings, in-services, research, etc.).
- Exhibits sensitivity, compassion, empathy, and respect for all patients, caregivers, families, and members of the healthcare community.
- Wears attire consistent with expectations of the practice setting and reflects respect for patients; this includes but is not limited to cleanliness and neatness. The SUNY Downstate ID must be visible at all times.
- Accepts feedback without defensiveness and constructively manages conflict.
- Documents accurately and ethically.
- Completes and complies with assignments that are provided by clinical instructors in a timely and competent way.

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

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

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

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

Student Academic Dismissal Appeals Process: Following a recommendation by the Committee on Admissions and Academic Standing to dismiss a student from the School, the Dean notifies the student in writing (notification may be sent by email) of this action and of their right to appeal the decision of the Committee using the process listed below. The student is entitled to be informed of the reasons for the Committee's recommendation for dismissal and is given a stated period, usually five business days, unless otherwise stated, in which to file an appeal if they wish to do so.

Appeals Process

If the student wishes to appeal:

1. The student must submit a request for appeal in writing to the Dean of the School of Health Professions, within the stated period of time in the notification, usually five business days, unless otherwise stated, giving the reasons for the appeal.
2. The Program Director will be advised of the appeal by the Dean.
3. The appeal will be considered by an Appeals Committee appointed by the Dean of the School of Health Professions consisting of three members of the faculty. These faculty may not be members of the Committee on Admissions and Academic Standing who reviewed the initial dismissal and will be selected from those faculty not directly involved with the student or the case.
4. The student may be allowed to attend classroom activities, unless the course that the student failed is a prerequisite of the course in question, while the case is reviewed. The student may not participate in clinical activities until the completion of the appeal process.
5. The student may appear before the Appeals Committee to discuss, in detail, the reasons for the appeal. This presentation may include relevant supporting documents. Although it is recommended that the student appears in person, should the student choose not to attend in person, the hearing will be held in their absence based on the written documentation and any witnesses, including the Program Chair and/or Course Faculty, called by the Committee.
6. The student may elect to call material witnesses to be heard at the appeals hearing. Students should inform the Committee at least 24 hours in advance of the hearing if they will be calling witnesses. The student may provide character references from other students or faculty in writing but is not normally permitted to call them as witnesses.
7. The Course Director and/or Program Chairperson may be asked to appear before the Appeals Committee to discuss the Program's rationale and/or response to the appeal.
8. After completion of the student's presentation, the Appeals Committee recommends that the prior action of the Committee on Admissions and Academic Standing either be upheld, modified or reversed. This recommendation is forwarded to the Dean of the School of Health Professions. The Dean may either endorse the recommendation of the Appeals Committee or make an independent determination. In either event, the Dean's decision is final. The Dean will notify the student, in writing, of the final decision.

If the student appeals and the decision for dismissal is upheld, the student will be dismissed, effective immediately. If a student chooses not to appeal the decision of the Committee on Admissions and Academic Standing, or has reached the deadline to file the appeal, usually five business days from notification of the dismissal, unless otherwise stated, the student's dismissal shall become effective immediately.

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

1. Initial appeals should be made by the student directly to the course faculty member, in writing (via email), within three business days of the posting of the course grade.
2. The faculty member and student will meet to discuss the appeal, usually within five business days of notification. The faculty-student discussion should be conducted with mutual respect. Disrespectful behavior on the part of both students & faculty is prohibited.
3. If a resolution cannot be achieved, and the student wishes to further appeal the decision, the student must notify the Program Director/Chair, in writing (via email) stating the rationale for the request for grade reappraisal within three business days of being informed of the resolution of their discussion with the course faculty member. (Note: If the Program Chair is the Faculty Member, skip to step 6 after notifying the Program Director that they wish to continue the process in writing, via email, within three business days of being informed of the resolution of their discussion.)
4. The Program Director/Chair will schedule a meeting within five days with the student, the faculty advisor, the faculty member of record, and a representative from the Office of Student Affairs. The student must email the appeal of course grade, including any supporting documentation, to the Program Director/Chair prior to the meeting.
5. The Program/Director and course instructor(s) will review the materials and render a decision. Students will be notified of the decision, in writing (via email) by the committee within three business days.
6. In the case that the program chair and the course instructor do not agree on a resolution OR when the Program Chair is the course instructor, the student's request and rationale will be referred by the Program Chair or designee to the Admissions and Academic Standing Committee (AASC) for a final decision to be made at the next scheduled meeting of this committee. In this case, the AASC chair will communicate the final decision to the student within 5 business days after the decision has been reached.
7. Final decision by either the Program Chair or the AASC is not appealable.

ACADEMIC SUPPORT SERVICES

A variety of student academic services are offered to assist students in reaching their full academic potential. Academic services include group tutorials, writing assistance with paper format editing, individual learning management sessions, and group workshops. Topics include time management, test-taking, knowledge organization, reading comprehension and speed, memory skills strategies, and test anxiety reduction strategies.

For educational support services, School of Health Professions students should contact the Office of Student Academic Services, HSEB 6-620, Telephone (718) 270-7536 or the SOHP Office of the Dean at 718 270-7701. (See also "Office of Student Academic Services" in "University Services" at the front of this Handbook.)

ADDING A COURSE

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

ATTENDANCE AND PUNCTUALITY

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

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

Attendance at Clinical Site: All students are expected to be present, on time, and prepared for assigned clinical and School lab or simulation experiences. Clinical absences for any reason other than religious observances (which must be scheduled in advance), illness, or extenuating circumstances are not acceptable. Students are expected to follow all clinical policies in all settings (lab, simulation, agency). Students should refer to their program's manual for additional information.

Students must notify the instructor or appropriate person at their clinical sites of an absence no later than two hours prior to the start of the clinical day. Notification of absence for religious observance must be done at the start of the semester. Students who have been absent from class or clinical for three days or longer must obtain health clearance from SUNY Downstate Student Health Center prior to return. For all absences, students must submit the clinical absence form and the health clearance form (when applicable) to the course faculty and Program Chair as well as the appropriate person at the clinical site if required.

Inability to Complete the Clinical Day: Students who are unprepared, do not adhere to regulations of the School, or clinical institution or agency, may be asked by faculty/clinical preceptor to leave the clinical setting. Students will be required to attend a make-up or complete a make-up assignment as directed by the course faculty. Faculty have the discretion to require additional assignments to make up for missed days. Clinical absences may be made up through on-campus simulation and/or additional activities per the course faculty and program requirements. No student is permitted to attend any other clinical group.

AUDITING A COURSE

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

CELL PHONES/ELECTRONIC DEVICES

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

CHANGES IN REGULATIONS AND COURSE OFFERINGS/PROGRAM-SPECIFIC POLICIES

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

CLASSROOM ETIQUETTE

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

This includes but is not limited to the following: 1) attendance and punctuality; 2) use of cell phones/smart-watches; 3) use of computers/electronic devices; and/or 4) abusive or harassing language or actions toward classmates or instructor(s).

CLINICAL ASSIGNMENTS

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

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

COMPUTER LAB (ROOM-HSEB 7-045)

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

COURSE EVALUATIONS

Students are expected to complete course, faculty, and site (if applicable) evaluations.

DEADLINE FOR COMPLETION OF ACADEMIC PROGRAMS

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

DEAN'S LIST (GRADUATE)

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

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

DEAN'S LIST (UNDERGRADUATE)

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

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

DISCIPLINARY PROCEDURES

Refer to Appendix V.

DRESS CODE POLICY

The Student Dress Code is based on the following principles:

1. Cleanliness
2. Neatness
3. Professional role modeling for patient care
4. Dress that reflects respect for patients
5. Visible SUNY Downstate (or appropriate clinical site) ID at all times
6. No scrubs to be worn outside of the hospital or clinical facility

DROPPING A COURSE

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

FULL-TIME EQUIVALENCY

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

a) Undergraduate students who need full-time status must register for 12 credits

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

GRADING POLICY

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

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

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

GRADING SCALE (UNDERGRADUATES)

Grade	Value Points	Definition
A	4	Course instructor defines for course
A-	3.67	Course instructor defines for course
B+	3.33	Course instructor defines for course
B	3	Course instructor defines for course
B-	2.67	Course instructor defines for course
C+	2.33	Course instructor defines for course
C	2	Course instructor defines for course
C-	1.67	Course instructor defines for course
D+	1.33	Course instructor defines for course
D	1	Course instructor defines for course
F	0	Failure to successfully complete the requirements for a major part of the course. If a course in which a student received an "F" is successfully repeated, only the second grade is averaged into the GPA.
R	None	Borderline failure, requiring remedial work for part of the course (e.g. written exam)
I	None	A portion of the requirements for the course have not been completed for reasons beyond the control of the student (e.g. illness)
IP	None	A portion of the clinical education or administrative requirements of a clinical course has not been completed.
P	None	Successful completion of course requirements. No letter grade is assigned.
W	None	Withdrawal prior to completing 1/3 of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0	Withdrawal at failing level after completing 1/3 but prior to completing 2/3 of the course. A WF is an academic deficiency and counts as an "F" for the purpose of academic standing and the GPA.
E	None	Credit by Examination. The grade is not averaged into the DHSU GPA.
TR	None	Course transferred from another institution. The grade is not averaged into DHSU GPA.
Z	None	Maintenance of Matriculation

* C is the minimum required grade for all undergraduate coursework.

Value Point Definitions

None = is not averaged into the student's GPA

0.00 = is averaged into the student's GPA

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

Exemption from the course (with no credit) will appear on the student's transcript.

GRADING SCALE (GRADUATES)

Grade	Value Points	Definition
A	4	Course instructor defines for course
A-	3.67	Course instructor defines for course
B+	3.33	Course instructor defines for course
B	3	Course instructor defines for course
B-	2.67	Course instructor defines for course
C+	2.33	Course instructor defines for course
C	2	Course instructor defines for course
F	0	Failure to successfully complete the requirements for a major part of the course. If a course in which a student received an "F" is successfully repeated, only the second grade is averaged into the GPA.
R	None	Borderline failure, requiring remedial work for part of the course (e.g. written exam)
I	None	A portion of the requirements for the course have not been completed for reasons beyond the control of the student (e.g. illness)
IP	None	A portion of the clinical education or administrative requirements of a clinical course have not been completed
P	None	Successful completion of course requirements. No letter grade assigned.
W	None	Withdrawal prior to completing 1/3 of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0	Withdrawal at failing level after completing 1/3 but prior to completing 2/3 of the course. A WF is an academic deficiency and counts as an "F" for the purpose of academic standing and the GPA.
E	None	Credit by Examination. The grade is not averaged into the DHSU GPA.
TR	None	Course transferred from another institution. The grade is not averaged into DHSU GPA.
Z	None	Maintenance of Matriculation

* B is the minimum required grade for all undergraduate coursework.

Value Point Definitions

None = is not averaged into the student's GPA

0.00 = is averaged into the student's GPA

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

Exemption from a course (with no credit) will appear on the student's transcript.

GRADE POINT AVERAGE (GPA)

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

GRADUATION HONORS

The following honors are granted at graduation for:

Bachelor of Science Degree:

cum laude for a cumulative GPA of 3.50;

magna cum laude for a GPA of 3.75;

summa cum laude for a GPA of 3.90.

Master of Science Degree:

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

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

GRADUATION REQUIREMENTS

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

Candidates for graduation must:

1. Complete all academic degree requirements for admission to the respective program.
2. Complete the program of study for the B.S. degree, M.S. degree, doctoral degree (DPT, OTD), or advanced certificate, including satisfactory completion of all required courses (including resolving all "I" or "IP" grades no later than the official date of graduation).
3. Meet all attendance, course, credit and other stated requirements of the program and School.
4. Have a minimum cumulative grade point average of 2.0 for the B.S. degree (note that program grade point average requirements in the School of Health Professions exceed this minimum requirement); 3.0 for the M.S. degree, doctoral degree (DPT, OTD), or advanced certificate.
5. Satisfy clinical course requirements.
6. Meet program residency requirements.
7. Complete a mandatory financial aid exit interview if the student has received financial aid at SUNY Downstate Health Sciences University.
8. Complete a Graduation Requirements Check List during the spring semester registration prior to Commencement or the semester prior to your expected last semester of attendance.
9. Have no disciplinary charges in progress or pending.

Note: The student has the responsibility to register for and satisfactorily complete all required coursework. It is highly recommended that each student review their Degree Works Audit accessible via https://www.downstate.edu/for-students/index.html prior to their last semester before graduation to review their program of study and verify that all degree requirements will be met.

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

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

HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

HEALTH REQUIREMENTS

Prior to admission, all accepted students are required to satisfactorily complete all health forms. On an annual basis, all students are required to complete a health assessment through the Student Health Center. Students who are not in compliance with the annual health assessment will not be eligible for registration in the subsequent semester and students will not be permitted to be enrolled in the School. During the clinical years, students not in compliance with the annual health assessment may be removed from their clinical courses until they comply; any missed coursework must be remediated as specified by the course director

INCOMPLETE GRADES

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

1. Students who receive an "I" in a course, must arrange for an anticipated date of completion with the course instructor. This date is to be determined by the faculty member, but not to exceed the end of the following semester (not including the summer semester).
2. Upon successful and timely completion of course requirements, the grade "I" will be removed and the letter grade earned will be recorded on the student's transcript.
3. A Change of Grade form must be submitted to the Office of the Registrar by the end of the appropriate semester (see below). If this form is not submitted by the appropriate deadline, the "I" will be converted to an "F".
4. As an internal procedure, before changing an "I" grade to an "F", the Registrar's Office will submit a list of the outstanding incompletes to the Committee on Admissions and Academic Standing. To request an extension of this grade change, the program must submit an official form to the Registrar's Office.
5. Only in exceptional cases may a student request an extension of time beyond that authorized. Such a request must be made in writing to the Chairperson of the Committee on Admissions and Academic Standing with the approval of the Program Chairperson and the course instructor.
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. A faculty member or program chair may require the student to retake an exam or complete any outstanding coursework while on an approved LOA.

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

Notwithstanding the deadlines above, an "I" grade must be resolved prior to the date of graduation or the date of graduation will be moved to the next available graduation date. (See also, "Maintenance of Matriculation", below.)

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Clinical Course Incomplete

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

If the date of completion of clinical hours will go over the "last date for clinical courses" listed in the academic calendar, the student is required to be registered for and to pay for at least one academic credit (either through registering for an Independent Study or registering for any other course). Under no circumstance can a student participate in clinical hours without being registered for and paying for at least one credit in the semester the hours are being completed.

Notwithstanding the deadline above, if a student receives an "IP" in their final semester, the clinical hours and course must be completed by no later than the date of graduation (typically May 31, August 31, or December 31). If the student will not complete their clinical hours and coursework by the graduation date, they must register and pay for at least one credit of independent study (or any other credit bearing course) in the following semester and their date of graduation will be moved to the next semester.

LEAVE OF ABSENCE (LOA)

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

Requesting a Leave

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

1. Meet with their program chairperson to discuss the issues and whether a leave of absences is the most appropriate action.
2. If the student and the chairperson agree that a Leave of Absence is the best course of action, the student will submit a formal written request for leave of absence. The written request must include the length of time for the leave (up to one year) and the reasons for the request. The top portion of the Leave of Absence request form should be completed by the student and submitted to the program, with their letter. The program chair will discuss any conditions of the leave.
3. A program representative will present the request for LOA (including the submitted materials) at the next scheduled meeting of the Committee on Admissions and Academic Standing. The request for Leave of Absence and the supporting documents will be forwarded to the Office of Student Affairs.
4. If possible, the student must schedule an appointment with the Office of Student Affairs designee (BSB 1-112) for an exit interview.
5. The student must continue with their course work (except in an emergency situation) until the leave of absence has been approved by the Committee on Admissions and Academic Standing. The student will receive a letter from the Office of Student Affairs, which will be copied to the program Chairperson, stating the effective dates and any conditions relating to the leave.

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

Returning from a Leave

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

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

MAINTENANCE OF MATRICULATION

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

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

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

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

MATRICULATED STUDENTS

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

NETIQUETTE

Netiquette is a combination of the words network and etiquette and is a set of acceptable rules for how we communicate with each other. Since the main mode of communication is written, digital communication raises a number of concerns ranging from privacy, security and freedom of speech, to honesty and confidentiality so it is more important than ever to understand the School's policy on network etiquette.

Even with the best of intentions, misunderstandings are likely to occur in almost any type of communication. In a face-to-face situation or telephone conversation you are able to change your tone of voice, to rephrase comments and to present body language that welcomes further communication and thus promotes understanding. Typed messages/responses do not offer you the benefit of these signals. Normal day-to-day email messages, online posts and electronic submission that contains impromptu comments and unguarded comments can lead to feelings of insensitivity and thoughtlessness. As such special attention must be taken both when sending an email, making an online post, submitting a written assignment and, perhaps more importantly, when reading them.

Please be aware of the likelihood of miscommunication and please aim to compose your comments in a positive, supportive, and constructive manner.

The guidelines for netiquette are as follows:

- Use correct spelling, grammar & punctuation
- Do not write in ALL CAPITALS
- Do not copy or forward a message or attachment without permission
- Do not attach unnecessary files
- Do not send or forward emails or post comments containing libelous, defamatory, offensive, racist or obscene remarks
- Do not use texting abbreviations and emotions
- Use clear and meaningful subject line
- Use a complete signature (name, title, contact information)
- Do not overuse "reply to all"
- Do not post false information
- Do not post meaningless messages in discussion boards
- Keep humor out of the discussion boards/email responses. What may sound funny to one individual may not be so to others.

NON-MATRICULATED STUDENTS

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

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

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

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

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

PART-TIME STUDENTS

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

POLICY ON BULLYING/MISTREATMENT

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

Examples of inappropriate conduct or mistreatment include:

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

The reporting options are:

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

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

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

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

POLICY ON DRUGS & DRUG TESTING

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

Although the State of New York passed a law legalizing the use of recreational marijuana in New York for those age 21 and older, the use and possession of marijuana on SUNY Downstate's campuses remains prohibited under federal law. State University of New York campuses are bound by the federal requirements under the Drug-Free Schools and Communities Act. Under this requirement, the use, possession, cultivation, and sale of marijuana remains prohibited on all SUNY campuses and subject to disciplinary action. This prohibition covers all SUNY property in public as well as campus residence halls, University apartments, and offices, University-owned and leased buildings, housing, parking lots, and all SUNY events.

Although SUNY Downstate's drug testing program no longer tests for the presence of marijuana, students may be required to take a drug test at a clinical site or facility that does, especially if they visit a clinical site in another state that has not legalized marijuana. Regardless of where the student takes the test or the reason for the test, if a student takes a drug test that does include a test for marijuana and has a positive result, the policy described below still applies, even if the recreational use of marijuana was otherwise legal. The student will not be able to participate in clinical activities, even at a site that doesn't test for marijuana, until the student no longer tests positive.

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

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

PROFESSIONAL LIABILITY INSURANCE

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

PROFESSIONALISM/E-PROFESSIONALISM

Professionalism is used interchangeably with electronic/e-professionalism and entails the attitudes and behaviors described through traditional professionalism strands outlined under the Student Honor Code section.

Students must demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and respect for and sensitivity to a diverse patient population. Students are expected to conduct themselves with honor, ethically, and with integrity, according to the expectations of their profession of study both in the classroom and clinical settings. Students are expected to interact with their peers, faculty, administrators, agency staff, and patients, with respect, as well as follow the rules of confidentiality for their patients and peers. Students are also expected to use professional language and communicate in a respectful, non-threatening and effective manner in person, in writing, via e-mail, through social media or any other means. Some examples of a lack of professionalism include:

a. Cheating, plagiarism, forgery, and sabotage
b. Falsification of the student's work/documentation/presentation/research; misrepresentation of circumstances,
c. Misrepresentation of training/credentials to patients, staff, external agencies, circumstances, procedures, participants, and/or results of research
d. Public intoxication and/or the inappropriate or illegal use of substances in academic, social, or professional settings.
e. Theft or misuse of property
f. Unprofessional behavior while in academic, social, and professional settings (virtually/in-person), whether in the classroom (synchronous/asynchronous), clinic, laboratory, or other settings, including off-campus social settings.

REGISTRATION

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

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

READMISSION

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

REMEDIATION AND RE-EXAMINATIONS

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

REPEAT COURSES

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

STUDENT HONOR CODE

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

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

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

STUDENT RECORDS

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

SUBMISSION OF GRADES

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

TRANSCRIPTS

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

TRANSFER CREDIT

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

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

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

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

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

Advanced Standing

The Midwifery Program is the only program in the School of Health Professions that offers advanced standing credits. MS Completion students in the Midwifery Program may receive up to 40 credits of advanced standing for their previous midwifery education and professional experience. Students must contact the Midwifery Program chairperson for details.

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

Course exemption

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

ADMINISTRATIVE WITHDRAWAL

If a student does not register for any semester, and no request for a Leave of Absence has been made and/or granted, the student is deemed to be "out of status" and administratively withdrawn.

a) Students who wish to return after one semester "out of status" must file for a retroactive leave of absence. Requests do not guarantee approval.

b) Students who fail to comply with health clearance requirements or deadlines related to clinical placement processes may be administratively withdrawn from courses. Students may request an extension, for extenuating circumstances, prior to the deadline, to the clinical placement coordinator. Requests do not guarantee approval.

WITHDRAWAL FROM THE SCHOOL OF HEALTH PROFESSIONS

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

1. Meet with the program chairperson and complete the Leave of Absence / Change of Status form.
2. Meet with the Office of Student Affairs designee to remove all outstanding encumbrances, including: return of identification card, return of borrowed material to the library, bursar clearance, financial aid clearance, if applicable, and residence hall clearance, if applicable.
3. The student must continue with their course work (except in an emergency) until the withdrawal has been approved.

The student will receive a letter from the Office of Student Affairs confirming the effective date of the withdrawal.

WITHDRAWAL FROM A COURSE

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

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

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

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

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

To withdraw from a course, the student must:

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

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

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

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

*****

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

Applied Behavior Analysis,
Jason Vladescu, Ph.D., BCBA-D, LBA(NY), NCSP
Chair & Professor
(718) 270-1159

Diagnostic Medical Imaging Program
Iryna Struk, MS, RDMS, RDCS, RVT, Interim Chairperson
(718) 270-7717

Health Informatics Program
Mohammad Faysel, PhD, Chairperson
(718) 270-7770

Midwifery Program
Shakima Wiggins, CNM, LM, MS, IBCLC , Interim Chairperson
(718) 270-7757

Occupational Therapy Program Chair
Efekona Nuwere, Ed.D., OTR/L Chairperson
(718) 270-7731

Physical Therapy Program
Joanne Katz, PT, DPT, PhD, Chairperson
(718) 270-7720

Physician Assistant Program
Andrea Trimmingham, MA, PA-C, Chairperson
(718) 270-2325

Post-Professional Occupational Therapy
Suzanne Rappaport, OTD, OTR/L
Program Coordinator, Assistant Professor
718-270-7010

COLLEGE OF MEDICINE

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HOW THE COLLEGE OF MEDICINE SECTION IS ORGANIZED

The College of Medicine (COM) section is organized into the following topics:

Administration

Curriculum

Attendance

Assessment and Grading

Standards and Progression

Advisement and Support Services

Academic Environment

Miscellaneous Policies and Information

For policies in the College of Medicine section, if there is no designation of Foundations of Medicine phase or Clinical (Core and/or Advanced) phase, then a policy applies to all students in all curricular phases. If you have any questions about a particular policy and whether it pertains to you, please email studentaffairs@downstate.edu.

Medical students should also refer to the University sections of the Handbook, which apply to all students at Downstate Health Sciences University. These are "University Services" at the beginning, and the Appendixes at the end of the Handbook.

ADMINISTRATION

Office of the Dean, College of Medicine

Dean
F. Charles Brunicardi, MD
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Associate Dean of Diversity Education & Research
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Designated Institutional Official
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Dean of Admissions
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Vice President for Academic and Student Affairs
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Student Ombudsperson
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College of Medicine Administrator
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College of Medicine - Medical Education

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Associate Dean for Educational Development
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Associate Dean for Clinical Affairs
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Associate Dean for Student and Curricular Affairs
Sophie Christoforou, MSEd
sophie.christoforou@downstate.edu, x2187

Foundations of Medicine Unit Directors

Systems Overview: Human Structure & Function
Chuang, A. Quinn
x3907, x4580

Molecules to Cells
M. Wagner
x3894

Infection & Host Defense
C. Roman
x1310

Gastrointestinal, Endocrine & Reproductive Systems
J. Schneller
x7319

Cardiovascular, Renal & Respiratory Systems
R. Wadgaonkar
x2265

Brain, Mind and Behavior
L. Merlin
x3957

Core Clerkship Directors

Anesthesiology
D. Dimaculangan
x3765

Medicine
I. McFarlane
x2390

Neurology
L. Merlin, N. Jacoby, Y. Anziska
x3957, x2051, x3215

Obstetrics and Gynecology
M. Peters
x3117

Pediatrics
T. Jose
x2138

Primary Care I / Family Medicine
H. Brooks
x2560

Psychiatry
J. Feola
x2022

Surgery
J. Kirwin
x1973

Advanced Clinical Directors

Emergency Medicine Clerkship
L. Fan
245-2975

Primary Care II Clerkship
M. Reinhardt
x1748

Pediatrics Subinternship
S. Doymaz
x1625

Medicine Subinternship
S. Landesman
x3034

Radiology
x2915

CURRICULUM

Dean's Council for Education

The Dean's Council for Education is responsible for management of the undergraduate medical curriculum. Its charge is to assure that the curriculum is logically sequenced, coherent, coordinated, and aligned with the curricular goals and that methods of pedagogy and medical student assessment are appropriate to achieve the objectives of the curriculum.

The Council monitors program effectiveness by outcomes analysis using national norms as well as locally determined metrics of quality and outcomes. The Council monitors the content and workload in each discipline as well as identifies omissions and unplanned redundancies in the curriculum. The Council reviews objectives, methods of pedagogy, and assessment to ensure congruence with the curricular objectives. The Council approves major scheduling changes of units or clerkships, start and ending dates of the academic year, major changes in content that require changes in credits, changes in grading formulas, changes in allocated institutional learning objectives, addition of new required courses into the curriculum or new requirements for promotion or graduation.

The Unit Directors, Clerkship Directors, and Advanced Clinical Year Directors Groups report to their respective Associate Deans who deliver reports and requests for approval to the Dean's Council for Education. The Curriculum Evaluation Committee, the Student Assessment Committee, the State-of-the-Art Committee, and the Electives Committee, report directly to the Dean's Council for Education. The Council may establish other subcommittees and ad hoc groups as needed.

Educational Objectives of the Curriculum

The Six Domains of Competence of SUNY Downstate College of Medicine

SUNY Downstate's six domains of competence delineate the attitudes, knowledge, and skills that students should possess upon graduation from this medical school. Each domain represents a distinct but interrelated component of an integrated model of physician competency (https://www.downstate.edu/education-training/college-of-medicine/curriculum/competencies.html). These competencies are modeled on the six competencies of the American Council of Graduate Medical Education (ACGME) and form the basis for graduation from Downstate, assuring that the physician is knowledgeable, technically skilled, socially conscious, and professionally responsible.

Upon graduation from SUNY Downstate, the student will have demonstrated the following:

1. **Domain of Patient Care (PC)**

   Graduates must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

2. **Domain of Medical Knowledge (MK)**

   Graduates must demonstrate knowledge about established and evolving biomedical, clinical, and cognate (e.g. epidemiological and social-behavioral) sciences and the application of this knowledge to patient care.

3. **Domain of Practice-Based Learning and Improvement (PBLI)**

   Graduates must be able to investigate and evaluate their patient care practices, appraise and assimilate scientific evidence, and improve their patient care practices.

4. **Domain of Interpersonal and Communication Skills (ICS)**

   Graduates must be able to demonstrate interpersonal and communication skills that result in effective information exchange and teaming with patients, their patients' families, and professional associates.

5. **Domain of Medical Professionalism (MP)**

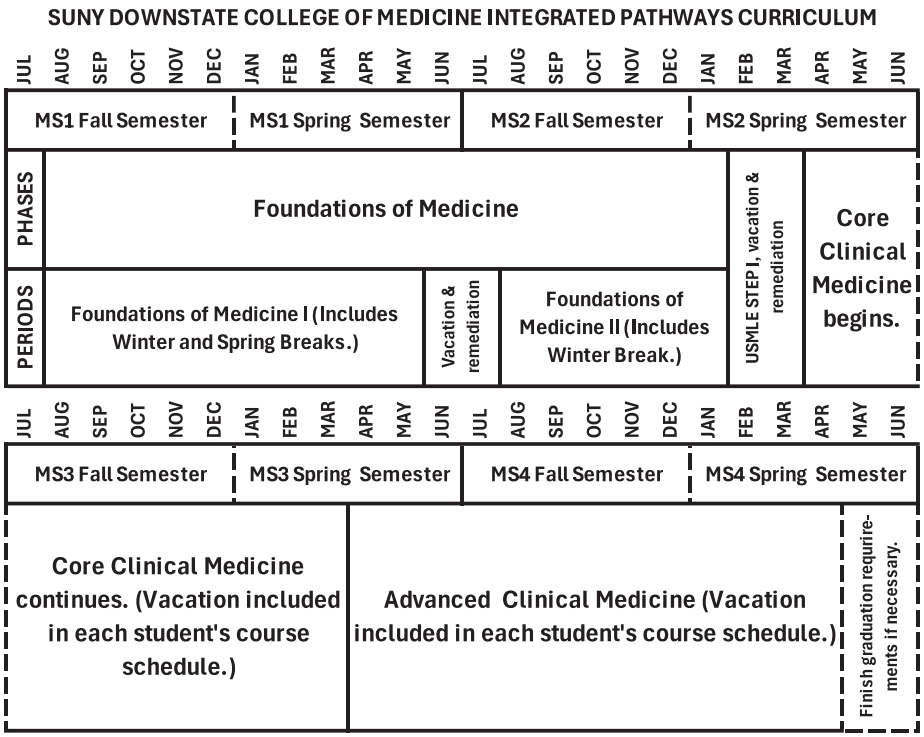
   Graduates must demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population. Graduates must also assess personal values and priorities in order to maintain an appropriate balance of personal and professional commitments.

6. **Domain of Systems-Based (SBP)**

   Graduates must demonstrate an awareness of the relationship between themselves and the patient, community, and health care system as well as recognize the impact on optimization of patient care.

The SUNY Downstate College of Medicine Integrated Pathways Curriculum, designed to prepare our graduates to enter any field of medicine, rests on the guiding principles of integration, collaboration, and relevance. The understanding and application of biomedical science is integrated with the development of professional and clinical skills beginning at the start of the curriculum and building throughout all four years. Students learn how the individual competencies are linked and related to being an excellent physician. Faculty and individual students will be able to track how well a student is progressing so that early support and remediation can take place. Active learning methods such as interactive lectures, team-based learning, and small group learning will support our students' ability to become motivated, life-long learners.

Structure of the Curriculum



Dates are approximate.

General Structure of the Curriculum

For registration purposes, the MD program consists of four academic years, MS1, MS2, MS3, and MS4. Students register for Fall and Spring semesters each year and students making normal academic progress advance to the next year on July 1 every year for administrative functions such as email lists.

For instructional purposes, the program consists of three phases:

1. **Foundations of Medicine**, lasting from matriculation in early August of the MS1 year to early February in the MS2 year
2. **Core Clinical Medicine**, lasting from early April of the MS2 year to late March of the MS3 year
3. **Advanced Clinical Medicine**, lasting from early April of the MS3 year to graduation in May of the MS4 year

Each phase has its own academic structure described below.

For promotion purposes, the program consists of four academic periods:

1. **Foundations of Medicine I**, lasting from matriculation to early June of the MS1 year.
2. **Foundations of Medicine II**, beginning in early August of the MS2 year after an 8-week summer vacation, and continuing through the end of Foundations of Medicine.
3. **Core Clinical Medicine**, concurrent with the same phase
4. **Advanced Clinical Medicine**, concurrent with the same phase

The Academic Promotion Committee promotes classes, and recommends students in Advanced Clinical Medicine for graduation, at the end of each academic period, as described in a later section.

Phases of the Curriculum

1. **Foundations of Medicine** consists of six Unit courses taken by all students in order (four in Foundations I, two in Foundations II), where students learn the biomedical science basis of medical practice and begin their study of clinical skills. Foundations II is followed by a study period and time for taking the USMLE Step 1 exam, and time for vacation before starting the next phase.
2. **Core Clinical Medicine** consists of eight clinical clerkship courses arranged in four 12-week blocks that may be taken in different orders, with students assigned to a track based on a preference lottery. Clerkships vary in length and some of the blocks provide time to schedule vacation and a limited number of clinical electives during the phase.
3. **Advanced Clinical Medicine** includes four remaining clinical required courses and selectives, and time to schedule the USMLE Step II exam, electives, residency interviews, and vacation. Each student makes an individual schedule for the phase.

Foundations of Medicine Required Courses

During the first phase of the curriculum – Foundations of Medicine, 18 months – students do the groundwork for their development as physicians. Students learn and develop the six domains of competence in Unit courses that are designed for active, student-directed learning. The goals of each domain of competence are achieved through the learning objectives of the various instructional sessions of the curriculum. Curricular activities emphasize problem-solving, clinical skill development, teamwork, and professional identity formation, through a variety of instructional modalities.

Each Unit is managed by a Unit Director (UD) and a Unit management team composed of Subunit and/or Associate Unit Directors. Students' progress is assessed at the end of each Unit course with Unit summative assessments as well as at the end of each period with Gateway assessments.

The Foundations of Medicine I courses and their durations

Unit 1: Systems Overview: Human Structure and Function (8 weeks)

Unit 2: Basis of Disease I: Molecules to Cells (11 weeks)

Unit 3: Basis of Disease II: Infection and Host Defense (11 weeks)

Unit 4: Body Systems I: Gastrointestinal, Endocrine, and Reproductive (11 weeks)

In Units 1, 2, and 3, for each Unit course summative assessments are administered the last week of the respective Unit. At the end of Unit 4, the last ~1.5 weeks includes Unit 4 summative assessments and Gateway I assessments. Gateway I assessments conclude the first period of the curriculum, Foundations of Medicine I.

The Foundations of Medicine II courses and their durations

Unit 5: Body Systems II: Cardiovascular, Respiratory, and Renal (13 weeks)

Unit 6: Body Systems III: Brain, Mind, and Behavior (11 weeks)

In Unit 5, summative assessments are administered the last week of the Unit. At the end of Unit 6, the last 2 weeks includes Unit 6 summative assessments and Gateway II assessments. Gateway II assessments conclude the second period of the curriculum, Foundations of Medicine II. At this time, a determination is made as to whether students can progress to the next phase of the curriculum, the Core Clinical Medicine.

Passing each Unit course carries 8 to 13 academic credits, depending on the Unit, and each Gateway carries 0.5 credits.

Additional information regarding the Foundations of Medicine phase and its Unit courses is on the website at https://www.downstate.edu/education-training/college-of-medicine/curriculum/foundations.html

FOUNDATIONS OF MEDICINE ELECTIVE COURSES

Students in the Foundations of Medicine may enroll in non-credit elective courses which have been specifically identified by the faculty. One of the goals of Foundations 1 and 2 non-credit electives is to expose students to clinical settings from the first year of medical school. Such elective courses are not credit bearing towards elective graduation requirements.

Registration

Foundations year students may enroll in a Foundations 1 and 2 non-credit elective course by completing a "First and Second Year Add/Drop Elective" form (available from the Office of the Registrar) and returning the completed form to the Office of the Registrar at least two (2) weeks prior to the start of the proposed elective. Students cannot register retroactively for these electives. Faculty preceptors will be sent an evaluation form to be completed and returned to the Office of the Registrar. Signature of the form by the faculty preceptor signifies approval to enroll in the elective.

Eligibility

Foundations year students who have received an "Identified Deficiency" grade in a course during the academic year, or who are on academic probation, are not eligible to enroll in a First- or Second-Year student elective. If a student earns an "Identified Deficiency" grade in a course during the academic year and is enrolled in an elective, they are required to withdraw from the elective by completing a "First and Second Year Add/Drop Elective" form and returning the completed form to the Registrar's Office. Signature of the form by the faculty preceptor signifies approval to drop the elective. Students have until Friday of the first week of the elective to drop it. After that Friday, students must withdraw from the elective, which will result in a "W" on their transcript.

Grading

The Office of the Registrar forwards a grading roster directly to the faculty preceptor in December for fall semester electives, and in May for spring semester electives. The faculty preceptor should record the student's grade on the roster and return the competed roster directly to the Office of the Registrar within two weeks of the end of the semester. Non-credit electives are graded as "EP" (Elective Pass – Successful completion of all requirements of the course) or "EF" (Elective Fail – Failure to successfully complete the requirements for the course) and have no associated credits, though they do appear on the student's academic transcript.

Additional policies and a description of all First- and Second-Year electives appear on the Office of the Registrar website at https://www.downstate.edu/education-training/student-services/registrar/index.html

CLINICAL COURSES

During the clinical years, one week of clinical experience is equivalent to one week of academic credit.

Core clerkships are available to medical students matriculated at SUNY Downstate College of Medicine only. Clerkships are assigned through a lottery selection process in the fall semester of the second year of medical school. Changes in assigned clerkship schedules are approved only if space is available for rescheduling.

Electives may be intramural (within the SUNY Downstate network) or extramural (away from the SUNY Downstate network). Intramural electives are identified in the on-line catalogue. Intramural electives must initially be approved by the Electives Subcommittee of the Dean's Council for Education.

Students may also create a "tailor-made" (intramural) elective with written documentation and approval of the faculty preceptor, Department Chair of the discipline in which the elective is being offered and the student's Clinical Advisory Dean. A tailor-made elective may be a clinical experience or a research experience. For additional information regarding procedures, see the Office of the Registrar website which can be found at https://www.downstate.edu/education-training/student-services/registrar/index.html

Students on academic or clinical probation during the senior year of medical school may be required to complete their electives at SUNY Downstate or a major affiliate hospital of SUNY Downstate, unless otherwise specified by the Academic Promotion Committee. One extramural (away) elective may be completed only with the prior approval of the student's Clinical Advisory Dean. A student on probation for the senior year is required to meet on a regular basis with student's Clinical Advisory Dean.

Additional information regarding core clerkships, clinical electives, procedures, and policies is contained on the Office of the Registrar website which can be found at https://www.downstate.edu/education-training/student-services/registrar/index.html

INTERNATIONAL ELECTIVES

International electives may be taken for academic credit (provided that the corresponding department at SUNY Downstate approves it for graduation elective credit), or you can complete the experience on your own time (non-credit).

If you decide to apply to have the experience count towards graduation elective credit, you will need to begin your paperwork early (allow a minimum of four months lead time).

How do you arrange for an international elective? You can contact a SUNY Downstate faculty member who may be from the country you are interested in. They may have colleagues or contacts in that country that can help you set up an elective. Or you can write directly to a hospital department in the country you are interested in, explain what you are interested in doing, and ask for the name of someone at the hospital who might be interested in serving as your preceptor.

Our School of Public Health (SPH) offers the Global Health in Developing Countries elective in the senior year for a limited number of students. Application is through the SPH in October of your third year. For more information, http://www.downstate.edu/publichealth/programs/global-health-elective.html.

AMSA has a very helpful website at www.amsa.org, and then go to the "International Health Electives Web Page." The site lists courses, electives, volunteer, and internship opportunities.

Before you depart, make certain that you have repatriation coverage in your health insurance policy. If you do not, you can purchase through the Bursar's Office, an inexpensive rider that is offered by the State University of New York. You will also need to check that you have all the appropriate immunizations, and that you have contacted the U.S. State Department for any travel advisories.

Other useful links:

- The United States State Department's travel warnings, announcements and information sheets for every country is available by touch tone phone from 202 647-5225 or web site (travel.state.gov/travel_warnings.html).
- The US Public Health Service, Center for Disease Control has a hot line at 404 332-4559 and a web site at www.cdc.gov -- select the "Travelers' Health" menu and then the "Blue Sheet" option. Requirements and recommendations about vaccinations, and country specific health information from the Centers for Disease Control and Prevention. (www.cdc.gov/travel/travel.html)
- Information on how and where to apply for passports includes a passport application that can be downloaded (travel.state.gov/passport_services.html)
- Links to home pages of U.S. embassies and consulates throughout the world (travel.state.gov/links.html)
- U.S. Customs Service regulations for returning U.S. residents (www.customs.ustreas.gov/travel)

STUDENT SUPERVISION POLICY

Student Supervision Policy – General Guidelines

- In the clinical setting (in-patient or out-patient), Year 1 and 2 medical students are under both direct and indirect supervision and are engaged in low acuity situations (for example, conducting a history on a patient), while medical students in Years 3 and 4 are primarily under indirect supervision. It should be noted that in any instance, the supervisor should always be available.
- The course/clerkship/site director will determine who can supervise the medical student, such as fellows, residents, and/or appropriately credentialed allied healthcare providers.
- All medical students, during their educational curriculum, may conduct medical interviews and perform physical examinations on patients with their consent. The supervisor will review all the medical student's documentation in a patient's medical record, when relevant and/or indicated, and provide correction to the record and feedback to the student for educational purposes.
- Ongoing Resident as Teacher training must be provided to all physicians in training who supervise medical students beginning, but not exclusive to the time of the initial hospital center's orientation and including, but not limited to, the topics of formative and summative assessments (feedback and evaluations), bedside teaching. • Clinical decisions are never enacted by medical students without a supervisor's input. • Student documentation of the components of evaluation and management within a patient's record must be verified by the supervisor before they are enacted and before considered a part of the patient's record.
- A supervising physician always has the medical and legal responsibility for patient care.

Procedure Supervision - General Guidelines

- Medical students may be assigned to provide patient care services for medical procedures, under direct supervision; including, but not limited to intravenous line placement, obtaining consent, and discharge planning.
- It is required that a medical student be appropriately supervised during all clinical procedures in which they are involved; including, but not limited to bedside, emergency department, and/or operating room procedures.
- The degree of supervision needed will consider: the complexity of the procedure, the stability of the patient, potential for adverse effects, and the demonstrated Page 4 of 5 competence, and responsibility of each student in order to ensure the safety and comfort of the patient and the student.
- In all cases, the supervisor must have privilege or authorization to perform the procedure in which they are supervising.
- The course/clerkship director, with oversight from the Associate Dean for Clinical Medicine and the Curriculum Evaluation Committee, will determine the patient encounters and procedures for which medical student supervision may be provided by fellows, residents, and/or appropriately credentialed healthcare providers.

Procedures to Monitor Supervision Policies

- Students are instructed to contact their Course or Clerkship Director regarding any immediate concerns with supervision. Additionally, reports can be made to the Associate Dean of Clinical Medicine, or the confidential SUNY College of Medicine Ombudsperson.
- Students report on the adequacy and availability of supervision during mid-rotation feedback.
- Course and Clerkship Directors review student feedback in evaluations, as well as during mid-rotation feedback, and provide prompt follow-up to address any supervision concerns that may arise. The Associate Dean of Clinical Medicine and the College of Medicine Assessment Dean/staff review these reports an ongoing basis to identify any trends of supervision concerns being reported. Furthermore, the Curriculum Evaluation Committee reviews the end-of-course student surveys as well and may request changes and regular review.
- Course/clerkship directors must submit a report, which documents how they ensure that supervising physicians and healthcare providers adhere to the provisions of this policy, annually to the Curriculum Evaluation Committee.
- The Curriculum Evaluation Committee will submit a report, which documents adequacy of student supervision or concerns regarding supervision raised by medical students in course evaluations, annually to the Dean's Council for Education
- Accountable Dean or Director: Associate Dean for Clinical Medicine; Director of clerkship or course

RESIDENTS AND NON-FACULTY INSTRUCTORS IN CLERKSHIPS AND ADVANCED CLINICAL MEDICINE COURSES POLICY

Prior to supervising, teaching, and assessing SUNY Downstate Health Sciences University medical students:

- All residents and non-faculty instructors must receive the relevant course/clerkship learning objectives from the clerkship directors of the department.
- All residents and non-faculty instructors must receive the course/clerkship specific expectations, including required clinical encounters from the clerkship directors of the department.
- All residents and non-faculty instructors must receive an orientation to their roles in teaching and assessment provided by the Office of Graduate Medical Education.

Directors of courses in the required curriculum (Clerkships, required Fourth-Year courses) who wish to use credentialed non-faculty instructors are required to ensure that training is provided for them in teaching the sessions to which they are assigned.

- Such training must occur in scheduled sessions where attendance is taken, and course directors are required to document such training.
- This training must include familiarization of these instructors with the curricular goals and learning objectives addressed in the sessions they will teach.
- Residents and fellows with academic appointments below the rank of Assistant Professor are not exempt from this requirement.
- For the purpose of this requirement, "sessions" includes the patient-care continuum in clerkships and required Fourth-Year clinical courses, for which residents and fellows need to be trained to teach medical students. Such training must occur annually.

DUTY HOURS/CLINICAL EXPERIENCE AND EDUCATION HOURS POLICY

Medical student schedules during all clinical courses, including clerkships, sub-internships, ICU rotations and electives, are set by the individual departments. The overall clinical and educational work aka duty hours are never allowed to exceed, and in most cases do not approach, the duty hour restrictions for first year residents imposed by the Accreditation Council for Graduate Medical Education or by New York State. These restrictions are as follows:

Duty Hours Policy

Medical student duty hours during clerkships and required rotations are set by the individual departments. These duty hours are never allowed to exceed, and in most cases do not approach, the duty hour restrictions for first year residents imposed by the Accreditation Council for Graduate Medical Education or by New York State. These outer-limit restrictions are as follows:

- Duty hours must be limited to 80 hours per week, averaged over a four-week period.
- Trainees must be scheduled for a minimum of one day free of duty every week (when averaged over four weeks).
- Clinical and educational work periods must not exceed 24 hours of continuous scheduled clinical assignments with an additional 4 hours if needed for patient safety and transitions of care.
- Trainees must have 14 hours free of duty after a 24-hour period of continuous work.
- Trainees should have eight hours free of duty between scheduled duty periods.
- Trainees must not be scheduled for more than six consecutive nights of night shifts.
- In Clerkships and Sub-internships, students are required to log their duty hours weekly by designated time. Failing to log duty hours can result in final grade score deduction.

DRESS CODE POLICY

During patient contact students must dress in a professional manner that reflects respect for patients and their role as student doctor; this includes, but is not limited to, clean and neat garb. The SUNY Downstate ID badge must always be visible.

MD/PHD PROGRAM

The MD/PhD Program consists of completion of the Foundations of Medicine phase of the College of Medicine (MD curriculum), of the PhD phase of the School of Graduate Studies (PhD curriculum), and of the Core and Advanced Clinical phases of the College of Medicine (MD curriculum).

During the fall semester of Foundations II, the School of Graduate Studies notifies the Office of the Registrar which MD/PhD students will be entering the PhD phase of the program and which students may be completing their thesis and therefore eligible to return to the medical school curriculum.

MD/PhD students are required to take Step 1 by the April 1st deadline at the end of the Foundations years, unless they have the written approval from the Associate Dean for Student Affairs for an alternative test administration. Second year MD/PhD students who take and pass Step 1, traditionally take one 12-week block of clinical Core clerkships and then start their PhD work.

For an MD/PhD student to be eligible to return to the MD curriculum, confirmation from the Dean of the School of Graduate Studies which states that the student will have completed their thesis defense by the time of requested clerkship start date must be received. MD/PhD students may express a preference for a clerkship schedule by meeting with the Associate Dean for Student Affairs or the Registrar. It is strongly recommended that MD/PhD students participate in a non-credit clinical refresher experience prior to their return to the MD curriculum.

The research conducted as part of the PhD portion of the MD/PhD program may not be credited towards MD graduation degree requirements or elective requirements.

MD/MPH AND MD/MHA PROGRAM

Medical students at SUNY Downstate can earn a Master of Public Health (MPH) or Master of Healthcare Administration (MHA) degree while earning their MD degree. Students enroll in both programs (the MD program and either the MPH or MHA) simultaneously and complete all the requirements of the degrees as specified by each school/college. There is no credit sharing between the two programs.

The MPH or MHA program can be completed by taking summer courses starting before the first year of medical school. Alternatively, the MPH program can be completed by taking a year off between the third and fourth year of medical school.

Students may choose to complete the MPH with an advising concentration in one of the following core areas: Community Health Sciences, Environmental and Occupational Health Sciences, Epidemiology and Biostatistics, Health Policy and Management. Students an also choose to complete the Master of Healthcare Administration.

Additional information can be found at https://www.downstate.edu/education-training/school-of-public-health/programs/md-master-of-public-health/index.html.

ACADEMIC PATHWAYS

In addition to the Integrated Pathways core curriculum, SUNY Downstate College of Medicine has several optional specialized longitudinal pathways. Academic Pathways are para-curricular venues for students who are interested in pursuing research beyond the required curriculum. Pathways allow students to individualize their medical training while working with peers and faculty mentors to pursue an area of common interest in greater depth. Pathway enrollment may be capped to limit oversight workload and to ensure program quality. A variety of pathway programs are offered to medical students during their medical school education in the following areas:

Pathway Programs

1. Clinical Neurosciences Pathway
2. Medical Educator Pathway
3. Global Health Pathway
4. Bioethics Pathway
5. Health Equity Advocacy and Leadership (HEAL) Pathway
6. LGBTQIA+ Health Pathway

The completion of the Academic Pathway has requirements that include participation in at least 8 hours of didactics, 3 years of continued participation, completion of all other required pathway assignments, generation of a scholarly product. Students who meet the set pathway milestones and competencies by graduation may be granted an award. Pathway participation may be noted in the Dean's Letter.

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ATTENDANCE POLICIES

Absences from Exams

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

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

If a student submits a request to the Office of Student Affairs for an excused absence from a summative assessment that is not an emergency, the Student Affairs Dean will consult the Associate Dean for Foundations or the Associate Dean for Clinical Medicine as appropriate to determine whether the absence will be excused. Opportunities for replacement assessments will be determined by the Office of Medical Education.

Absences from Required Small Group Activities

Foundations of Medicine Years

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

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

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

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

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

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

Breaches of professionalism include failure to complete formative assessments, failure to submit written assignments on time, and leaving before completion of a small group session, as well as egregious behaviors including signing into events for others, signing in without physically attending. Misrepresenting one's own or another student's attendance at required activities is a violation of the College of Medicine Honor Code and could earn a student an Identified Deficiency in Professionalism, and as such is reportable to the Academic Promotion Committee (APC). Professional behavior also includes adherence to the examination policies as stated in the College of Medicine Policy for Examinations, or College of Medicine Policy for Remote Examinations, as applicable. Sanctions based on breaches of professionalism become a permanent part of the student academic record and may be included in the Medical School Performance Evaluation for residency.

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

Clinical Years

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

Policy on Students Seeking Permission to Attend Conferences During Required Courses

Students who seek permission to attend academic conferences during required courses may be allowed to do so, at the discretion of the course director and/or the Office of Student Affairs, and only under the following circumstances:

1. The meeting is scientific in nature.
2. The student will be presenting student's own work at the meeting.
3. The student is representing SUNY Downstate Health Sciences University as an officer of a national organization.
4. The student asks for permission to attend well in advance of the conference.
5. Documentation, such as a conference schedule, may be requested.

The student may be required to make up time for the time missed to attend the conference.

EMERGENCIES (WEATHER AND OTHER EVENTS; CANCELLATION OF CLASSES)

If SUNY Downstate Health Sciences University (school and hospital) is closed due to a snow emergency, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You should check the SUNY Downstate website for information. Only the President of the Downstate Health Sciences University is authorized to cancel academic classes at Downstate Health Sciences University.

However, inclement weather or other events may cause the cancellation of specific classes by the course instructor or college dean.

College of Medicine, Foundations of Medicine

Your unit director will email an announcement, which states the class schedule for all activities for that day, for that unit.

College of Medicine, Core and Advanced Clinical

Follow the schedule at your clinical site. If they have not contacted you via email, contact your preceptor and your clerkship director if you are unsure about your responsibilities or the clinical schedule.

ASSESSMENT AND GRADING

The faculty is charged with being objective and fair in the evaluation of student performance. Assessment of student performance is conducted through multiple measures such as examinations (written, practical and oral), and by observations in laboratories, small discussion groups and in the clinical setting. Promotion or failure depends not only on factual knowledge, but on non-cognitive personal factors such as the ability to relate to patients, honesty, attitude, the ability to work with other members of the health care team, the ability to integrate information, and the ability to apply theory to practice. These may all affect a student's final grade.

Course directors (unit directors, clerkship directors, elective preceptors) are responsible for the submission of student grades in a timely fashion to the Office of the Registrar. Any change in a student grade or clinical assessment must be submitted in writing to the Office of the Registrar by the course director. Student questions regarding a grade in a course (unit, clerkship, elective) must first be directed to the course director. If a student believes that their student's final course evaluation was affected by discriminatory behavior as defined by law, the student is urged to meet with the Associate Dean of Medical Education and/or the Associate Vice President for Institutional Equity in addition to the individuals listed in the "Course Appeal Procedure" section.

Mandatory Assignments

As part of the coursework in Foundations of Medicine students are expected to complete certain mandatory assignments. Failure to complete these in a timely fashion will be recorded and students with multiple incomplete assignments will be judged to have failed to meet criteria for the Medical Professionalism competency in the corresponding Unit.

Grading System – Foundations of Medicine

Every student has the right to a course grade that represents assessment of the student's academic performance. Assignment of course grades is done using methods that meet educational standards of reliability and validity. Demonstrating achievement of each competency is required for successful completion of the Unit.

Grading in the Foundation Years is Pass/Fail. For the six Foundations Units and the Gateways, we use the grade of "Identified Deficiency" or "ID" for the deficient grade. Systems-Based Practice is not graded in Foundations of Medicine. Each of the other five competencies receives its own grade.

Grades assigned in Foundation of Medicine are as follows:

Grade	Criteria
Pass (P)	Meet criteria in all competencies for Unit Pass Medical Knowledge and Patient Care Assessments In ICS, MP, PBLI 'meets expectations' ratings by faculty Pass Gateway Assessments
Identified Deficiency (ID)	Does not meet expectations in one or more competencies in a Unit or Noted on transcript as ID-Competency Name
ID/Pass (ID/P)	Originally did not meet expectations in a Unit and successfully remediated affected competencies.
ID/Fail (ID/F)	Did not meet expectations in a Unit and did not successfully remediate
ID	Did not pass assessments in a Gateway
ID/P	Did not pass assessments in a Gateway and successfully remediated affected competencies.

Grade of Incomplete

A temporary grade of incomplete (I) for a unit/clerkship at the end of a semester or term usually indicates that the student has not completed some requirements. The instructor assigns a grade of incomplete when the student's inability to complete a requirement is the result of an authorized absence.

The instructor or the Office of Medical Education will submit an incomplete grade to the Office of the Registrar. It is the responsibility of the faculty member or the Office of Medical Education to initiate and complete a change of grade form. Until the change of grade form is submitted, a grade of "I" will appear on the student's transcript. A grade of "I" can only remain on a student's transcript for one year, after which it converts to an "F."

Grading System – Clinical Years

Unlike Foundations of Medicine, grades are awarded per course, not per competency. However, all six competencies are explicitly assessed in the observational student assessments in clerkships that contribute to the course grade.

H	=	Honors	EP	=	Elective Pass
HP	=	High Pass	EH	=	Elective Honors
P	=	Pass	W	=	Withdrawal
C	=	Conditional	WP	=	Withdraw/Passing
F	=	Fail	WF	=	Withdraw/Failing
I	=	Incomplete			

Honors: outstanding work in the subject area far exceeding the requirements of the course.

High Pass: above average work in the subject area which exceeds the requirements of the course.

Pass: successful completion of all requirements of the course.

Conditional: failure of part of a course (e.g. a written or oral examination) which requires remedial work; in the opinion of the faculty the student has performed well in the other segments of the course to warrant a passing grade upon successful remediation of a segment of the course. Students are notified of course grading policies at the beginning of each course.

Fail: failure to successfully complete the requirements for a major portion of the course, failure to complete successfully requirements for the entire course, or withdrawal from a required course after 75% of the course has been completed.

Incomplete: a portion of the requirements of a course has not been attempted, for reasons beyond the student's control (e.g. illness).

When the course requirements have been completed in a timely fashion (usually within two weeks), the course director reports the change of grade to the Registrar. If the course requirements have not been completed by the specified time, the "I" grade is changed to an "F". Course directors must submit any extensions to deadline dates for Incompletes, to the Office of the Registrar, in writing. The maximum length of time for satisfying course requirements is one year, unless there are exceptional circumstances approved by the Academic Promotion Committee.

To be eligible for graduation, a student must satisfy the course requirements for any "Incomplete" grade. An "Incomplete" grade is not considered a deficient grade.

Withdrawal: when a student withdraws from a required course prior to 25% of the completion of the course.

Withdraw/Passing: when a student withdraws at a passing grade level from a course after 25% of the course is completed but prior to 75% of the completion of the course.

Withdraw/Failing: when a student withdraws at a failing grade level from a course after 25% of the course is completed, but prior to 75% of the completion of the course; or failure to complete an elective course and not officially withdrawing from the elective.

A "WF" grade is an academic deficiency and subject to review by the Student Promotion Committee under the same circumstances that an F or a C is subject to review.

The maximum length of time for satisfying course requirements is one year, including any permitted remediations, unless there are exceptional circumstances approved by the Academic Promotion Committee.

The Gateway 3 Clinical Skills Examination (Standardized Patient Requirement)

At the end of core clerkship year, all third-year medical students are scheduled to participate in a mandatory standardized patient experience. It is not necessary to have completed all clerkships to successfully complete the experience. During this experience:

- Students are videotaped during their encounters with standardized patients.
- Students perform directed histories and physicals on standardized patients.
- Students write notes for the standardized patient encounters.

Participation in this exercise is mandatory for all students:

If a student fails to attend on the assigned day without prior authorization for an excused absence or a documented medical excuse on the day of the assigned session, the student may be charged the fee for the examination day (the current charge is $500). Students are required to notify the standardized patient coordinator no later than the day of their scheduled standardized patient session of any medical or personal emergency. Documentation must be submitted within 24 hours of the scheduled session.

The College of Medicine has established a minimum competence level for passing this mandatory educational activity (standardized patient exam). Students who fail to attain the minimum competency level will be required to undergo mandatory remediation.

Students must pass Gateway 3 or its remediation to be eligible for graduation. Students will be required to sign a statement attesting to the fact that they will not share information about this exercise.

DEFICIENT GRADES & REMEDIATION – FOUNDATIONS OF MEDICINE

Progress in the curriculum requires satisfactory performance on all Unit assessments as well as on all Gateway assessments. Remediation of deficiencies in Unit assessments and Gateway assessments are addressed separately.

Deficiencies in Unit Assessments

In order to pass, students must meet passing criteria in each competency of the Unit. Remediation of failed competencies is required to progress to the next phase of the curriculum. Remediation of each competency may require different timelines due to the nature of the deficiency. (For example, students might be required to take and pass one exam to demonstrate competency in medical knowledge, but it might take longer to remediate interpersonal communication skills or Medical Professionalism deficiencies). Therefore, remediation protocols must consider differences by which successful remediation can be achieved and assessed in each of the different competencies. Remediation is required to address deficiencies in knowledge, skills and/or behaviors.

Although remediation is individually tailored according to the deficiency, the process can be standardized across all competencies. The remediation process can be divided into the following 5 phases:

1. Identification of deficiency through end of Unit assessments, completion of assignments, and/or performance in required small group activities
2. Permission to remediate granted by the Academic Promotion Committee
3. Completion of a professional learning plan (PLP) in consultation with the appropriate resource to develop and adopt a plan to achieve benchmark(s)
4. Implementation of the plan
5. Completion of a parallel form of assessment, or appropriate remediation plan to demonstrate attainment of benchmark(s)

The Unit Director and members of the Office of Medical Education (which comprise the Grades Committee) meet at the end of each Unit and assign grades according to criteria described above. For students awarded Identified Deficiency grades, the decision to allow remediation and/or to take additional or alternative actions (e.g., probation, repeat of a year, dismissal) rests with the COM faculty, represented by the Academic Promotion Committee (APC). When permitting remediation, the APC may specify the general type of remediation (e.g., study and re-examination, mentoring and observation, etc.), deadlines for completion, probationary status, or other conditions. In certain circumstances, a student may be permitted to remediate their first Identified Deficiency without APC review. For more information on decision-making around progression, promotion, and graduation, see the section on Standards and Progression.

Completion of a Professional Learning Plan (PLP)

The Academic Support Team (AST) will review students who are having academic difficulty, and depending on the deficiency, will refer the student to one of the support services (i.e., Office of Academic Support, Student Affairs, Clinical Skills Team). The PLP is the student's responsibility, and they should take ownership of ensuring that the plan is successful.

Listed below are examples of specific deficiencies and faculty with whom students meet to develop a professional learning plan to address those deficiencies. The Academic Promotion Committee (APC) may specify remediations that are not included in this list, and the Academic Support Team may implement remediations that are not included in this list, consistent with APC decisions in individual cases.

Patient Care (PC) – Meet with Unit competency director of an assigned member of the Clinical Skills Team and identify the specific source of the problem. Develop a specific study strategy and plan for improvement:

- Doctor-patient communication: completion of specific doc.com modules
- Data gathering, additional preparation and SP encounters
- Physical exam skills: additional coaching and SP encounters
- Diagnostic thinking-clinical reasoning: additional practice and opportunities for assessment

Medical Knowledge (MK) – Meet with the Office of Student Academic Services to review assessment results to identify specific areas for study and improvement and identify the source of the problem. Once identified, refer appropriately:

- Content Knowledge: Refer to resources and materials or tutoring that would help the student master the knowledge. Refer to the Unit director or discipline director (i.e. anatomy, pathology) when appropriate.
- Study skills & test taking strategies: Refer to the Office of Student Academic Services to help the student with time management/ test-taking skills.
- Non-Academic Issues: Refer to Student Affairs.

Practice-based Learning & Improvement (PBLI) – improved skills/behavior and reflective essay:

- Is unresponsive to feedback and reluctance to admit mistakes: Meet with Student Affairs, read an article and write a reflective essay implementing a plan for improvement.

Interpersonal and Communication Skills (ICS) – improved behavior/skills and reflective essay:

- Excessive shyness/reluctance to speak: Meet with a Clinical Skills Faculty Member or Student Affairs to identify a strategy to improve.
- Excessively dominant in group discussions: Meet with Student Affairs to identify a strategy to improve

Medical Professionalism (MP) – improved behavior and reflective essay, adherence to any referrals, possible assignment to an ongoing mentoring program:

- Lack of respect in interactions with peers and faculty, including inappropriate use of social media: Meets with Student Affairs to identify the issues and develop a strategy to improve.
- Frequently arrives late / or does not show up at all: Meets with Student Affairs identifies & implements a plan to improve.
- Dress or appearance: Meets with Student Affairs and identifies plans to improve.
- Inappropriate behavior: Meets with Student Affairs to develop a plan for improvement.
- Lack of preparedness: Student meets with Student Affairs to develop a strategy to improve.
- Violation of examination policies: Student meets with Student Affairs to develop a plan for improvement.
- Excessive absences: Student meets with Student Affairs to develop a plan for improvement.

Timing of Remediation

Knowledge & Skills (MK, PC):

A single deficiency:

Students who are allowed to remediate deficiencies will do so during the summer at the end of Foundations year 1, and in the spring at the end of Foundations year 2.

Two or more deficiencies:

Students with deficiencies in two or more Units in the competencies of MK or PC will be considered by the APC to be placed on academic probation. The APC may consider adverse actions including a repeat academic period (year) or dismissal in such cases.

Attitudes & Behaviors (IPC, MP, PBLI):

A single deficiency:

Students allowed to remediate a single deficiency must prepare and implement a Professional Learning Plan (PLP) and demonstrate improvement in that deficiency during the subsequent unit or units.

The timing of remediation and parallel assessments will take into consideration the nature of the remediation change required, and the time necessary to achieve the remediation prescribed in the small group setting. [For example, if a deficiency in medical professionalism occurs because a student is chronically late for small group activities, this behavior is expected to improve immediately during the next Unit. On the other hand, a deficiency in interpersonal and communication skills, due to reticence to participate in small group discussions, could take more time to demonstrate improvement.]

Two or more deficiencies:

Students with two or more deficiencies, who are permitted to continue in the College of Medicine, will be considered by the APC to be placed on Academic Probation and will be assigned a faculty mentor. A PLP is developed by the student, in conjunction with the faculty member. The expectation is that students will not have more than two deficiencies in the same competency in Units 1-6. Students who have repeated deficiencies in the same competency in Units 1-6 will be reviewed and considered for all options including dismissal. Acceptance of a remediation plan, with stated goals, and progress towards goals could qualify a student to continue to the next unit and/or, the Gateway. Documented monitoring is required. Students who are given the opportunity to remediate must pass remediation examinations to demonstrate competency.

Deficiencies in Gateway Assessments

Gateways provide opportunities for students to demonstrate achievement of all the benchmarks at the end of a segment of the curriculum.

Gateway 1	Units 1—4
Gateway 2	Units 5—6
Gateway 3	Core clinical clerkship rotations

If a student fails a gateway assessment, following approval of APC, they may be given the opportunity to demonstrate competency after a study period and retake a parallel form of the assessment.

Gateways will be listed as a separate entry on the student's transcript and will receive a grade of P, ID or ID/P, if a student fails a gateway and subsequently remediates the deficiency.

DEFICIENT GRADES – CLINICAL PHASES (CONDITIONAL AND FAIL)

All courses (clerkships/electives) inform students of the course requirements and assessment procedures at the mandatory orientation of each course. This information is provided to students in a written Orientation Manual.

Courses submit narrative comments along with letter grades. Each course provides students with mid-clerkship feedback designed to detect academic difficulties prior to the final grade.

Student who is not already on probation, with a single deficient grade

For students receiving deficient grades, permitted remedial work for each clinical period may be undertaken by the student at the end of that period. However, a single clerkship deficiency may be eligible for remediation during a vacation or elective period prior to the end of the academic period, with permission. For "Conditional" grades, a period of no less than two weeks of study, followed by evaluation/re-examination at a scheduled time, or other measures not requiring repeating the entire course. A student will be given only one opportunity to remediate a conditional grade in a course. If the student fails this remediation, the student will receive a "Fail" grade.

Other students with deficient grades

Students with multiple deficient grades, failed remediations of deficient grades, or who receive deficient grades while already on academic probation will be considered by the Academic Promotion Committee (APC). Students with two clerkship deficiencies are automatically placed on Academic Probation. Students will be considered for Academic Probation if they are not already on it, and they may be considered for repeat of all or part of the relevant clerkship(s) or of the whole period, or for dismissal. The APC will consult with the relevant Clerkship Director(s) in its deliberations.

For more information on eligibility and approval for remediation, see the section on Standards and Progression. Students with academic deficiencies are advised to meet with a Student Affairs dean during the academic year if they have questions about their situation.

Changes of grades after reassessment

When a student remediates a clerkship requirement, the outcome is determined by replacing the original score or evaluation of that course component with the new one, retaining the previous scores or evaluations of other course components, and applying the grading standard that was in force at the time the original deficient grade was awarded.

When a student satisfactorily remediates a deficient grade through approved remedial work, the "Conditional" (C) grade or "Fail" (F) grade remains on the official transcript along with the grade achieved by removing the deficiency.

Example: Medicine Clerkship C/P
Neurology Clerkship F/P

If a student's remedial work results in an overall outcome for the course that would have earned an HP or H grade, the student's grade will be changed to C/HP, F/HP, C/H, or F/H, as appropriate. If a student is required to repeat an entire course, the course is listed a second time on the student's transcript with the second occurrence listing the final successful passed grade.

Failure of Remediation

If the student fails the remediation, the student's progress in the curriculum will be paused to permit review of their entire academic record by the Academic Promotion Committee before the student is allowed to progress further. All options may be considered, including continuation with additional remediation, repeat year, or dismissal.

COURSE/GRADE APPEAL PROCEDURE

Foundation Years

A student may request a grade appeal if they believe that their summative grade is incorrect because of a computation or recording error or they believe their summative grade was impacted by any documented difficulty (such as a technical problem -hardware or software) during the exam administration.

1. Students must first reach out to the Unit Director to request clarification of the grading process.
2. If the student is still not convinced that the grade reflects an accurate assessment, they have the right to appeal the grade and must then reach out to the Associate Dean of Foundations who will send the student a link to the required formal written grade appeal form. Copies of the completed form are forwarded to the Associate Dean for Foundations of Medicine with a cc to the Senior Associate Dean for Assessment.

The Associate Dean for Foundations of Medicine may direct the appeal review of the grade in the competency of Patient Care to the Associate Dean for Clinical Skills.

A student has two weeks after receiving their official grade to challenge a grade with Associate Dean of Foundations of Medicine. After this two-week deadline, if the student has not contacted Associate Dean of Foundations of Medicine regarding their grade, it is considered final, and no changes can be made. If the Associate Dean for Foundations of Medicine does not respond to the student within that two-week period, it is the responsibility of the student to contact the Senior Associate Dean for Assessment and inform them before the two-week period elapses. Written and/or electronic verification of attempted contact(s) and any correspondence will be required.

Clinical Years

If a student disagrees with a preceptor`s evaluation or wishes to question the final clerkship course evaluation, the student must first contact and meet with the clerkship director or designee. Students are NOT permitted to approach their individual preceptors, site directors, attendings or resident supervisors to attempt to get clarification or a grade or evaluation change.

If there remains a concern or disagreement despite clarification by the Clerkship Director, the student must submit a formal written appeal form to the Associate Dean for Medical Education with a cc to the Senior Associate Dean for Assessment. The student should then schedule a meeting with the Associate Dean for Medical Education. The Associate Dean will record the student's concern, meet with the clerkship director, and investigate the case**.** The Associate Dean`s decision will be final. A student has two weeks after their official grade from a clerkship is received by the Office of the Registrar to challenge a grade with the clerkship director. After this two-week deadline, if the student has not contacted the clerkship director regarding their grade, the grade and evaluation comments are considered final, and no changes can be made. If the clerkship director does not respond to the student within that two-week period, it is the responsibility of the student to contact the Associate Dean for Medical Education to inform them before the two-week period elapses. Written and/or electronic verification of attempted contact(s) and any correspondence between student and clerkship director will be required.

PERCEIVED MISTREATMENT OR BIAS IN GRADING/REMEDIATION IN THE CLINICAL YEARS

In the rare event that a student feels they are being subjected to mistreatment or bias by someone who will grade them, the student has the option of requesting that the supervisor in question not be allowed to grade or assess them. In such a circumstance the student must notify the Clerkship Director, the Associate Dean for Clinical Medicine, or the Associate Dean for Medical Education of the situation before any grading the clerkship has begun. The student must meet with the Associate Dean for Medical Education and explain in person the basis of their complaint. The information will be held in confidence until all grades are submitted to the Clerkship Director and final grades are calculated. After the grade is finalized, the Associate Dean will investigate the complaint in a timely manner. If a reasonable likelihood of significant bias or mistreatment is confirmed that supervisor`s grade/assessment/ comment will be removed from the student's record and the final grade will be reassessed.

STANDARDS AND PROGRESSION

General

The Dean's Council for Education (DCE) defines the structure of the curriculum including the points when students are promoted to the next curricular period, defines expectations for professional behavior, and prescribes the standards for promotion, graduation, and other student actions.

The Academic Promotion Committee (APC) promotes students to the next academic period, recommends them for conferral of the M.D. degree, and takes other student actions in case of academic, professional, or clinical deficiency, representing the faculty and applying the DCE's standards.

The Student Appeals Committee hears appeals of adverse actions (defined below) taken by the APC. Students who are dismissed for academic reasons are also entitled to appeal to the Dean of the College of Medicine for reinstatement.

Student misconduct and disciplinary actions are University matters and are dealt with elsewhere in the Student Handbook.

Academic Periods and Timing of Promotion Decisions and Graduation Recommendations

For purposes of promotion, the periods of the curriculum are defined as Foundations of Medicine I and Foundations of Medicine II, together comprising the Foundations of Medicine phase; and Core Clinical Medicine and Advanced Clinical Medicine, each comprising its own phase. The academic periods are of different lengths and do not correspond directly to academic years and semesters. See the full description of curricular structure in the Curriculum section, above.

The Academic Promotion Committee promotes students of each class who have met the prescribed standards to their next period at the appropriate times as a group. It also may allow some students, who have not met all standards in time for promotion with their class, to progress conditionally pending meeting full promotion standards, or it may defer their promotion decisions to a later date. Similarly, the Academic Promotion Committee recommends members of the graduating class who have met all degree requirements for conferral of the M.D. degree as a group, but if a student has not completed all degree requirements it may recommend degree conferral for them later conditional on completion of degree requirements or may defer considering them until they have met all requirements.

Issuance of Diplomas and Commencement

There are three official graduation dates each year; May 31, June 15 and December 31. However, there is only one Commencement ceremony each year in May. Students who are expected to fulfill graduation requirements by June 15 following the spring Commencement ceremony are permitted to receive their diploma upon satisfactory completion of degree requirements and participate in the spring Commencement ceremony. Students who fulfill graduation requirements after June 15, are eligible to participate in the subsequent year's Commencement ceremony.

Promotion and Graduation Requirements

Promotion Requirements – Foundations of Medicine I to Foundations of Medicine II

1. Pass grades in all Foundations I units.
2. Pass grade in the Gateway I assessments.

Promotion Requirements – Foundations of Medicine II to Core Clinical Medicine

1. Pass grades in both Foundations II units.
2. Pass grade in the Gateway II assessments.
3. Pass grade in the USMLE Step 1 examination.

Promotion Requirements – Core Clinical Medicine to Advanced Clinical Medicine

1. Pass grades in all core clerkships.

Graduation Requirements

1. Satisfactory completion of the Foundations of Medicine curriculum including the six units and the two Gateway examinations.
2. Satisfactory completion of all clinical course requirements as delineated in the college catalog, the Program of Study on the Office of the Registrar website or other college publications.
3. Satisfactory remediation of any academic deficiencies.
4. Be in good standing, having no current, pending or under-appeal academic, professional, or clinical deficiencies or disciplinary actions and being current in all administrative requirements; see section on Good Standing.
5. Pass the Step 1 and Step 2 United States Medical Licensing Examinations (USMLE) as specified by college policy.
6. Pass the Gateway 3 clinical skills examination.
7. Satisfy all financial obligations due to SUNY Downstate Health Sciences University, including at least eight semesters of full-time tuition (except transfer students and students admitted with advanced standing who must pay two semesters of tuition for every year of medical education completed at SUNY Downstate Health Sciences University). [Note: tuition payment is related to attendance, not class year. For every year of full-time medical education completed at SUNY Downstate Health Sciences University, students must pay two semesters of full-time tuition.]
8. Complete a mandatory financial aid exit interview if the student has received financial aid while at SUNY Downstate Health Sciences University.
9. The student has the responsibility to register for and satisfactorily complete all required course work.

In exceptional circumstances and with concurrence of the Dean of the College of Medicine, the Academic Promotion Committee may postpone a promotion requirement to a later curricular period for specified classes or individual students. Such a postponement only affects the specified students or classes during a single academic year; a recurring postponement requires a revised standard from the Dean's Council for Education (DCE). Only the DCE may change or waive a graduation requirement.

Conditional Progression

There are situations in which students who are not fully qualified for promotion to the next academic period may be allowed to begin taking courses in that period conditionally. Such students are considered promoted when the stated conditions are met.

Conditional Progression While a USMLE Step 1 Result is Pending (Also see USMLE Requirements, below.)

Students are required to take USMLE Step 1 before the beginning of the Core Clinical Medicine period. They will only be promoted to Core Clinical Medicine (CCM) upon receipt of a passing grade in the examination. Students whose scores are still pending at the beginning of CCM may progress conditionally ***until*** the score is received if they have sat for Step 1 and met all other promotion requirements. They will be promoted on receipt of a passing grade on USMLE Step 1.

Students who receive a failing grade in USMLE Step 1 while progressing conditionally may not progress beyond the current clerkship until they have re-taken the examination. Students who are permitted to delay taking Step 1 for the first time are not permitted to progress in Core Clinical Medicine before taking the examination. Detailed procedures governing delayed and repeat Step 1 examinations, progression, and promotion are described in the section on USMLE Requirements.

Conditional Progression While in an Extended Remediation Program

At the discretion of the Academic Promotion Committee, a student in Foundations of Medicine with an Identified Deficiency resulting from a deficit in professionalism or a clinical skill may progress in the next academic period conditionally, while continuing in an assigned extended remedial counseling or mentoring program for the deficiency, if all other requirements for promotion are met. A request for such progression is initiated by the faculty member(s) responsible for the remediation program.

The Identified Deficiency will remain on the student's record, and the student will be considered academically deficient, until the remediation program is deemed successful by the assigned mentor or counselor, at which point the grade will be changed to ID/P, and student will be considered promoted with the class. The duration of the extended remedial program may not extend beyond the following academic period, and the Academic Promotion Committee may consider the student for an academic action, including an adverse action, at any time until the condition for promotion is met.

Time Limit for Degree Completion; Continuous Progress

Students will not be allowed more than three years to complete the Foundation of Medicine phase; nor more than a total of six years to complete the M.D. degree, except under extraordinary circumstances as determined and approved by the Academic Promotion Committee. Time spent in the non-MD portions of combined degree programs (MD-PhD, MD-MPH), or in other scholarly/research programs approved by the College of Medicine, or in voluntary leaves granted in case of personal hardship, does not count toward these time limits. All other registered and unregistered time counts. Students are not guaranteed three years for Foundations of Medicine and six years for their degree program; the Academic Promotion Committee may consider students with academic, professional, or clinical deficiencies for actions as described below, including dismissal, at any time during their enrollment.

Additionally, students are expected to make continuous progress toward completion of degree requirements unless temporarily excused from doing so by the College of Medicine via granting of leave or otherwise. This includes registering for required courses and completing their required activities, including electives required to fulfill credit requirements, and taking required licensure examinations, at the times specified for them in the curriculum.

Students who are not making continuous progress, have exceeded the prescribed time limits, or who have unmet academic requirements that cannot be completed within the prescribed time limits, are considered academically deficient and may be considered by the Academic Promotion Committee for adverse action at any time.

UNITED STATES MEDICAL LICENSING EXAMINATION (USMLE) REQUIREMENTS

Step 1 USMLE

All students must take and pass the United States Medical Licensure Examination (USMLE) Step 1 to advance into the Core Clinical Medicine (CCM) period of the curriculum; passing Step 1 is also a graduation requirement.

Students are responsible to schedule Step 1 before the CCM period begins. Students are required to sit for Step 1 prior to starting their first clerkship. Students who have taken Step 1 and still have results pending when CCM begins may progress in their first scheduled clerkship block conditionally, pending receipt of results. If they have met all other requirements, they will be promoted to CCM if they pass Step 1.

Failure of Step 1

If a student fails Step 1, the following policies apply:

1. **First failure:** A student who has not begun their first clerkship block must study and re-take Step 1 before progressing. A student who has begun their first clerkship will be permitted to complete the clinical portion of their first rotation but may not take the shelf examination (if any). They must take a study period and work with the Office of Academic Services to perform a program of remedial study, and then re-take Step 1.They may resume conditionally progressing in the next available clerkship on their schedule after re-taking Step 1 if their score is still pending when it begins, and if the clerkship is scheduled before the next semester begins. If the clerkship is in the next semester, the school must receive a Pass score before the student is permitted to resume clerkships. (See section on Conditional Progression.) Working with their Clinical Advisory Dean and the clerkship leadership, the student must find or make time in their course schedule to take the missed shelf exam (if any), after the end of the period or sooner but not during another clerkship.
2. **Second failure:** If a student does not pass the second attempt of Step 1, and is in a clerkship, they will not be permitted to continue in the clerkship and will be reviewed by the Academic Promotion Committee (APC). The student will be placed on a Leave of Absence and will be required to develop a new Step 1 preparation plan in conjunction with the Office of Academic Services. The student will not be permitted to progress in CCM again until a Pass is received for Step 1 and they are promoted. The third attempt of Step 1, USMLE must be taken within 12 months of the first attempt. The APC may also consider other actions including dismissal.
3. **Third failure:** A student who fails Step 1 three times, or who has not passed Step 1 within 12 months, will be considered by the APC for dismissal from the College of Medicine. The USMLE limits students to four attempts and mandates a delay of a year between the third and fourth attempt. If the APC permits a fourth attempt, the student must be on academic leave in an active Step 1 remediation program supervised by the Office of Academic Services during this time and may not progress in the curriculum.

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Delay of Step 1

Students who wish to delay Step 1 must submit a written request to the Associate Dean for Student & Curricular Affairs. The Associate Dean may grant up to a 12-week extension, the equivalent of one clerkship block. Should the student wish to request additional time, a written request must be submitted to the Academic Promotion Committee for approval. Students who delay Step 1 may not progress in the curriculum until they take the exam. If a student does not take or pass Step 1 by a specified date prior to the initial 12-week block, their clerkship rotation schedule will be dropped in subsequent semesters until a passed Step 1 result is received by the school.

If deferment or repetition of Step 1 delays a student's promotion or graduation, it does not constitute an adverse student action. Extension of a student's enrollment because of such delays counts toward the 6-year limit for graduation. The requirement to make continuous progress toward degree completion remains in force; students must be actively working on an approved remediation plan when they are out of clerkships in deferment or repeat periods.

Students who delay taking Step 1, and do not have a grade in time to begin their next scheduled clerkship, progress conditionally as described above (Conditional Progression) and are promoted upon receipt of a passing grade. Students who fail Step 1 after deferring it are subject to the same policies as described above (Failure of Step 1).

Step 2 USMLE

All students are required to pass the Step 2 Clinical Knowledge Exam to graduate from the College of Medicine. All students must register for the Step 2 Clinical Knowledge Exam by August 1st of the Advanced Clinical Year. One attempt to take the exam must be taken by November 1st or the student will be suspended from their coursework.

Only written petitions to delay taking the exam due to illness (with documentation) or extraordinary circumstances will be considered. Petitions may be submitted to the Office of Student Affairs and must be approved by a Student Affairs Dean.

Only one attempt to take the exam will be included in the third-year financial aid budget.

As with Step 1, delays in progression or graduation caused by deferment of or re-taking Step 2 do not constitute adverse actions but do count toward degree time limits, and failure to take and pass Step 2 at the expected time constitutes an academic deficiency.

STUDENT ACTIONS IN CASE OF ACADEMIC, PROFESSIONAL, AND CLINICAL DEFICIENCIES

Academic, professional, and clinical deficiencies include:

1. Receipt of a deficient grade of ID, C, F, ID/F, C/F, or WF in a course or gateway examination.
2. Unprofessional behavior or clinical incompetence reported by the curricular leadership.
3. Failure to successfully complete a prescribed course of remediation for an academic, professional, or clinical deficiency in the time allotted.
4. After receipt of an "I" grade, failure to make up missing course requirements by a prescribed deadline or the end of the following academic year.
5. Failure to meet any promotion requirements in time for promotion with the class unless conditional progression is granted or promotion is postponed permitting late completion of a requirement (e.g., delay of Step 1).
6. After a grant of conditional progression or delay of completion of a promotion condition (e.g., delay of Step 1), failure to meet conditions specified for promotion in the time allotted or by the end of the next academic year.
7. Failure to take and pass a USMLE Step examination when required.
8. Failure to continuously progress toward completion of the degree program or to meet the deadlines for advancement or graduation described herein.
9. Failure to meet any graduation requirement(s).

Student Actions

Except as described under Student Actions not Requiring Review, below, the curricular leadership refers students with new or ongoing deficiencies to the Academic Promotion Committee. For deficiencies that do not merit dismissal, the committee is expected to take actions that they consider best suited to ensure that the student can eventually meet degree requirements. Actions that they may take include:

1. Issuance of a letter of admonition or warning.
2. Requirement of re-assessment by examination or observation.
3. Assignment of a program of tutoring, mentoring, or counseling for deficiency in knowledge, skills, and behaviors.
4. Assignment of a study period, or an academic, professional, or clinical leave of absence for study, mentoring, or counseling.
5. Denial of promotion to the next academic period.
6. Requirement to repeat any part of the curriculum.
7. Assignment to Academic, Professional, or Clinical Probation.
8. Dismissal from the College of Medicine.

The committee may combine more than one of these actions in the case of a single deficiency, e.g., a study period with mentoring followed by re-examination.

Dismissal may be considered under the following circumstances:

1. Deficiency in more than one Unit and/or Gateway Assessment during the Foundations of Medicine.
2. Deficiency in more than one clerkship, including both Core and Advanced Clinical Medicine.
3. Deficiency in the same Unit or Clerkship more than once.
4. Deficiency in a Unit, Gateway, or Clerkship after being placed on academic probation.
5. Deficiency in a Unit, Clerkship, or Gateway Assessment and failure of the remediation of the deficiency.
6. Unprofessional behavior or clinical incompetence.
7. Failure to make satisfactory progress toward graduation within the published timeframe, including failure to pass USMLE Step 1 or Step 2.
8. Failure to make continuous progress toward completion of the curriculum.

Attendance at the College is a privilege and not a right. The College reserves the right to dismiss a student at any time for deficient academic performance or clinical incompetence or unprofessional behavior (especially as related to patient care) as determined by the Academic Promotion Committee or the disciplinary procedures of the College.

Adverse actions

Student actions assigned by the Academic Promotion Committee that would prevent or delay the student's graduation are considered adverse actions. The most common adverse actions are requirement to repeat a curricular period or dismissal. A student being considered for adverse action will be informed of this consideration and offered the opportunity to provide a written statement to the Academic Promotion Committee and/or make an oral statement to them, at the student's option, before an adverse action is taken. Delays in progression or graduation caused by voluntarily delaying USMLE Step 1 (with Student Affairs approval), repeating licensure examinations, taking voluntary leaves, or other student-initiated delays, are NOT considered adverse actions.

Execution of remedial student actions is administered by the Academic Support Team, and results of assigned remediations are reported to the curricular leadership by the faculty member(s) in charge of each remediation program in the same way that course grades are. As specified above, failure of a remedial program is an academic deficiency that must be reviewed by the Academic Promotion Committee. See section on Remediation.

Student Actions Not Requiring Review

By recommendation of the Academic Promotion Committee and with the approval of the Dean's Council for Education, certain types of academic deficiency trigger pre-defined default student actions without individual review of cases by the Committee. These include:

1. The first ID grade in Medical Knowledge or Patient Care, or the first ID grade in a Gateway assessment in any discipline except Medical Professionalism, received by a student in Foundations of Medicine who is making normal progress, has no previous deficiencies (remediated or un-remediated), and who accumulates no further deficiencies before the end of the current academic period. The default action for this condition is a requirement to complete a Professional Learning Plan with the Office of Academic Services, study, receive tutoring, mentoring, or counseling if appropriate, and take re-examinations as specified for that competency in the unit or gateway in which the ID was received (or an equivalent assessment), during the regular remediation/makeup time at the end of the current academic period. This is the minimal action that would be assigned by the Academic Promotion Committee for a student with an ID in these competencies.
2. The first two C grades in clerkships for failure of shelf examinations. The default action for this condition is a requirement to complete a Professional Learning Plan with the Office of Academic Services, study, and take re-examinations during existing curricular free periods or after rearrangement of the student's rotation schedule to provide appropriate time, or after the student's last clerkship. Receipt of a third C, or failure of a re-examination (which changes the C in that clerkship to an F), will trigger referral to the Academic Promotion Committee for consideration of appropriate action. It should be noted that students with two C grades are automatically placed on Academic Probation.

The Academic Promotion Committee will be informed of all cases in these categories at its regular meetings. Adverse actions may never be taken without individual case review and an opportunity for students to present information as described above.

ACADEMIC PROMOTION COMMITTEE

The Academic Promotion Committee is a faculty committee charged with promoting students who have met defined requirements, recommending conferral of the M.D. degree on students who have met graduation requirements, and assigning other student actions in case of academic or professional deficiency.

Membership

The committee is intended to broadly represent the faculty of the College. Voting members are chosen by the Dean from among faculty members who have nominated themselves or been nominated by other faculty. Faculty in basic science or clinical departments and active in undergraduate medical educational activities at the main campus or at clinical affiliate sites may serve.

The committee is intended to be independent of the grading process. Faculty members who assign grades in required courses (Foundation of Medicine units, clerkships, Advanced Clinical Medicine required courses), and certain other faculty members whose other roles would cause frequent academic conflicts of interest in considering student actions, are excluded from voting membership. Members who have had close teaching, counseling, or other relationships with a student under consideration must recuse themselves from that student's case.

There is also a non-voting chair, and members of the educational administration, Office of Academic Services, and Office of Student Affairs attend meetings in a non-voting ex officio status to provide information to the voting members. One of the deans from the Office of Student Affairs acts as a liaison to students under consideration, informing students who will be considered for adverse actions, and informing students of committee decisions.

Consideration of Student Cases

The committee meets when grades become available after each Foundations of Medicine unit; after results of remedial/makeup examinations become available; and as needed for student cases that must be decided before the next regularly scheduled meeting. Meetings may be conducted in person or remotely.

With certain exceptions, the committee considers actions for all students with academic, professional, and clinical deficiencies. Deficiencies are defined in more detail above, but briefly include unsatisfactory academic performance, unprofessional behavior or clinical incompetence, and failure to successfully complete promotion, graduation, remediation, and other requirements on time and make continuous progress toward graduation.

Deficiencies NOT requiring Committee review are described in Student Actions Not Requiring Individual Review, above, and are defined by joint action of the Academic Promotion Committee and the Dean's Council for Education. Such un-reviewed deficiencies generally include isolated or Conditional course failures in the context of a previous good record and result in student actions that correspond to the least severe action generally taken by the Academic Promotion Committee in similar cases requiring review; they may never be adverse actions.

A student who the Academic Promotion Committee will consider for an adverse action as defined above will be notified in advance of the committee meeting and be given sufficient time to prepare a written statement informing the committee of information, they think the committee should consider before acting. The student may also or instead choose to appear at the meeting where their case is considered to make an oral statement and respond to questions from the voting members of the committee. Students under consideration for adverse actions are not required to provide statements or make appearances if they do not wish to do so.

After consideration of the student's academic record, personal statement, or appearance if any, solicited input from curricular leaders or the Office of Academic Services and Office of Student Affairs, and any other pertinent information available to them, the committee assigns student actions as decided by simple majority vote, except for dismissal, which requires a vote of 2/3 of members present and voting.

APPEAL OF ACADEMIC PROMOTION COMMITTEE DECISIONS

Students who have been assigned by the Academic Promotion Committee to repeat all or part of an academic period or dismissed for unsatisfactory performance, shall be notified by the Associate Dean for Student Affairs (or designee) of the right to appeal the Academic Promotion Committee decision to the Student Appeals Committee. (See procedure below)

Student Appeals Committee

The Student Appeals Committee serves as an appeal board for students who wish to request a reconsideration of adverse Academic Promotion Committee (APC) decisions. The Committee reviews APC's decisions and may consider additional information presented by the student, prior to making a final determination. Meetings of the Student Appeals Committee are confidential and closed to all but the voting members of the Committee, *ex-officio* members, and the student making the appeal.

The secretary to the Committee or designee, notifies students of the decisions made by the Student Appeals Committee.

Student Appeals Committee membership will not include voting faculty from the Academic Promotion Committee. The Chair of the Academic Promotion Committee (or designee) will be a non-voting member on the Student Appeals Committee to provide information on student performance.

Student Appeals Committee Membership:

Voting

8 Faculty + Chair (Dean Appointed)

Basic Science and Clinical Faculty representation

Ex-officio

Associate Dean for Diversity Education and Research

Student Affairs Dean

Relevant Curricular Associate Dean (Foundations or Clinical)

At least 7 voting members of the Student Appeals Committee must be present to render a decision. The decision by the committee for upholding the dismissal of a student shall require approval by two thirds (2/3) of the voting members of the Committee present during voting. Decisions by the Committee for repeating the academic year shall be passed by a simple majority of the members of the Committee present in voting.

The Student Appeals Committee may make the following decisions:

1. Affirms decisions of the Academic Promotion Committee (either that the student repeat segments of the curriculum or that the student be dismissed).
2. Overturn the decision of the Academic Promotion Committee that the student repeat coursework and the Appeals Committee may permit a student to take re-exams and to remediate deficiencies.
3. Overturn the decision of the Academic Promotion Committee that the student be dismissed and may require that the student repeat coursework to remediate deficiencies.
4. Overturn the decision of the Academic Promotion Committee and require that the student take a leave of absence to address personal issues.

Appeal and Notification Procedure

Students who have been recommended for repeating all or part of a year or dismissal for academic failure, clinical incompetence, or unprofessional behavior, by the Academic Promotion Committee shall be notified by the Associate Dean for Student and Curricular Affairs (or designee) and granted the right to appeal to the Student Appeals Committee.

Verbal, telephone, or written/email notification will be given to the student of a decision of the Academic Promotion Committee of unsatisfactory academic progress; written/email notification is given within seven business days of the decision. The Associate Dean (or designee) is required to employ only their best effort to notify the student of their status. (Email notification is to the student's SUNY Downstate email account.) Students are responsible for checking their SUNY Downstate email account a minimum of once a day. Students in academic difficulty are advised to contact the Office of Student Affairs immediately following the Academic Promotion Committee meeting to ascertain their academic status.

A student who wishes to appeal a decision of the Academic Promotion Committee must submit a written or email notice to the Associate Dean for an appeal within 2 business days of notification of the Committee decision. The student will have no less than 2 business days to prepare for the appeal. Appeals are intended to be expedited in the shortest reasonable time to provide the student with the opportunity to register for the next ensuing term or for summer reexaminations.

The Student Appeals Committee, which hears the appeal, will consider any extenuating circumstances or new information presented by the student, and may solicit additional information from the teaching faculty of the appropriate courses/units. The Student Appeals Committee will then make its decision, which is a final decision.

The student will be notified of the final decision of the Student Appeals Committee within ten business days. The Associate Dean is required to employ only their best effort to notify the student of their status. (Notification will be made to the student's email address unless otherwise requested by the student.)

Final Appeal after Dismissal

Students who are dismissed from the College of Medicine may initiate a request (within one month of the date of the dismissal letter) for a meeting with the Dean of the College of Medicine. The Dean, after due consideration, may accept the Student Appeals Committee decision, issue a final and binding determination, or request the Student Appeals Committee to undertake another review. The Dean of the College of Medicine will notify the student in writing of the results of the review.

GOOD STANDING

A student is in good academic standing if they are progressing normally toward graduation, have no current un-remediated academic, professional, or disciplinary deficiencies except as noted below, and are not on academic or disciplinary probation or leave. New academic deficiencies that have been approved for first attempts at remediation at the end of an academic year by policy or by action of the Academic Promotion Committee (or are awaiting APC approval for such remediation), are consistent with continued good standing.

Conditions INCOMPATIBLE with good academic standing include but are not limited to: (1) being on academic, professional, clinical, or disciplinary probation or leave of absence, (2) being in a repeat of a course, a period, or part of a period; (3) being suspended or dismissed; (4) being unregistered without an official leave or exceeding the allowed time of a leave; (5) failing to meet prescribed time limits for promotion or graduation or make continuous progress toward completion of degree requirements as defined herein.

"Student in Good Standing" includes Good Academic Standing plus meeting all current relevant administrative requirements, e.g., financial; health clearances; BLS, OSHA, and HIPAA training. A student who is not in good standing may be ineligible for various programs or activities, letters of recommendation, etc., depending on the nature of their deficiency.

An Incomplete grade, withdrawal from a course with a grade of W or WP or permitted deferment of a requirement is not in itself an academic deficiency and does not directly affect standing, but it may affect the ability of a student to meet academic requirements and deadlines in ways that could eventually lead to a loss of good standing, depending on circumstances.

PROBATION POLICY (FOUNDATIONS OF MEDICINE)

Academic Probation is an "at risk" academic status that a student may be placed on after poor performance in one or more units. Earning a deficient grade while a student is on Academic Probation may lead to dismissal from the College of Medicine.

Students will be considered by the Academic Promotion Committee to be placed on academic probation at any time during the academic year for the following reasons:

1. Identified deficiencies (ID) in two or more units, and/or Gateways, based on deficient performance in any of the 6 competencies.
2. Unprofessional behavior reported by faculty or curricular leadership, via an ID grade in Medical Professionalism or otherwise.
3. The Academic Promotion Committee may also place a student on academic probation at its discretion.

If a student on probation receives a deficient grade or violates the conditions of probation, the Academic Promotion Committee will review the student's performance in its entirety.

Probation Notification

Students placed on Academic Probation are informed in writing that the faculty are concerned about their academic progress, or professionalism, and are expected to use all available support services on a regular basis throughout the academic year. The APC may require students on academic probation to meet monthly with a Student Affairs Dean and or have required sessions with the Office of Academic Support.

Students are informed in writing that deficient academic performance while on academic probation may lead to dismissal from the College of Medicine.

Academic Probation is not routinely noted in the transcript, or the Medical Student Performance Evaluation (MSPE) unless the Academic Promotion Committee votes to do so, because a concern rises to the level the committee feels should be documented.

Removal from Probation

A student on probation for academic deficiencies may be considered by APC for removal from academic probation, after the student has successfully completed the next period of the curricular period with no deficiencies or reports of unprofessional behavior.

PROBATION POLICY (CORE AND ADVANCED CLINICAL MEDICINE)

The Academic Promotion Committee is responsible for determining a student's probationary status and the conditions of that probation. Students can be placed on academic and/or clinical probation at any time during the academic year for the following reasons:

1. Academic deficiencies in two or more courses, including clinical deficiencies.
2. Unprofessional behavior or the inability to perform successfully in the clinical setting.
3. The Academic Promotion Committee may also place a student on academic probation at its discretion.

In the clinical years, students who earn two deficient grades ("Conditional" or "Fail") will be considered for placement on academic probation at the time that the second deficiency occurs. A student who is required to repeat all or part of an academic period will similarly be considered for probation.

If a student on probation receives a deficient grade or violates the conditions of probation, the Academic Promotion Committee will review the student's performance in its entirety. Such a review may occur prior to the end of the academic year. Deficient academic performance while on probation or violation of clinical probation may lead to dismissal from the College of Medicine.

A student on probation for academic deficiencies may be considered for removal from academic probation after the student has successfully completed the next academic period with no deficiencies. A student on clinical probation for unprofessional behavior in the academic setting will be reviewed annually. In both instances, the Academic Promotion Committee will review the student's record to determine whether the student should be removed from probation. Senior year medical students who have completed all requirements must warrant removal from probation by the Academic Promotion Committee before they will be allowed to graduate.

Students on probation during the senior year of medical school may be required to complete their electives at University Hospital of Downstate or another major affiliate hospital, as determined by the APC. Extramural (away) electives may be completed only with the prior approval of the student's clinical advisory dean. Academic probation is not routinely noted in the MSPE, unless the Academic Promotion Committee votes to do so because a concern rises to the level the committee feels should be documented.

PROFESSIONALISM COMMITTEE

The Professionalism Committee is composed of senior educational leadership of Foundations 1 and 2 and Clerkships, Student Affairs, and senior faculty, and reports to the Dean's Council of Education (DCE) on matters regarding identification, assessment, tracking and remediation of deficiencies in student professionalism. As part of its mission, the Professionalism Committee will review how Medical Professionalism is taught, assessed, graded, and remediated. In addition, the committee may review how deficiencies in professional behaviors are identified and tracked for individual students and will submit recommendations related to remediation in individual student cases.

COURSE WITHDRAWALS

From Required Courses

A student may withdraw from a required course (unit/clerkship) upon written request and requires approval by a dean in the Office of Student Affairs. Withdrawal from required courses is permitted only in conjunction with a personal emergency or illness, a leave of absence, or withdrawal from the College of Medicine.

In general, a "W" will be recorded on the student's official transcript if the withdrawal is after the first day of classes but prior to the completion of 25% of the course. A "WP" or "WF" will be recorded, according to academic status, if a student withdraws after the completion of 25% of the course. Each situation will be reviewed on a case-by-case basis by a Dean in the Office of Student Affairs.

From Senior Year Elective Courses

A student may drop out of an elective course by completing an Elective Drop/Add form available in the Office of the Registrar. When a student wishes to drop an elective after the drop deadline date of the quarter, the student must obtain the approval of the course instructor (preceptor).

No academic penalty will be incurred if the Elective Drop is prior to the starting date of the course.

(See Late Fees section of the Student Handbook and the Add/Drop dates on the Office of the Registrar website.)

Any student withdrawing from an elective course without filing a completed Drop/Add form with the Office of the Registrar will receive a "WF" grade.

Any student withdrawing after the start date of the elective will be assigned a "W," "WP," or "WF" grade, depending on the percentage of the course completed.

VOLUNTARY LEAVES OF ABSENCE

Requesting a Leave

To request a Leave of Absence from the College of Medicine, a student must:

1. Obtain a Leave of Absence form from the Office of Student Affairs.
2. Request a leave in writing as specified on the Leave of Absence form. The request must include:
   - the length of time desired for the leave (up to one year)
   - reasons for the request; and
   - a description of the activities that will make the leave meaningful and useful (outline a plan).
3. This written request must be submitted to the Office of Student Affairs, and the student is advised to meet with one of the Student Affairs deans.
4. The student must continue in coursework (barring an emergency as defined by one of the Student Affairs deans), until the leave of absence is approved.

Even when a leave is granted, the Academic Promotion Committee will review the student's academic status up until the time the leave was approved and may take action. All grades earned by the student prior to the approval of the leave remain on the student's transcript.

Leaves of absence may be granted/imposed for the following reasons:

1. Special Academic Program (i.e. research year, second degree, global health experience). Written requests should be made to Student Affairs with acceptable documentation.
2. Health or Other Personal Emergency. Health, family, social, or emotional situation may necessitate time away from medical school.
3. A student who is struggling academically may request a leave for purposes of study.

Consultants from the Student Health Center, Student Counseling Center, and/or psychiatric physician may be asked to provide information depending on the nature of the student's request. The student may wish to consent to the review of medical or psychiatric records.

A specified program of study, mentoring, or counseling may be required as a condition of granting a leave.

Leaves of absence are customarily granted for a maximum of one year. An extension may occasionally be granted in unusual circumstances if the student requests an extension in writing at least two months prior to the expected reentry date.

During the clinical years, a leave of less than twelve weeks that will not cause a delay of graduation may be granted by the Associate Dean for Student and Curricular Affairs (or designee).

Leaves of absence imposed by the Academic Promotion Committee are discussed in Student Actions in Case of Academic, Professional, and Clinical Deficiencies, above.

MAINTENANCE OF MATRICULATION FOR RESEARCH

SUNY Downstate matriculated medical students who pursue a one year leave of absence in a full-time research program are eligible for a "research maintenance of matriculation" student enrollment (if that option is not available through their research program already). Under the "research maintenance of matriculation" enrollment, the student will pay for one credit hour of tuition per semester, will be considered a full-time student, and must provide proof of medical insurance coverage. The student must register for the "maintenance of matriculation" each semester, by the same registration deadline dates published for medical students by the Office of the Registrar.

RETURNING FROM A LEAVE

A student may only return if the student has met the goals and conditions for the leave. A request to re-enter must be received by the Student Affairs Office by the date specified in the Leave of Absence letter. If applicable, such requests will be evaluated in terms of the student's success in resolving the problems which necessitated the leave and the student's ability to resume the responsibility of becoming a physician. The Academic Promotion Committee may have to determine the appropriate date of return depending on the student's performance in the units or clerkships.

The return from a research or academic enrichment program (Item #1 above) is granted automatically. Every student returning from a leave of absence must be cleared by the Student Health Center and receive written approval to resume classes or clinical work.

A student returning from a leave must meet with their Clinical Advisory Dean (clinical years) for schedule advisement and the Registrar (if appropriate) to schedule courses for the academic year.

If at the end of the approved absence the student has not applied for reentry or is not permitted reentry, the student is withdrawn from the college.

As stated above, being unregistered without leave (which would include after the expiration of a leave) is an academic deficiency in the requirement to make continuous progress that will cause the student to be considered by the Academic Promotion Committee, including possible consideration of dismissal.

ADVISEMENT, SUPPORT, AND STUDENT SERVICES

Academic Support Services

The primary goal of the programs offered by the Office of Student Academic Services (OSAS) is to help students achieve their full academic potential in medical school. Towards this end, academic services staff offer programs on efficient and effective approaches to learning:

- Individual academic counseling, and individualized learning plans are offered as needed or requested for study, learning, memory, reading efficiency, time management, and/or exam reasoning skills
- Active learning counseling sessions promoting long term retention and problem solving
- Clinical learning environment sessions that address adjustment to the relatively unstructured but demanding clinical setting
- Individual and/or group peer tutoring sessions, provided free of charge
- Screening for previously undiagnosed learning difficulties and appropriate referrals
- The "Lending Library", offering a small selection of relevant resources for both course work and the USMLE Board Examinations.
- USMLE Step 1 schedule planning, test taking, tutor review sessions, and board preparation strategies.
- Individual meetings with students, as requested, to assist in planning optimal preparation for USMLE Step 1, Step 2, and clerkship exams.

The Associate Vice President (AVP) of Academic Student Support Services, as supervisor for all tutors, selects and trains students in the upper classes as 'student tutors' for peer tutoring sessions. Selection of student tutors is based on high proficiency in previous assessments as well as personality evaluation. Training focuses on how to apply knowledge to clinically relevant questions and cases utilizing learning objectives, curricular materials, and practice questions.

The Faculty Tutor Advisor within the Office of Academic Student Services assists student tutors by providing guidance on curricular content, fostering interactive engagement with students and faculty, and promoting reliable and consistent tutoring. The Faculty Tutor Advisor observes student tutor sessions and evaluates their instructional performance, advises tutors on methods of explaining curricular content, and provides feedback to the AVP regarding tutor performance.

For more information about the Office of Student Academic Services (OSAS), see "Office of Student Academic Services" in the "University Services" section at the front of the Handbook.)

Academic Advisement

During Foundations of Medicine, students are encouraged to seek academic assistance from their Unit directors or faculty instructors regarding how to improve their academic performance in a particular course. Students receive weekly feedback from their formative examinations and mid-unit feedback from their small group PBL facilitators. At mid-unit, the Academic Support Team (AST) also reaches out to students in need of improvement to provide advisement and support (see below). Students in academic difficulty should also seek early assistance from the Office of Student Academic Services (OSAS, described below) and the Director of Student Counseling (for motivation issues, anxiety reduction, or relaxation techniques).

Students who have questions regarding academic policies or their academic status, or seek information regarding academic support services, may seek assistance from any of the Student Affairs Deans in the Office of Student Affairs.

During the clinical years, students who self-assess as having difficulty, who receive feedback reflecting academic challenge or identify difficulty in any competency, are encouraged to seek assistance from their clerkship course director or faculty preceptors/attendings, the Office of Academic Support, and/or the Director of Student Counseling. Students who have questions regarding academic policies or their academic status in the clinical years, or who seek information regarding academic support services, may seek assistance from their Clinical Advisory Dean or the Student Affairs Deans.

Academic Support Team

Foundations Mid-Unit

In Foundations, the Office of Medical Education will provide a report to students and the Academic Support Team (AST) at the mid-Unit point based on formative assessments and small group facilitator feedback. Students who are identified as "Needing Improvement" will be offered support in meeting criteria before the end of the Unit. The Academic Support Team, responsible for identifying and helping struggling students, consists of the Unit faculty of the Unit in progress (including Unit clinical competency director), the Associate Dean of Foundations, the Associate Dean for Clinical Skills, a member of the Student Affairs Office, and the AVP for Academic Support. Designees of AST will be assigned to meet with a set of struggling students at the mid-Unit time point and help them each develop a plan to improve performance before it gets to the level of necessitating remediation.

Foundations Post-Unit

The Academic Support Team meets at the end of each unit to discuss a remediation plan for students who did not pass the unit successfully. AST also reviews students who passed the Unit but were borderline so that support can be offered to improve student performance in future units, exams, clinical skills etc.

Students are informed of the school resources available to them if they are struggling. Students are expected to evaluate their own performance after each formative assessment and take the initiative to seek assistance when needed. Students experiencing personal problems which interfere with their academic performance are encouraged to seek help. If a student is unsure of where to get help, the student can contact the Office of Student Affairs to receive a referral to the appropriate resource.

Clerkship and Advanced Year Courses

The Academic Support Team monitors students who have had difficulty in meeting the requirements of clinical course work, by referring students to the appropriate school resources. The clerkships have an improved, robust mid-clerkship feedback process. The Academic Support Team will be looped into this process to assure students receive assistance with clinical skills or exam taking prior to getting to the point of obtaining a deficiency.

Student Records and Transcripts

Student records are confidential and are released only to appropriate faculty and administrative offices. Release of student records to any other college, prospective employer, agency, or individual occurs only with the written permission of the student as described in the Family Educational Rights and Privacy Act.

Students are encouraged to review their clerkship course evaluations on a regular basis. During the senior year, students may authorize faculty references to review their academic files by completing the appropriate permission form in the Office of the Registrar.

The Registrar's Office does not release student addresses or telephone numbers unless these appear in the student directory.

Official transcripts cannot be given to the student; they must be sent directly to the college, institution, employer, or agency. Transcripts cannot be sent for any student whose financial obligations to the institution have not been met. Students may obtain an unofficial copy of their academic progress report on the Banner Student Information System.

(Additional information regarding Student Records and Transcripts, and the Family Educational Rights and Privacy Act appears in the Appendix IV of the Student Handbook.)

Mid-Course Feedback Policy

A facilitator, attending physician, resident, or clerkship director who teaches, facilitates, or precepts medical students must provide written midcourse feedback, including an overall evaluation of a student's progress towards completion of course requirements, to allow the student sufficient time for remediation.

Preclinical Course feedback must include an assessment of the student's performance in accordance with the core competencies and the associated Learning Objectives. This requirement applies to faculty members and other supervisors who are in a position to provide informed feedback. The Unit Director (UD) has the responsibility to "Assure that small group facilitators submit mid-unit and end-of-unit student evaluations on deadline" (as per appointment letter). The Senior Associate Dean of Assessment and Associate Dean for Foundations ensure that mid-unit report cards are sent to all pre-clerkship students.

Clerkship feedback: The mid-clerkship formative feedback process includes a formative evaluation and self-reflection, a review of core conditions and procedure, a reflective feedback conversation, review of policies on supervision and mistreatment, surveillance for infringement of supervision and/or mistreatment policies and an attestation by students. The purpose of our mid-clerkship feedback process in to improve the quality and quantity of effective formative feedback, to inculcate a feedback culture (including bidirectional feedback and narrative assessments), to encourage the practice self-reflection and goal-setting, to ensure that core conditions and procedures are being monitored and met across the clinical sites, to review supervision and mistreatment policies and ensure a safe clinical environment that is free of unprofessional, discriminatory or racist attitudes and behaviors, and to certify central College of Medicine (COM) oversight of the aforementioned processes and procedures.

Residency Career Advising Program

The Office of Career Advising is a centralized service available to all students in the College of Medicine. The office develops and manages the four-year calendar of events targeted for each phase of the student's career development. Events include class seminars, specialty informational meetings, and peer guidance workshops. The Career Advising office oversees the assignment of early career advisors, clinical advisory deans, and departmental specialty advisors. They are responsible for providing guidance in the Foundations and Clinical years as well as providing support throughout the residency application process including assistance with the Electronic Residency Application Service (ERAS), personal statement review, and organizing mock residency interviews.

In collaboration with the Office of Student Affairs, career events are set up during the year for students to attend. CADs are encouraged to attend these as well.

Careers in Medicine is an on-line program (http://www.aamc.org/cim) designed to assist medical students in understanding options for choosing a specialty and applying to residency programs. There are four stages in the program –- self-assessment, career exploration, decision-making, and implementation. You may find some of the resource links including Specialty Information & Specialty Organizations, Career Planning Resources & CareerMD.

During the first and second years of medical school, students should avail themselves of various non-credit electives which are designed to give students a brief exposure to a specialty field. In late fall of the first year, a presentation is given by second year students on the summer educational activities they participated in the previous summer.

We also encourage first- and second-year students to take advantage of the activities sponsored by student specialty organizations as the Family Practice Club, the Sports Medicine Club, Peds 'r Us, and the Surgery Club, to name a few.

The Alpha Omega Alpha (AOA) Medical Honor Society organizes a Subspecialty Forum in the fall. Faculty representatives from approximately ten departments come and talk to first- and second-year students about their field of medicine and considerations if someone is interested in going into the specialty.

Clinical Advisory Deans

Early in the Core Clerkship Year, students are assigned to one of 14 clinical advisory deans to be their primary career advisor over the next 16 months or so. Students have the option to submit preferences for their advisor assignment.

Students and their advisors meet to discuss career plans, from early third year through Match Day. Advisors address several essential issues such as: career guidance, planning the senior course schedule, writing a personal statement; drafting a CV; and preparing for residency interviews. The Clinical Advisory Dean has access to their advisees' transcripts to help assess their candidacy for residency. The Clinical Advisory Deans (CADs) help prepare the "Medical Student Performance Evaluation" (MSPE).

Students' Clinical Advisory Deans do not necessarily have to be a doc in the specialty they are applying to. These deans have general knowledge about all specialties. Should students be assigned to a CAD who is not in their specialty, they may wish to be matched with a departmental advisor for specialty specific guidance.

Since the Clinical Advisory Dean will be preparing and signing the MSPE, it would be a conflict of interest for that faculty member to also write a residency letter of recommendation for their advisee. If a student anticipates one of the CADs will write a letter of recommendation for them in support of their residency application, the student should not rank that CAD when submitting preferences.

There is an electronic sign-up system for all students to choose dates and times to meet with their CADs and there are recommended minimum number of times to do so at significant periods in their clinical years. Once students have their first meeting with their CADs, often individual follow up meetings are set up outside the assigned electronic system between adviser and student. As MS3`s become rising MS4`s and prepare for their residency application process, they meet with their CAD to review what is necessary and time limited requirements to complete all documents for the ERAS post office. As interview dates draw near, CADs review the programs that students are applying to and monitor these choices and their student`s success rate in securing interviews. They advise their students on opportunities they might explore to increase their chances of securing further interview invitations. Many students receive mock interviews set up with their CADs or through the Student Affairs Office. As Rank Order List (ROL) season approaches, students sit down with their CADs to review and finalize their lists.

ACADEMIC ENVIRONMENT

Policy on Professionalism

Downstate Health Sciences University College of Medicine is a community marked by exceptional personal and professional integrity that embodies the foundational tenets of our institution—values-driven culture, leadership, and education. It is our system of principles that continues to spur excellence and pride in the work we do every day. We commit to the highest standards of ethical behavior and exemplary performance in education, research, and patient care.

Our students, trainees, faculty, administrators, and staff strive each day to create an environment conducive to the education of ourselves and our community. We will continually demonstrate kindness, empathy and compassion for our peers, our colleagues, and our patients in the care we provide, the research we conduct, and the education we deliver. In regard to patient care, we firmly believe in the primacy of patient and family welfare and deep respect for patient autonomy. We support the principles of health equity and social justice, which include the equitable distribution of health care resources. We will adhere to universal principles of research ethics when designing, conducting, performing, evaluating, and reporting our research. We will respectfully express our beliefs and opinions and be sensitive to the diversity of our community, which is one of our great strengths.

Regardless of where we are, or whom we are with, we will conduct ourselves in a manner of utmost honesty and integrity as we treat, learn, teach, conduct research, and communicate. We will strive to achieve this every day and if we briefly falter, we will acknowledge our error, apologize where appropriate, and resume what we have accepted as professional behavior befitting a leading academic medical center.

The same professionalism principles and policies that apply to students, trainees, faculty, administrators, and staff in person apply to them online. Social media are public forums, irrespective of privacy, security and intended audience. Each member of the Downstate Health Sciences University College of Medicine community who participates in social media, should do so in a manner consistent with the College's professional standards.

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Policy

This policy is intended to highlight important professional qualities that our campus values in all its members, including our medical students. Physician knowledge and expertise must be accompanied by a moral code of conduct toward their patients and other members of the health care team, including students, faculty, residents and other health care professionals. Physicians and medical students are expected to model and to adhere to the professional standards of their licensing board or the medical community, as applicable, and to the standards of SUNY Downstate Health Sciences University, including standards specific to the College of Medicine. Faculty, students, administrators and staff are expected to engage in ethical and professional conduct in all university activities.

Professionalism encompasses a number of virtues expressed in the following attitudes:

Excellence: a desire to maintain a standard of knowledge and competence that exceeds ordinary expectations and includes a commitment to lifelong learning. Some examples of behaviors that exhibit excellence include:

a. Contributing to an atmosphere of learning;

b. Putting forth effort which goes beyond what is needed solely to achieve a grade in a course;

c. Not exhibiting anti-intellectual attitudes and behaviors; and

d. Assuring that all decisions are made based on adequate knowledge.

Altruism: readiness to place the interests of others above one's own. Some behaviors exhibiting altruism include:

a. Sacrificing one's own time and energy for the sake of others' needs;

b. Accepting inconvenience to meet the needs of one's patients or fellow students;

c. Accommodating patients' and families' special needs for comfort and help;

d. Volunteering one's skills and expertise for the welfare of the community; and

e. Understanding the principles of health equity and social justice and how the principles apply to care of the patients and their families

Compassion: empathy combined with a desire to correct the cause of the problem. Some examples of compassion in a clinical context include:

a. Recognizing the needs of a patient and their families without being specifically told;

b. Appreciating the patients' and families' special needs for comfort and help; and

c. Doing all that you can to meet the needs of the patient and families.

Duty*:* preparedness to behave conscientiously or reliably and responsibly with respect to rules and schedules. Some behaviors which exhibit a sense of duty include:

a. Being available and responsive when "on call":

b. Reporting on time;

c. Completing paperwork and assigned tasks;

d. Fulfilling responsibilities, including both clinical duties and any assigned teaching responsibilities; and

e. Following appropriate public health recommendations regarding infection control and environmental hazards

Accountability: accepting responsibility for one's behavior toward patients, colleagues, students, faculty, residents, the profession, and the public. Some examples of accountability include:

a. Accepting constructive feedback and incorporating it to make changes in behavior;

b. Recognizing limitations and seeking help;

c. Not working in an impaired state; and

d. Protecting patient confidentiality.

Honor and Integrity: "honor" is the consistent regard for the highest standards of behavior and "integrity" is the refusal to violate the code of professionalism. Possessing honor and integrity implies being fair, being truthful, keeping one's word, meeting commitments and being straightforward. In addition to personally upholding these standards, physicians, faculty, students, administrators and staff are obligated to encourage professionalism on the part of one's colleagues and report lapses in professional conduct on the part of others. Honesty and integrity in research, patient care, educational programs and community engagement hold the highest priority. Some examples of lack of honor and integrity include:

a. Cheating, plagiarism, forgery, and sabotage;

b. Falsification of documents such as laboratory records, patient histories or records;

c. Misrepresentation of circumstances, procedures, participants, and/or results of research; and

d. Misrepresentation of training or credentials to patients, staff and external agencies, or on residency/employment applications.

See detailed discussion of academic integrity below:

Respect: readiness to treat others – including patients, residents, colleagues, staff and faculty – with consideration for their rights and interests. For example:

a. Establishing and maintaining appropriate boundaries in work and learning situations;
b. Respecting all groups;
c. Recognizing and responding to personal bias;
d. Dressing in an appropriate manner;
e. Using professional language and being mindful of the environment;
f. Resolving conflicts in a manner that respects the dignity of every person involved;
g. Demonstrating personal commitment to honoring the choices and rights of other persons, especially regarding their medical care; and
h. Listening to other members of the health care team and taking their opinions into account.

The College of Medicine utilizes a variety of tools to evaluate the learning environment in order to identify positive and negative influences on the development of medical students' professional behaviors, especially in the clinical setting, including, but not limited to:

- Incident reports from students, residents, faculty and staff
- Student evaluations of rotations, faculty and sites (Course/Faculty Assessment)
- Resident departmental faculty evaluations
- Student responses to internal surveys (weekly surveys, end of unit surveys, clerkship surveys) and to external surveys such as the AAMC Graduate Questionnaire
- Resident responses to internal GME surveys (via New Innovations) and external surveys such as ACGME Resident Survey
- Faculty responses to internal surveys and to external surveys such as ACGME Faculty Survey
- Results of site visits by external assessors including ACGME, CLER, NYSDOH, CMS, etc.
- Results of internal special reviews (conducted by the GMEC PMC subcommittee)
- Reports of quality improvement and safety analyses
- Reports from site visits to participating sites and clinical learning settings conducted internally by the Education leadership, GMEC and its subcommittees conducted routinely and those conducted on an ad hoc basis to investigate concerns and complaints

Violations of the professionalism standards described above are referred to the appropriate institutional committee or administrative body for investigation, evaluation and resolution. For medical students, alleged violations are referred to the Academic Promotion Committee for review and further action. For residents and fellows, alleged violations are referred to the Designated Institutional Official and GMEC as well as to the resident's/fellow's employer Human Resources Department. For faculty, alleged violations are referred to the Office of the Dean of the College of Medicine as well as the faculty member's employer Human Resources Department. For other staff, alleged violations are referred to the Human Resources Department. Incidents of mistreatment are handled in accordance with the College of Medicine's Policy on Student Mistreatment

STUDENT HONOR CODE

Preamble

Medical school places students at the crossroads between the study and practice of medicine. As you join the SUNY Downstate community, you willingly and wittingly assume the responsibilities and expectations of this profession. Your success is not only dependent on scores and skills but is inextricably bound to the integrity of the student body. We are committed to fostering an environment of student responsibility and initiative, guided by self-governance with transparent and consistent procedures for lapses in behavior.

Your path is inherently entwined with profound ethical obligations. We collaborate with our peers and teachers amid stress, fatigue, and challenge. We are also privileged with the most intimate physical and emotional knowledge of strangers.

As we embark on this career path together through the classrooms, laboratories, and wards, we set the precedent for the rest of our careers. We should understand that our behavior today is the origin of our professional identity with integrity, self-awareness, compassion, and intellectual curiosity.

School Culture

We encourage a community of mutual support and growth, one without prejudice and discrimination in any form. We have a collective responsibility to aid each other. This includes engaging in honest discussions, offering constructive criticism, and leading by example, as we develop into knowledgeable and responsible physicians. We must not be afraid to initiate dialogue with our peers regarding behaviors and actions. This conversation should be frank, constructive, respectful, and confidential, especially regarding but not limited to non-academic concerns. High standards for confidentiality avoid public stigmatization and encourage an open and sincere exchange of ideas. Such discourse will provide a unique opportunity to learn from each other and further grow within our diverse community.

Academic Integrity

While the pursuit of knowledge is integral to our training, we must not let the promise of academic achievement overshadow our ethics. Any conduct unbecoming (including, but not limited to, acts of plagiarism, cheating, multiple submissions, falsification, forgery, sabotage, unauthorized collaboration, or violations of clinical integrity, confidentiality, and community cooperation) compromises our privilege to practice medicine and will not be tolerated.

The following is a list of the types of behaviors that are defined as violations of the Student Honor Code. **These behaviors are unacceptable at SUNY Downstate and are subject to penalty.** It is every student's responsibility to become familiar with the standards of academic integrity at the University. Claims of ignorance, unintentional error, or academic or personal pressures are not sufficient reasons for violations of academic integrity. The following descriptions are examples of a spectrum of infractions rather than an exhaustive list.

Plagiarism is taking and passing off as one's own ideas, writing, computer-generated material, etc., of others. Examples of plagiarism include: paraphrasing or summarizing without acknowledgement; submission of another student's work as one's own; the purchase of prepared research or completed papers or projects; the unacknowledged use of research sources gathered by someone else. Factors contributing to a determination of plagiarism include the degree of dependence on unacknowledged outside material, inadequate acknowledgment, or the presence of misleading references. Students should contact individual faculty members for information about acceptable or appropriate methods of acknowledgment.

Cheating is using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include: the use of notes, books, electronics, or other aids during an examination; abusing a bath room break to record or reference material for the test; arranging for another person to take an examination in your place; looking at someone else's exam during the examination period; intentionally allowing another student to look at your exam; unauthorized discussion of test items during the examination period; the passing of any examination information to students who have not yet taken the examination; taking any restricted materials, institutional or national, out of the room to which they are limited; conversation while an examination is in progress.

Multiple submissions is submitting substantial portions of the same work for credit more than once, without the prior explicit consent of both the instructor to whom the material is being submitted and the instructor to whom it has been submitted in the past.

Falsification of research data involves the intentional misrepresentation of circumstances, procedures, participants, and/or results of research.

Forgery is imitating another person's signature on academic, clinical, or other official documents (e.g. signing an advisor's name to an add/drop form or signing a classmate's name into a required session).

Sabotage is destroying, damaging, or stealing another's work or working materials (including lab experiments, computer programs, term papers, or projects).

Unauthorized collaboration on projects, papers, or other academic exercises regarded as inappropriate by the instructor.

Violating clinical integrity is knowingly falsifying scientific or educational data, university documents, or patient records, flouting infection control policies, or in any other way engaging in any action, which may harm, physically or emotionally, any patient whom we have been privileged to encounter.

Violating confidentiality is willingly and inappropriately sharing any personal, academic, or clinical information with which we have been entrusted under the auspices of confidentiality.

Violating community cooperation is concealing or destroying educational materials meant for community use in order to advance oneself at the expense of others. Information and knowledge are of value only when they can be shared. As students we learn from information offered by another, be it a professor, colleague, or patient. We are willing to share experience, knowledge, and particular expertise with our colleagues, so that we may learn from them as well.

POLICY AGAINST MISTREATMENT

SUNY Downstate College of Medicine requires that all medical learning must occur in an environment of mutual respect between teacher and learner or between learners. All participants in the educational endeavor must assume their responsibilities in a manner that enriches the quality of the learning process for effective, caring, and compassionate health care to occur. However, we acknowledge that, from time to time, there may be inappropriate actions or mistreatment of individuals. These may be alleged, perceived, or real incidents.

Examples of inappropriate conduct or mistreatment include, but are not limited to:

Sexual Harassment/Stalking:

- Inappropriate touching, staring, following, or using other suggestive mannerisms, including, but not limited to, sexual assault and/or stalking. (See also, Policy on Sexual Harassment.)

Bullying:

- Words, statements, or actions that are disrespectful, berating, humiliating, or mocking.

Racism/Discrimination:

- Speaking disparagingly, telling jokes, or relating stories or other inappropriate behavior which targets an individual or group's age, citizenship status, color, creed/religion, disability, family status, gender/gender identity/gender expression, marital status, national origin, partnership status, race, sexual orientation, or any other protected class or group.

Unprofessional behavior:

- Requiring individuals to perform procedures that they do not feel trained for or confident about.
- Exploitation – asking individuals to perform personal errands, buy coffee or food, or order them to complete hospital chores on patients that are not assigned to them while they miss educational activities like rounds or classes.
- Linking sexual, financial, or other favors with grade inflation or other activities (or threatening the reverse).

Other Inappropriate behavior:

- Any other actions that seem strange and are in violation of the inherent trust between teacher and learner.

We have a zero-tolerance policy regarding student mistreatment at SUNY Downstate College of Medicine. Students who believe that they have been subject to inappropriate conduct or mistreatment have several options for reporting incidents. Most important, reports are handled in an atmosphere that is confidential, safe, and without retaliation. Concerns about sexual harassment, stalking, or sexual violence have unique reporting and follow up requirements under the law, which are detailed in that section of this policy.

Reporting Options for Mistreatment

Listed below are the appropriate courses of action for reporting, including who to report a violation of this policy to.

If the concern is related to:

1. Sexual Harassment, Stalking, or Sexual Violence:
   a. Report the incident to the SUNY Downstate Title IX coordinator in the Office of Institutional Equity. The Title IX coordinator oversees the processes that address reported concerns or claims of sex or gender-based harassment, discrimination, misconduct or violence. Every effort will be made keep the complaints and concerns private. The Title IX coordinator will also work with the complainant(s) to assist them in accessing any appropriate internal and external support services.
2. Academic, Mistreatment, and/or Bullying:
   a. Report the incident(s) on the course/clerkship evaluation form. We do not link comments to individual student names. Mistreatment reports are shared with the Associate Dean for Clinical Medicine, who informs the clerkship director who investigates and initiates appropriate action.
   b. Refer to the Ombudsperson. You can complete the online "concerns" form located on the Kudos and Concerns web site located here: https://www.downstate.edu/education-training/college-of-medicine/learning-environment/kudos-concerns.html or contact Dr. Michael Myers, Ombudsperson, directly for guidance on your concern. After submission, the ombudsperson will respond promptly. Anonymity will be preserved in all cases except those in which reporting is mandated by NY State Law. There is an option to be contacted for further follow-up, a choice of means of contact and an opportunity to meet privately with the ombudsman if the student wishes.
   c. Consult with one of the Deans in the Office of Student Affairs to discuss what has occurred and participate in an appropriate course of action.
3. Grading:
   a. If the incident occurs during Foundations years, please refer to the Associate Dean for Foundations, Dr. Riccardo Bianchi.
   b. If the incident occurs during clerkship, please refer to the Associate Dean for Medical Education, Dr. Ellen Berkowitz.

The Student Counseling Center at SUNY Downstate is an additional resource for students to discuss mistreatment in a safe and confidential environment. This is especially helpful for students who have become anxious, frightened, avoidant, despondent, unable to study, etc. because of the inappropriate action of others. The Center holds all reports confidential, separate from all academic records. Contact for Student Counseling Center is via email at counseling@downstate.edu (preferred method) or by phone 718 270 1408.

Students can also report behavior anonymously through the Kudos/Concerns Medical Student Portal. (See "KUDOS/CONCERNS MEDICAL STUDENT PORTAL", below.)

In all cases, there will be follow-up, and students who have self-identified will be informed of the process and/or resolution. Students must understand that anonymous complaints can only be taken so far and that it is impossible to give them feedback. SUNY Downstate College of Medicine urges all students who believe that they have been subject to mistreatment or the unprofessional behavior of residents, faculty, other health professionals and staff to use one of the above options. Student well-being, safety, and learning in a healthy and collegial atmosphere are fundamental to our mission.

Ombudsperson

SUNY Downstate College of Medicine is committed to the ethos that all medical students complete their studies in an atmosphere of safety, personal security, and respect. If you feel that you have been subjected to any form of abuse or harassment (verbal, emotional, behavioral, sexual) or unprofessional and inappropriate behavior by supervisors (professors, residents or attending physicians) please complete an Incident Form, which is easily accessed on the COM website under the Learning Environment and the Kudos and Concerns section - https://www.downstate.edu/college-of-medicine/learning-environment.html. If you self-identify, you will be contacted and then have an opportunity to discuss the situation in a confidential manner with an assurance that something will be done.

Kudos/Concerns Medical Student Portal

The Kudos/Concerns medical student portal is a mechanism through which both highly desirable behavior as well as concerning behavior on the part of students, residents, fellows, faculty, and staff can be reported by the students of the College of Medicine. Reporting of positive and negative examples of professionalism contributes to building a more positive and inclusive learning culture and a kinder, safer health care environment for learning. The Kudos/Concerns medical student portal will help monitor our learning environment to enhance positive and mitigate negative influences on professionalism and correct professionalism violations.

When submitting a professionalism "Kudos" or reporting any "Concerns"- unprofessional behavior or mistreatment, a medical student can choose to file confidentially or anonymously.

The Kudos/Concerns Portal can be reached by clicking on "Learning Environment" on the College of Medicine's web site or by going to the following web site: https://www.downstate.edu/college-of-medicine/learning-environment.html

MISCELLANEOUS POLICIES AND INFORMATION

Alpha Omega Alpha (AOA)

Alpha Omega Alpha (AOA) is the national honor society for colleges of medicine in the United States. The honor society was founded in 1902 by William Webster Root and five other medical students at the College of Physicians and Surgeons in Chicago.

Chapters elect undergraduate members from students in their last two years of medical school. Scholastic excellence is a key criterion but not the only one for election; capacity for leadership, compassion, and fairness in dealing with one's colleagues are also to be considered.

You may be elected to AOA while you are a student, as a resident, or as a faculty member. The local chapter elects student members from those in their last two years of medical school.

National AOA Guidelines

The Dean of the School of Medicine or their designee identifies a pool of candidates who approximate in number the upper quartile of the class expected to graduate, and who have excelled in the criteria for nomination to AΩA membership—scholastic achievement, professionalism, leadership, community service, and research. The national requirements for AOA mandate that the size of a medical student cohort not exceed 20% of the class.

Gold Humanism Honor Society

The Gold Humanism Honor Society (GHHS) is a community of medical students, physicians, and other leaders who have been recognized for their compassionate care. GHHS reinforces and supports the human connection in healthcare, which is essential for the health of patients and clinicians. GHHS is an active organization with a diverse membership. GHHS members in the College of Medicine lead initiatives that foster humanism, and GHHS members throughout their careers are expected to be humanistic leaders.

Chapters elect members from the 4th year class through a nomination and selection process. Students are initially invited to apply after being nominated by classmates for membership. A selection committee made up of faculty who have been selected for membership in GHHS offers membership to students based on a review of the application.

ALUMNI ASSOCIATION

SUNY Downstate Health Sciences University, College of Medicine Alumni Association

The primary mission of the Alumni Association-College of Medicine is to provide financial support and other assistance to the medical students to enhance the quality of their experience at Downstate. All medical students and graduates of the College of Medicine are members of the Alumni Association. Annual dues and donations, paid by graduates, finance the activities, alumni publications and support services to alumni and students.

The Board meets quarterly to review activities and guide the programs. Income from the endowment is used to support many programs and grants for the benefit of medical students. These include: student tuition scholarships, summer research fellowships, student activities (e.g. White Coat Ceremony, publications, Clerkship Orientation, Match Day, Senior Awards, Senior Graduation celebrations), special education programs and:

Medical Student Research Scholarship

A one-year paid full-time research scholarship. Completion of at least one year of medical school is required for eligibility. On occasion, the scholarship can be divided among equally qualified applicants.

Mentoring Program

The Alumni Office maintains lists of alumni practicing in many specialties who have volunteered to talk to students about their specialty, their training and practice location.

Annual Reunion

There is an annual alumni reunion weekend held each spring for the classes celebrating a multiple of 5-years since graduation. This includes a scientific session of presentations by the Alumni, awards to alumni for achievement, and a splendid dinner-dance. All alumni are welcome to attend.

DISCIPLINARY PROCEDURES

See Appendix V of University Policies in the Handbook.

DRUGS & DRUG TESTING

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

Although the State of New York passed a law legalizing the use of recreational marijuana in New York for those age 21 and older, the use and possession of marijuana on SUNY Downstate's campuses remains prohibited under federal law. State University of New York campuses are bound by the federal requirements under the Drug-Free Schools and Communities Act. Under this requirement, the use, possession, cultivation, and sale of marijuana remains prohibited on all SUNY campuses and subject to disciplinary action. This prohibition covers all SUNY property in public as well as campus residence halls, University apartments, and offices, University-owned and leased buildings, housing, parking lots, and all SUNY events.

Although SUNY Downstate's drug testing program no longer tests for the presence of marijuana, students may be required to take a drug test at a clinical site or facility that does, especially if they visit a clinical site in another state that has not legalized marijuana. Regardless of where the student takes the test or the reason for the test, if a student takes a drug test that does include a test for marijuana and has a positive result, the policy described below still applies, even if the recreational use of marijuana was otherwise legal. The student will not be able to participate in clinical activities, even at a site that doesn't test for marijuana, until the student no longer tests positive.

When the College of Medicine (e.g. Student Affairs) receives notification that a medical student has a positive drug test, either from a clinical site or from a drug test that may have been voluntarily undertaken by the student (e.g. such as in preparation for an away elective), the following shall occur.

The student will be notified by the Office of Student Affairs (or designee) that a positive drug test report has been received. The student will be informed that they must take another drug test (within one week of our receipt of the drug test report) through Castle-Branch.com, or another approved vendor, at the student's expense.

The student will be immediately suspended from their academic program until clearance (fitness for duty) has been obtained.

If the second drug test is negative, then the student will be reinstated and warned that any subsequent positive drug tests will lead to a possible medical school disciplinary hearing, a report submitted to the Committee on Physicians Health (or equivalent), and/or possible external reporting.

If the second drug test is positive or if the student declines to take a second drug test, then the student will be continued on suspension, will be reported to the Committee on Physicians Health (or equivalent) for evaluation, and may be subject to a medical school disciplinary hearing and/or external reporting. Information about the positive drug test and subsequent outcome may be included in the Medical School Performance Evaluation (MSPE), also known as the Dean's Letter, for Residency.

EMAIL

To participate fully in receiving official information distributed by faculty and administration, students are required to check their official downstate.edu email in-box daily and to subscribe to the appropriate mailing lists described in their orientation information.

HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

As a student, you are responsible for implementing safeguards and following DHSU's procedures to protect patient information. This includes:

a. Paper information- such as copies of records, report print- outs and hand- written notes;

b. Electronic information - such as the hospital's electronic record system, faxes and emails;

c. Oral information- such as verbal discussions with patients or other providers.

You may only access records on patients for whom you have an authorized purpose for accessing their information, such as for treatment or educational needs. Institutions and individuals are subject to both civil and criminal penalties if patient records are accessed out of curiosity or other unauthorized purposes. It is also important to recognize that every access of electronic records leaves an audit trail identifying the user's activities.

Always log off the system when you are finished working at a computer. Don't simply minimize the screen as someone else can continue to view patient information under your user ID.

When presenting patients for educational purposes whether orally or in written reports/ summaries, make sure to DE-IDENTIFY! Do not include names, initials, MR numbers, birth dates or any other direct identifier. For a list of identifying elements, see the "Deidentification of Information Policy" under "Privacy Policies" on the HIPAA Web Site:

https://www.downstate.edu/about/our-administration/hipaa/

There is no need for students to email ANY patient data. Make sure not to include any identifying patient information in your email communications. Never save identifiable patient information to portable drives or devices.

Do not leave "to-do" lists, sign-out lists, or other patient-related materials lying around. Be compulsive about always keeping them with you. (Picture them as credit cards.) When no longer needed, shred them yourself or put them in the black shredding bins available on every floor in the hospital. Disks/ CD's containing patient information may also be placed into these bins. Double check your pockets/folders before leaving the hospital's premises to ensure you are not taking out any patient information.

Do not discuss medical information in front of a patient's visitors unless the patient explicitly gives you consent to do so. If you find visitors with the patient when you enter the room, you should first ask the visitor to leave ("I need to discuss personal medical information with Mr. X and I want to protect his privacy. So, I am asking you to step out while he and I talk."); then ask the patient in private whether they want the visitor to be present when you discuss their private medical information. This is particularly important with sensitive topics like HIV status or substance abuse. If the patient says they would like the visitor to be present, then you have consent to invite the visitor back into the room. Document that you asked for and received permission to disclose information to someone other than the patient.

If the patient is unable to give consent, e.g. a child or non-communicative adult, first find out who the companions or visitors are. For a young child (<10 years), the mother is almost always entitled to full sharing of the child's medical information. With an adolescent, your safest course is to share information ONLY with the adolescent. An adult may be accompanied by someone who has not been formally designated as the patient's health care proxy. While you may need to get information about the presenting problem from the companion, you should not disclose health information to that person unless you are sure they are entitled to hear it. Any time you are uncertain, seek guidance from your supervising physician before disclosing any information.

For more information/ resources, see the DHSU HIPAA website: https://www.downstate.edu/about/our-administration/hipaa/

HIPAA TRAINING

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

NEW YORK STATE DEPARTMENT OF HEALTH REGULATIONS

All medical students are required to attend an education program on HIV infection, the HIV Confidentiality Law, universal precautions, OSHA regulations, and any other mandated Department of Health requirements. Documentation of required training is required prior to the student's entrance into clinical training.

OFFICE OF DIVERSITY EDUCATION AND RESEARCH

SUNY Downstate College of Medicine is committed to promoting diversity, equity, and inclusive excellence. Diversity, equity, and inclusion are catalysts for establishing excellence in medical education, providing culturally responsive clinical care, conducting cut-ting-edge research, and fostering vibrant and sustainable community partnerships. We embrace a broad view of diversity that cuts across, but is not limited to, race, ethnicity, age, sexual orientation, gender identity, disability, language, culture, socioeconomic background, and life experiences. Our mission is to:

- Attract and retain the most talented and diverse students, trainees, faculty, administrative leaders, and staff
- Cultivate a nurturing and inclusive environment in which everyone feels safe, supported, valued, and respected
- Sustain supportive learning environments that promote excellence by enabling individuals to thrive academically and achieve their personal best

The Office of Diversity Education and Research is responsible for implementing, sustaining, and evaluating programs that support the College of Medicine's diversity and inclusion mission. The Office coordinates educational, research, and outreach programs that con-tribute to an inclusive learning environment. The Office works with the Education Leadership Team to ensure that content about health equity and social determinants of health are integrated across both the pre-clinical and clinical curriculum. The Office maintains strong partnerships with community-based organizations that offer students the opportunity to collaborate on community engaged research and service-learning projects. Events are sponsored to facilitate networking and mentoring relationships between current students and our diverse alumni. The Office provides a safe space where all students can come to discuss their experiences, raise concerns, and share ideas. Students are encouraged to contact the Office if they are interested in learning more about the diversity, equity, and inclusion programs in the College of Medicine.

For further information, contact:

Carla Boutin-Foster, M.D., M.S

Associate Dean for Diversity Education and Research

Room 2-72 BSB, Box 1186, 270-3033

Website: https://www.downstate.edu/education-training/college-of-medicine/diversity-education-research/

POLICIES ON HAZARDS, EXPOSURE TO DISEASE & HEALTH

Policy on Training Medical Students on Exposure to Infectious and Environmental Hazards

This policy describes mandatory training and education to ensure our students understand how to protect themselves against infectious and environmental hazards.

During Orientation, students must attend a mandatory OSHA presentation by the Director of the Student Health Center, who discusses the following:

- The prevention of sharps and splash exposures, personal protective equipment (PPE), and steps to take if an exposure occurs.
- Information about hepatitis B, hepatitis C and HIV infection
- How to find additional information in the "Exposure to Blood and Body Fluids" section of the Student Health website, and in the Student Handbook which is distributed to students on a flash drive at Orientation and is also available online. OSHA training is performed annually.
- In all instances, standard and universal precautions are to be utilized by all students during patient care activities.

Medical students in New York State are required to receive training in Infection Control and Barrier Precautions which is given by the Hospital Infection Control Department, Division of Infectious Diseases. This New York State approved course is valid for a four-year period.

Wallet-sized cards are distributed that contain:

- Information about "Universal Standard Precautions" which includes PPE and steps to take in case of exposure, including follow-up care at Student Health.
- A second card is distributed which contains emergency phone numbers and the HIV post-exposure protocol.

In the second year of the curriculum students must be "fit-tested" for N-95 particulate respirators and receive a respirator for personal use.

Documentation of required training is required prior to the student's entrance into clinical training.

- Before beginning Core Clerkships students must retake OSHA training.

Visiting students are given (and must sign receipt of) laminated cards with "Universal Standard Precautions" and emergency phone numbers and HIV post-exposure protocols. Additionally, they must be given a copy of the Blood and Body Fluids section of the Student Health website. Visiting students are required to show proof of completion of OSHA training within the past year, and the mandatory NYS Infection Control and Barrier Precautions training. They are "fit-tested" for N-95 masks at Student Health before they begin their elective and are given OSHA instruction if needed.

POLICY ON PROCEDURES FOR CARE AND TREATMENT AFTER EXPOSURE TO AN INFECTIOUS OR ENVIRONMENTAL HAZARD

Immediately after exposure to a needle puncture or mucous membrane exposure to blood or other potentially infectious material (OPIM) the student should:

- Clean wound with soap and water or flush affected mucous membranes with clear water
- Contact his or her supervisor. The student should not rely on fellow students or house staff for instructions.

The student should report to the following depending on the site of clinical rotation or care:

- For exposures at SUNY Downstate during normal working hours, the student should report to the Student Health Center. When the Student Health Center is closed, report to the Emergency Room at SUNY Downstate University Hospital.
- For exposures at Kings County Hospital (KCH), the student should report to the Emergency Room at KCH.
- For exposures at other clinical sites, the student should ask the nurse in charge, who will be able to direct the student how to proceed, e.g., to the Emergency Room or the Employee Health Service at that site.

If the student was not initially seen at the Student Health Center, the student should report there when it next opens for the necessary follow-up care. The Student Health Center is located at 440 Lenox Road, Apt 1-W, and is open Mon-Fri, 9 am-4 pm. The contact number is 718-270-1995 or 2018.

Services received at Student Health will be at no charge. Charges to the student's insurance for services received in the KCH Emergency Room may be reversed by having the student report to the KCH Employee Health Service within 5 days. The student's insurance may be charged for services received at other clinical sites.

It is the responsibility of the site of the clinical rotation to provide the appropriate follow-up of the source patient, if known.

POLICY ON EFFECTS OF INFECTIOUS DISEASE OR DISABILITY ON MEDICAL STUDENT LEARNING ACTIVITIES

The College of Medicine abides by the following center-wide policy on HIV and other infectious or communicable diseases (see Section 20 of SUNY Downstate Health Sciences University Hospital Policies and Procedures): and shall not discriminate against any person on the basis of HIV status or other communicable diseases (e.g. Hepatitis B, Hepatitis C). The College may not re-quire a test for verification of HIV status or other communicable diseases for the purpose of attaining or maintaining academic admission or continued matriculation.

The College of Medicine shall maintain confidentiality regarding communicable diseases (e.g. HIV testing, HIV status, or AIDS-related conditions) of its students in accordance with all applicable federal, state and local laws and regulations and in accordance with all policies and procedures of SUNY Downstate Health Sciences University.

For students who are infected with hepatitis B, hepatitis C, and/or HIV the risk of transmission to patients increases with the invasiveness of the procedure provided by the student and their viral load. The Society for Healthcare Epidemiology of America (SHEA) has issued guidelines for the above infections in healthcare workers, including students. The full report may be accessed at "Infection Control and Hospital Epidemiology", March 2012, Vol. 31, No. 3. There are three categories of healthcare-associated procedures according to risk of transmission:

- Procedures with the minimum risk of bloodborne virus transmission.
- Procedures for which bloodborne virus infection is theoretically possible but unlikely.
- Procedures for which there is definite risk of bloodborne virus transmission or that have been classified previously as "exposure-prone".

An expert panel may be convened to counsel students who are known to be infected with hepatitis B, hepatitis C and/or HIV if they are performing Category II or Category III procedures and have viral loads above those recommended in the SHEA guidelines for each infection.

No person shall be subject to adverse educational actions or removed from educational experiences solely because of a non-task related disability. Reasonable accommodations will be made for students with communicable diseases consistent with the current state of knowledge on transmission of infection. If the Director of the Student Health Center determines that the safety of a student or the safety of others in contact with the student are at risk, the Director will contact the Vice Dean for Education. The Vice Dean will then confer with the appropriate Associate Dean to review and recommend educational activities for the student in question that are based on current state of knowledge on the infection.

MEDICAL STUDENT EXPOSURE TO EXTRAORDINARY INFECTIOUS OR ENVIRONMENTAL HAZARDS POLICY

The purpose of this policy is to promote student health and safety during periods when extraordinary outbreaks of infectious disease or environmental hazards may affect the undergraduate medical education program. This policy specifically includes epidemics, pandemics or extraordinary environmental hazards that potentially threaten the health and safety of undergraduate medical students. It does not include infectious or environmental exposure encountered in normal clinical activities. The latter policy regarding the effects of infectious diseases is also included in the Student Handbook.

The Vice Dean for Education in consultation with the Associate Deans for Foundations and Clinical Medicine will determine the extent of undergraduate medical student participation in academic and clinical activities when potential exposure to infectious or environmental hazards substantially exceeds expected standards. This may involve individual or small groups of students with potential exposure to a specific high-risk environment or widespread occurrences such as epidemics or pandemics.

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The decision of the Vice Dean for Education will be based on the following principles:

a. While such situations may provide a unique learning experience the potential educational benefits must be weighed against student health and safety concerns, public health concerns and the objectives of the undergraduate medical education program. The first priority for undergraduate medical students will be their health and safety.
b. Students are in an educational role and should not be involved in clinical activities that go beyond the roles performed in the normal clinical environment. Students may participate in clinical activities during periods of significant risk according to the level of clinical competence of the student and the assessment of risk of the clinical environment.
c. Academic education activities should continue wherever possible regardless of the cancellation of clinical education activities.
d. Undergraduate medical students are not permitted to volunteer for involvement in clinical activities during situations subject to this policy without the approval of the Vice Dean for Education.
e. As a matter of general course, all students will:
    - Have their immunization record reviewed annually and updated as needed through the Student Health Center
    - Be mask-fitted in second year through the Student Health Center
    - Be schooled in the concept of universal precautions and techniques for infection control before exposure to clinical activities.

It is the responsibility of faculty members, staff and students to notify the Vice Dean for Education in a timely manner of the existence of any hazardous environment that might affect undergraduate medical students.

Any decisions made under this policy will be communicated promptly to students, faculty, and healthcare organizations affected by the decision.

The procedures for care and treatment of students after occupational exposure, and any secondary disability, would be addressed through the Student Health Center at Downstate Health Sciences University.

Definitions:

Epidemic: epidemic is a classification of a disease that appears as new cases in a given human population, during a given period, at a rate that substantially exceeds what is "expected," based on recent experience

Pandemic: pandemic is an epidemic that spreads through human populations across a large region (for example a continent), or even worldwide.

Environmental Hazards: "Environmental hazard" is a generic term for any situation or state of events which poses a threat to the surrounding environment.

RESEARCH OPPORTUNITIES

A full description of research opportunities available to students at Downstate is available from the institutional website https://www.downstate.edu/education-training/college-of-medicine/student-research/index.html. Research projects may be performed during the summer between Foundations 1 and 2, performed for senior research elective credit. For research projects of significant duration and effort, it is also possible to request a leave of absence for up to a year through the Leave of Absence procedure described previously.

STUDENT COMMITTEES

Representation on the Dean's Council for Education

The Dean's Council has overall responsibility for all aspects of the educational program leading to the MD degree. It has central responsibility for overseeing, managing, and reviewing the curriculum. Student membership to the Dean's Council for Education is elected as follows:

For each class, the representative shall be chosen from among the six (6) Student Liaison Committee members elected by their respective classes.

The chosen representative for the Dean's Council shall be evaluated on a yearly basis, upon which the same representative can continue to serve, or a new representative can be named.

For a new incoming class, representation will remain vacant until a Foundations 1 Student Liaison Committee is elected. After the students have been elected, they will immediately choose among themselves a representative of the Dean's Council.

ORGANIZATION OF STUDENT REPRESENTATIVES (OSR)

The Organization of Student Representatives (OSR) fulfills a unique role among medical student organizations. As part of the AAMC, it provides all United States allopathic medical students with voting representation to the nation's largest association dedicated solely to the advancement of academic medicine. The OSR provides medical students with an active role in achieving the AAMC's mission to improve the nation's health through the advancement of academic medicine. The OSR also seeks to assure that students actively participate in directing their education, preserving their rights, and delineating their professional responsibilities. To this end, the OSR provides medical students with a voice in academic medicine at a national level and strives to foster student involvement in this arena at a local level.

The strategic goals of the OSR are:

TO PROVIDE medical student input on all issues addressed by the AAMC and state or federal governments that will impact student education, quality of life, or professional development.

TO DEVELOP AND IMPLEMENT OSR initiatives and aid in the implementation of AAMC initiatives.

TO FACILITATE communication between student bodies of different medical schools and between medical student organizations regarding issues relevant to medical student life and education.

TO ENCOURAGE education techniques and objectives that provide medical students with the intellectual skills, professional standards, and knowledge required to meet the needs of an evolving health care system.

TO PROMOTE a safe, supportive learning environment free of abuse, unreasonable health risks, bias, and inequities.

TO ASSURE that all medical students possess equal freedom and opportunity to pursue the career directions of their choice.

Each school may designate one official and one alternate representative. The representatives of each school are required to attend a fall national meeting and a spring regional meeting of the OSR.

STUDENT LIAISON COMMITTEE

The Student Liaison Committee is an elected student body that acts as a liaison between faculty and students for all four years. The SLC meets with course/clerkship faculty leadership and the deans to discuss issues related to student learning and the learning environment. This includes curricular content teaching/training and student assessments of the educational program, adequacy of IT resources, and the development of medical students' professional behaviors. Faculty and deans provide feedback to students on implemented or planned changes in response to the issues discussed. These meetings usually occur immediately before, during, and after a course/clerkship. Additional meetings are scheduled if needed.

Extract from the Medical Student Council By-Laws:

Section 1: The Student Liaison Committee (SLC) is an elected body that acts as a liaison between faculty and students for all four years. The SLC shall use all resources in their power to communicate the majority opinion of the class. These resources shall include but are not limited to class meetings, surveys, electronic mail, and petitions.

Section 2: There shall be five (5) elected members and one (1) Med Council representative. Each class shall have a SLC. The Med Council members of each class shall act as the Election Committee. The election procedure shall follow those of Article VI that apply unless otherwise noted in Article XV. The elections shall take place after and no later than three (3) weeks from the Med Council elections.

Section 3: Elected members of the SLC shall hold the position for one (1) year and may be re-elected for a second term. The elected members of SLC shall be held to the same standards as Med Council representatives as written in Article VI, Section 12, Clause B. A majority vote of the SLC shall be needed to impeach a SLC member. Re-elections shall be held in accordance with Article VI, Section 12, Clause C.

Section 5: The President of the Class shall provide the SLC with a nomination list consisting of Med Council representatives of the same class year as SLC. The SLC shall choose, within two (2) weeks of receiving nominations, one Med Council representative from the list of nominations to become a permanent member of SLC.

Section 6: The five (5) elected Liaison Members and the Med Council representative shall vote for one of their members as chairperson. If the SLC is unable to appoint a chairperson prior to the first official SLC meeting with the faculty, the President of the Class reserves the right to appoint a temporary chairperson until a permanent chairperson is elected.

Section 7: Elected SLC members shall not be Med Council Representatives.

Section 8: Med Council reserves the right to oversee the SLC and make necessary changes.

STUDENTS AND INDUSTRY REPRESENTATIVES

Medical students may not be knowledgeable or experienced enough to discern the evidence-based rationale for pharmaceutical use from the advertising messages presented by pharmaceutical company representatives. In order to provide educational support and supervision in student dealings with industry, SUNY Downstate has implemented the following set of rules:

- Industry representatives are prohibited from interacting one-on-one and in the absence of faculty supervision with medical students at any time on the grounds of SUNY Downstate.
- Industry representatives can interact with students only under the direct supervision of and at the invitation of faculty and only for educational purposes.
- Access to industry representatives is limited to non-patient care areas, only by appointment and only at the invitation of faculty.
- Affiliates of SUNY Downstate are strongly urged to prohibit industry representatives from interacting directly with medical students at any time while the students are on hospital grounds.
- Curricular events shall never be used as forums for industry representatives
- Students are prohibited from accepting gifts of any sort at any time from industry representatives.
- Faculty working with students either in the clinical venue or elsewhere on campus shall disclose any and all industry financial obligations to students. When making presentations to students on topics for which they receive industry support such faculty dis-closures should be made directly.
- All inappropriate behaviors as outlined above should be reported to the clerkship director or the Vice Dean for Education.

SOCIAL MEDIA POLICY

See "Social Media Guidelines" in Appendix IV of University Policies in this Handbook.

HEALTH REQUIREMENTS

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

DEFERRAL OF ADMISSION

Accepted applicants to the College of Medicine who request a deferral of admission, and who are granted a deferral by the Admissions Committee are deferred for only one year and are required to file a Delayed Matriculation AMCAS application form for the subsequent processing year to secure their place in the entering class. Deferrals of admission will not be extended beyond the one-year limit except under extraordinary circumstances.

COLLEGE OF NURSING

SECTION I: GENERAL ACADEMIC POLICIES

ACADEMIC ADVISING

All enrolled students will be assigned a faculty advisor. Students will be notified of their advisor or may inquire at the College of Nursing's Student Support Center about their advisors. Students are required to meet with their advisors at least one time during each semester, especially prior to registration.

ACADEMIC AND PROFESSIONAL INTEGRITY

Students must sign and submit a copy of the *"Student Commitment to Academic Integrity"* statement to the Learning Management System (LMS) for each course at the start of each semester.

"Integrity" is defined as a "firm adherence to a code of moral values" (Merriam Webster dictionary). Additionally, *academic, and professional integrity* is the demonstration of the highest standards of honesty and conduct in all aspects of academics including research and clinical work in accordance with the guidelines stated in the College of Nursing's section of the Student Handbook under the subheading *Academic and Professional Integrity.*

Academic integrity violations are considered a threat to the values and reputation of SUNY Downstate Health Sciences University (SDHSU) as well as our faculty, students, academic partners, and patients. SDHSU is committed to upholding high standards of academic integrity. Academic integrity violations are subject to disciplinary action and may include dismissal from the program. Violations of academic integrity include, but are not limited to misusing artificial intelligence (AI), plagiarizing, cheating, forging, noncomplying with exam guidelines, and behaving unprofessionally in the clinical setting.

Examples of Violations of Academic Integrity

Plagiarism is the representation, intentional, or unintentional use of someone else's words or ideas as one's own. This includes self-plagiarism or using the work of another student, past or present, as well as the work of published authors. Since, under New York State Law, words in print are the property of an author or publisher, the intent to deprive that person of property is a form of larceny punishable by fine. Students are expected to follow appropriate rules for citing authorship (refer to American Psychological Association (APA) guidelines for additional information). According to the APA Manual 7th Ed., self-plagiarism means reusing work that you have already published or submitted for a class. It can involve but is not limited to resubmitting an entire paper previously submitted for another course, or copying or paraphrasing passages from your previous work with no reference or citation.

The College uses 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. To mitigate plagiarism CON faculty are advised to utilize "anti-plagiarism/anti-cheating" software (such as *Turnitin®)* to check writing assignments.

Cheating is defined as giving or obtaining information by improper means to meet an academic requirement. Cheating is a serious violation that includes, but is not limited to, the following examples:

1. The use of the same work for academic credits, in more than one course, without the knowledge or consent of the instructor(s).
2. The false reporting/documentation of information related to clinical performance and logged clinical time.
3. Inaccurate representation of work in any course.
4. Behaviors that constitute academic dishonesty during an examination include but are not limited to the following:
   a. Copying the work of others.
   b. Deliberately exposing examination materials for other students to review.
   c. Using any written material, information or electronic resources, devices or unauthorized browsers not specifically approved by the instructor.
   d. Verbal, non-verbal, or electronic communication with other students at any time during the examination.
   e. Discussing examination content with students who have not yet completed examination.

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

Misuse of AI Sources (for example, ChatGPT): Students who are given the option by course faculty to use AI software for writing assignments must cite the AI software as a source of reference using APA format. Students must not quote directly from ChatGPT or another AI resource. Any citations recommended by ChatGPT or another AI resource must be verified with the original source. Students may not use ChatGPT or another AI resource as co-author.

Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, as per the DHSU Student Handbook (Appendix V).

Guidelines for Examinations

Students are expected to adhere to all previously outlined academic integrity policies, procedures, and guidelines for exam-administration. Failure to do so may be considered a breach of academic integrity and will result in disciplinary action.

Remote Proctoring and Computerized Testing/Quizzing:

1. The CON utilizes a variety of online remote proctoring software for remote exam administration.
2. During computerized testing, in class or remotely, students are required to use the designated lockdown browser associated with the exam/quiz.

3. Access to remote proctoring software and instructions for use will be provided by the course faculty.
4. Student are expected to take exams during the designated time period as set by course faculty. Students who miss a scheduled exam may be required to take a different exam at the discretion of the faculty.
5. When onsite, computer screen barriers are to be used during computerized examinations.
   a. Students are required to take remotely proctored exams/quizzes on a computer that allows the student to be both video and audio recorded while taking the exam.
   b. Students are required to take remotely proctored exams/quizzes alone and in a secure environment free from interruption.
   c. A thorough (360 degree) environmental scan is required including the testing surface in front and behind, the lighting must be adequate, and the student must be in the frame of the camera for the duration of testing.
6. All remotely proctored exams will be video and audio recorded through the student's webcam/microphone and made available for faculty use and review for one year.
7. Exams will be reviewed for any instances of exam abnormalities or suspected academic misconduct.
8. During remote or in-person examinations students:
   a. are not permitted to talk with others, have headphones/earbuds, wear smartwatches, or use cell phones.
   b. must power off all cell phones, pagers, and electronic devices.
   c. may not take bathroom break once the exam begins.
   d. may not have any notes, textbooks, or course material in the testing area.
9. Academic misconduct on a computerized, remotely monitored exam/quiz is subject to the same sanctions as in-person examinations.
10. Any evidence of posting, chatting, speaking, or accessing previous assignments/quizzes/exams in any form that comes to faculty's attention will be considered a breach of academic integrity; and will be subject to sanctions as identified in this policy.

In Class Testing: Students are expected to arrive on time. It will be at the discretion of the faculty whether students can take the exam/quiz if they arrive late. A student who is allowed to begin the exam/quiz late will **not** be given additional time to complete the exam.

- Students may be assigned a seat rather than allowing them to self-select their seats.
- All belongings, including electronic devices, are to be placed in the area designated by the proctor.
- All devices are to be powered off and put away with student's belongings prior to the start of the exam.
- There is to be no talking or other forms of communication between students during the exam session.
- Students are to remain seated while exam is in progress until directed to do otherwise by the proctor.

Post-Exam Review: Students will have the opportunity to review their performance of their exam with the faculty. For in person review, students are expected to maintain academic integrity during exam review. Belongings must be put away and devices must be powered off; note taking of content related information is permitted at the discretion of the faculty. When the post-exam review is being conducted remotely, students must have their webcam and microphone on during the entire exam review. Screenshots of the exam are not allowed. Faculty facilitating the exam review must be present for the duration of the review.

Professionalism

Students are expected to conduct themselves professionally and with integrity, according to the expectations of the nursing profession. Students shall interact with their peers, faculty, administrators, agency staff, and patients, with respect, as well as follow the rules of confidentiality for their patients and peers. To review details for professional conduct in Nursing Research please refer to the American Nurses Association Code of Ethics for Nurses:

https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/id/privacy-and-confidentiality/

Clinical Behavior & Conduct

Unprofessional, dishonest, and unethical behavior(s) in or related to the clinical setting may also be viewed as violations of academic integrity.

Procedures for Addressing Violations of Academic Integrity

1. If a faculty or proctor observes a possible violation of academic integrity during an in-class examination, they may ask a student to move/change seats or otherwise address the observed behavior.
2. If a faculty is notified by a remote proctoring service of a possible violation of academic integrity during an on-line examination, the faculty will review the video footage to confirm violation. If the faculty member a serious violation which may lead to disciplinary action, this must be escalated to the Program Director (PD) and the Program Chair. The PD will escalate to the Associate Dean and/or Dean of the CON.
3. If the course faculty and PD confirm that a violation of academic integrity on examinations or other assignments has occurred, faculty will notify the students of next steps. The student would be advised of the possibility of further disciplinary actions. Disciplinary actions for serious violations will be determined in collaboration with the Associate Dean, and authorized by the Dean of the CON.
4. Documentation of all actions taken is completed by the course faculty and is placed in the student's permanent academic file.
5. If a violation of academic integrity is noted in the clinical setting, the student may be dismissed for the remainder of the clinical day. The clinical faculty will notify the course faculty and PD of the violation, who will collaborate in the development of a plan to address the violation. Documentation will be completed by the clinical faculty and placed in the student's permanent academic file.
6. Violations of academic integrity may result in a range of disciplinary actions including dismissal from the program of study.
7. All remote proctoring videos are subject to review, whether they are flagged or not in all programs of study.

ACADEMIC SUPPORT SERVICES

A variety of student academic support services are offered to assist students in reaching their full academic potential. Services include group tutorials, individual learning sessions and group workshops. Topics include time management, test taking, knowledge organization, reading comprehension and speed, memory retention strategies, and/or test taking and anxiety strategies. Students may obtain assistance from the Office of Student Academic Services, HSEB, Room 6-026, Box 1190. For more information about the services provided, see "Office of Student Academic Services" in the "University Services" section at the front of this handbook.

ADD/DROP

Students may add or drop courses during the add/drop period, online. After the add/drop period, forms are available from the College of Nursing's Academic Programming Office. Add/drop changes must be approved by the Program Director and course faculty. Students must meet with their advisor to review any potential changes to their progression. After the add/drop period, withdrawal from a course is subject to policies outlined under "Course Withdrawal."

ADMISSION DEFERRAL POLICY

1. This statement describes the DHSU CON policy for allowing admitted students to postpone enrollment for one year. Under extenuating circumstances applicants who have accepted admission may request to defer enrollment or matriculation in the CON for up to one year from the semester for which they were admitted. All requests for deferment are reviewed on a case-by-case basis. The submission of a request for deferment is not a guarantee of approval.
2. Who is Affected by this Policy:
   a. Admitted students who have registered for their first-semester course in the CON.
   b. Students who have accepted admission to the CON but have not enrolled in their first course.
3. *Policy*: An offer of admission to the CON is made only for the upcoming academic year. Acceptance of the offer is generally not deferred; however, the CON may permit deferrals on a case-by-case basis, generally only for extenuating circumstances. Students who request deferment prior to registering for their first course should do so at least 2 weeks before the start of the semester. If a deferral is granted before enrollment for courses, the deferral is for one year only. A student whose request for deferral is approved after registering for first-semester courses may be considered under obligation to enroll and attend the program the following year. If a student requests a deferment after registering for classes, funds used to enroll may not be refundable.
4. *Procedures*: Requests must be received in writing and addressed to the Program Director, copied to the Department Chair, Associate Dean of Student Affairs, and the Program Director for Office of Student Admission.
5. The request must include a detailed description of the rationale for requesting the deferral.
6. Upon receipt of a request for deferment, the Program Director will review the case, make a decision, inform the Program Director of OSA, and report to the Admissions Committee the students who are on deferral. Tracking of students whose deferment was approved after enrollment for CON courses will be done by the Educational Policy Committee.
7. The student is responsible for contacting the Bursar and Office of Financial Aid to determine the financial consequences of deferring admission.
8. If a student does not resume their intended program of study after one calendar year of deferral, the student will be withdrawn from the program and re-apply.

A student who has been granted a deferral is responsible for notifying the Office of Student Affairs and their Program Director within the College of Nursing of the intention to begin classes at least 12 weeks prior to the start of classes or as soon as possible but no less than 7 days before the start of any semester.

Future enrollment is dependent upon available slots in the class or cohort. In the event no space is available in the class or cohort during the semester in which the student plans to enroll, an extension of the deferral past two semesters may be granted. Upon enrollment following a deferral of admission, the student will be subject to all rules and regulations which pertain to the class the student is joining and the corresponding Student Handbook for that year. Those rules and regulations may differ from those applying to the class into which the student was initially accepted.

ATTENDANCE

Full and responsible participation in classroom and clinical experiences are deemed essential for the preparation of beginning and advanced practice nurses. Students must notify faculty of any anticipated or unanticipated absence.

Title IV Loan Information

Students must attend/participate in classes for the first three (3) weeks of the semester. This verification of attendance/verification of enrollment is a requirement for financial aid eligibility.

Attendance at Examinations

Examinations must be taken as scheduled. Absence from a scheduled exam without prior notification and permission from the course instructor may result in a grade of zero (0) on the exam. Students may be required to provide official verification of reason for absence. Faculty reserve the right to accept/deny requests for make-up exams. Make- up exams may be in a different format than the original exam.

Attendance at Clinical Entry-level (Undergraduate)Program

All students are expected to be present, on time, and prepared for assigned clinical and College lab or simulation experiences. Clinical absences for any reason other than religious observances, illness, or extenuating circumstances are not acceptable. Simulation and skills lab experiences are counted as clinical hours. Therefore, absences from these practices will be counted as clinical absences. Students are expected to follow all clinical policies in all settings (lab, simulation, agency). Notification of absence for religious observance must be done at the start of the semester.

For all clinical absences, students must submit a Clinical Absence form (obtained from the Student Support Center office in the CON) to the didactic course faculty and Program Director. Health Clearance from Student Health Services (SHS) for return to in-person clinical is required for clinical absences related to illness.

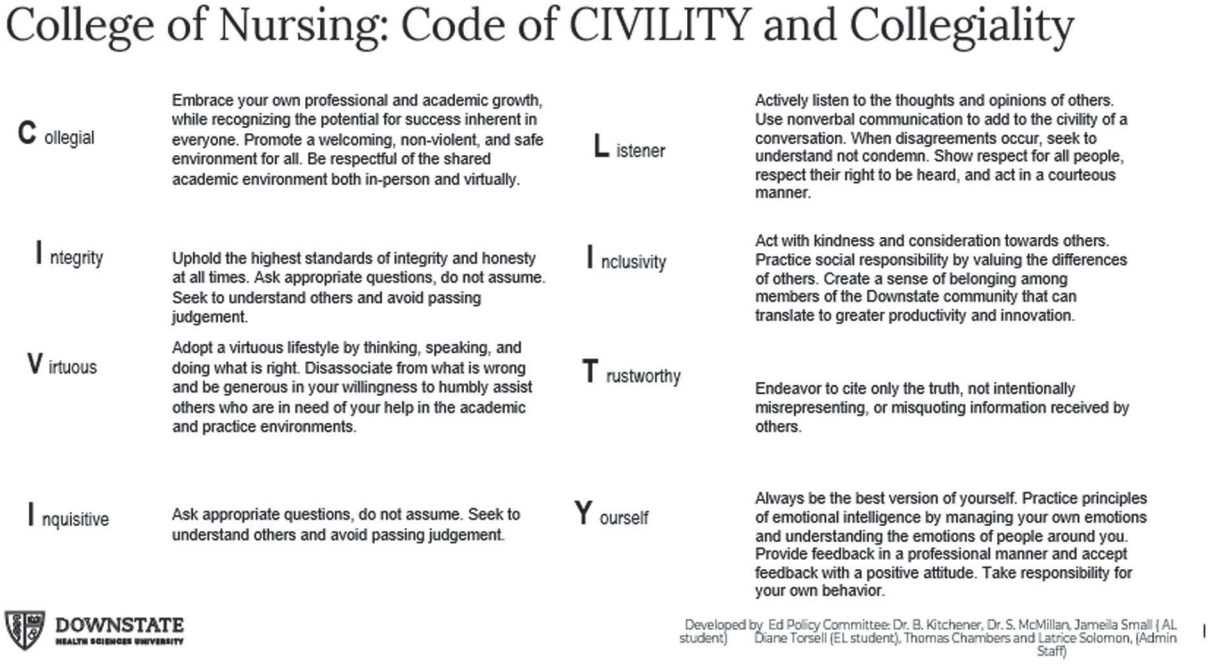
Inability to Complete the Clinical Day: Students who are unprepared, do not adhere to regulations of the college, clinical institution or agency, may be asked by faculty/clinical preceptor to leave the clinical setting. Students will be required to attend a make-up clinical or complete a make-up assignment as directed by the course faculty. Faculty have the discretion to require additional assignments to make up for missed days.

CHANGE OF TRACK

Students may request a transfer in track. An application may be required for track transfer approval.

CODE OF CIVILITY AND COLLEGIALITY

The CON adheres to the Code of Civility and Collegiality:



College of Nursing: Code of CIVILITY and Collegiality

C ollegial — Embrace your own professional and academic growth, while recognizing the potential for success inherent in everyone. Promote a welcoming, non-violent, and safe environment for all. Be respectful of the shared academic environment both in-person and virtually.

I ntegrity — Uphold the highest standards of integrity and honesty at all times. Ask appropriate questions, do not assume. Seek to understand others and avoid passing judgement.

V irtuous — Adopt a virtuous lifestyle by thinking, speaking, and doing what is right. Disassociate from what is wrong and be generous in your willingness to humbly assist others who are in need of your help in the academic and practice environments.

I nquisitive — Ask appropriate questions, do not assume. Seek to understand others and avoid passing judgement.

L istener — Actively listen to the thoughts and opinions of others. Use nonverbal communication to add to the civility of a conversation. When disagreements occur, seek to understand not condemn. Show respect for all people, respect their right to be heard, and act in a courteous manner.

I nclusivity — Act with kindness and consideration towards others. Practice social responsibility by valuing the differences of others. Create a sense of belonging among members of the Downstate community that can translate to greater productivity and innovation.

T rustworthy — Endeavor to cite only the truth, not intentionally misrepresenting, or misquoting information received by others.

Y ourself — Always be the best version of yourself. Practice principles of emotional intelligence by managing your own emotions and understanding the emotions of people around you. Provide feedback in a professional manner and accept feedback with a positive attitude. Take responsibility for your own behavior.

DOWNSTATE HEALTH SCIENCES UNIVERSITY

Developed by Ed Policy Committee: Dr. B. Kitchener, Dr. S. McMillan, Jamella Small (AL student) Diane Torsell (EL student), Thomas Chambers and Latrice Solomon, (Admin Staff)

COMMUNICATIONS

Students are expected to communicate in a professional manner, using their Downstate email. Response to email is expected within three business days.

Students are not permitted to use recording devices without the permission of the faculty.

Social media (sites such as Facebook, Twitter, LinkedIn, etc. or any other sites that encourage interactivity with the use of text or multimedia "sharing") is a powerful tool for communication and networking with the potential for useful teaching and learning opportunities. Use of social media must adhere to FERPA and HIPAA regulations as well as conform to professional standards of behavior when using these platforms. Please refer to the American Nurses Association link for further information. For more information, see: https://www.nursingworld.org/social/ and social media Policy in the appendix of this DHSU Student Handbook.

COURSE EVALUATIONS

Students are expected to complete all required evaluations each semester; course, clinical, site, etc.

LEAVE OF ABSENCE

A leave of absence may be requested for a maximum of three consecutive semesters.

1. A request for a leave of absence must be submitted in writing to the Program Director, including the Leave of Absence form. The Program Director will meet with the student and consult with the Associate Dean of Academic Affairs regarding the LOA request. If granted, the student will then meet with the Vice President for Student Affairs or designee to review any outstanding encumbrances. Any student with outstanding encumbrances is not entitled to have official transcripts sent and may be denied readmission.
2. Incomplete grades remaining from the semester in which the leave was taken must be removed in accordance with "Course Incomplete" Grade Regulations.

Returning from a Leave

Although it is the student's responsibility to initiate the process, the Program Director will attempt to contact the student prior to the return date to verify and discuss the student's plan to return from the LOA.

The student must:

1. Contact the Office of Student Affairs before the deadline stated in the leave of absence notification letter regarding the student's intent to return. The student must be prepared to document that all of the conditions of the leave have been met. If the student does not contact the Office of Student Affairs by the deadline date, the student will be administratively withdrawn from the program.
2. If the deadline date and conditions have been satisfied, the student will receive a letter from Student Affairs advising the student to meet with the Academic Advisor to schedule courses for the upcoming semesters.
3. If the student requests an extension of the leave of absence, a written request must be submitted to the Office of Student Affairs before the deadline date of the expiration of the leave (deadline for return). The decision of whether to grant an extension and any additional required conditions is at the discretion of the Program Director.

TRANSFER OF CREDITS

Students may request to transfer up to nine (9) credits from a prior academic institution to be applied toward their current degree program. Students are required to complete a transfer of credit request form (registrar's website) and provide a copy of the course syllabus to the Program Director. The Program Director will determine if the course is appropriate for transfer. This process must be completed within the first semester of enrollment in order to allow proper progression in the course of study.

Entry-level Program:

1. Students enrolled in the Accelerated track must complete 63 credits at SUNY Downstate.
2. Students enrolled in the RN-BS track must complete outstanding prerequisite courses by the end of the Spring semester.

Advanced-level Program:

1. Advanced-level (graduate) students must have earned a grade of "B" or higher for other courses to be eligible for transfer credit.
2. Courses taken more than 5 years ago may not be eligible for transfer; this is up to the discretion of the Program Director.
3. Transfer credits for Advanced Health Assessment, Advanced Pathophysiology, and/or Advanced Pharmacology must be reviewed and approved by the Program Director. Faculty may require verification of competency through skills demonstration or written examination prior to acceptance of transfer.

VIDEO CAMERAS DURING SYNCHRONOUS ONLINE CLASSES

1. The purpose of this policy is to enhance students' synchronous online learning experiences.
2. Students are expected to attend synchronous online classes, turn on their video cameras and keep the camera on during class. Students may turn their camera off briefly during class but are expected to return promptly. Any extended period off camera requires notification to course faculty via chat.
3. Students are encouraged to use professional or blurred backgrounds to minimize class distractions.
4. To minimize background noise and class distraction, students are expected to mute microphones unless they are speaking or otherwise instructed by the faculty.
5. Students are expected to raise a virtual/emoji hand and wait to be acknowledged by the course faculty.
6. Students are encouraged to actively participate in synchronous online class discussions via oral comments or typed comments/ questions in the class chat.
7. Professional behavior and demeanor are expected during all lectures.
8. Students are expected to respond appropriately when called upon in synchronous classes to demonstrate active learning and participation.

SECTION II: COURSE GRADING SYSTEM

The CON does not round in calculating grades. Grades are based on the following grading scale, using whole numbers only.

Grade	Quality Points	Numerical Range
A	4.0	94 – 100
A-	3.67	90 – <94
B+	3.33	87 – <90
B	3.00	84 – < 87
B-*	2.67	80 – < 84
C+*	2.33	75 – <80
C	2.00	65 – < 75
F	0.00	Below 65
I	None	A portion of the requirements for the course have not been completed for reasons beyond the control of the student (e.g. illness).
IP	None	Clinical course in progress
P	None	Successful completion of course requirements. No letter grade assigned.
W	None	Withdrawal prior to completion of 1/3 of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0.00	Withdrawal at failing level after completing 1/3 but prior to completing 2/3 of the course. A WF is considered an academic deficiency and is averaged into the GPA.
E	None	Credit by Examination or Course Challenge/Requirement Waiver
TR	None	Course transferred from another institution without grade and grade is not averaged into the GPA
Z	None	Thesis in Progress
		Maintenance of Matriculation

**C+ is the minimum grade required for all entry-level (undergraduate)courses*

**B- is the minimum required grade for all advanced-level graduate courses*

Course Grades

Entry-level (Undergraduate)

1. Students enrolled in entry-level (undergraduate) degree programs are required to achieve a minimum grade of "C+" (75%) for each course taken at the College of Nursing. Students must maintain a cumulative and/or semester grade point average of 2.5 in order to remain in satisfactory academic standing.
2. Students who score below 80% on an exam will meet with course faculty to develop an academic success plan.
3. Referrals for academic support services may be initiated through:
   a. Office of Student Academic Services
   b. Student Counseling
   c. Peer mentoring
4. Any course with a laboratory or clinical component requires students to pass both the clinical and didactic components. These components cannot be taken independently.

Advanced-level (Graduate)

1. Students enrolled in advanced-level (graduate) degree programs are required to achieve a minimum grade of "B-" (80%) for all courses taken at the College of Nursing. Students must maintain a cumulative and/or semester grade point average of 3.0 in order to remain in satisfactory academic standing.
2. Students who do not achieve an 80% on an exam will meet with course faculty to develop an academic success plan and will be referred to the Office of Student Academic Services to meet with an academic counselor.
3. Any course with a laboratory or clinical component requires students to pass both the clinical and didactic components. These components cannot be taken independently.

INCOMPLETE GRADES

A grade of "Incomplete" (I) shall be reported through Banner Self-Service for any student who has obtained, in advance, the written permission of the course instructor to postpone completion of specific course requirements beyond the semester in which the course was taken. An incomplete may be granted if a portion of required coursework is not completed due to extenuating circumstances, for example an illness.

Incomplete Didactic Course

1. Students who receive an "I" in a course must arrange for and obtain an anticipated date of completion in writing from the course faculty. This date is to be determined by the faculty but is not to exceed the end of the following semester in which the student is actively enrolled.
2. Course faculty will convert a grade from "I" to "F" if the student does not submit the outstanding course work by or before the due date determined by the faculty.
3. Students on approved Leave of Absence (LOA) with an outstanding "I" grade, must complete the outstanding coursework by the due date determined by the faculty, not to exceed the next semester after returning from LOA.

Incomplete Clinical Course

1. A grade of "IP" indicating "Course in Progress" will be given for students enrolled in a clinical course, and who have not completed the clinical education and/or administrative requirements for that clinical course during the semester in which they registered for the course.
2. For the Advanced Level programs, clinical/practicum pre-requisite courses must be completed within the timeframe specified by faculty. Failure to document completion of the clinical/practicum component of the course will result in the submission of a change of grade form from the course faculty for a conversion of the "IP" to an "F" grade for the course.
3. Students who do not complete clinical hours within the specified timeframe will be required to register for an independent study (variable credits 1-3).
4. If a student receives an "IP" in their final semester, the clinical hours and course must be completed by or before the date of graduation (typically May 31, August 31, or December 31).
5. If the student does not complete their clinical/practicum hours and coursework by the graduation date, they must register and pay for an Independent Study (1-3 variable credits) in the following semester and their date of graduation will be postponed.

WITHDRAWALS

From a Course

1. A withdrawal grade of "W" is reported when a student withdraws prior to completing one third of a course (See academic calendar). There is no penalty attached to the grade.
2. A withdrawal passing grade of "WP" is reported when a student withdraws at a passing level after completing one-third and prior to completing two-thirds of the course (See academic calendar).
3. A withdrawal failing "WF" is reported when a student withdraws at a failing level after completing one-third (1/3) but prior to completing (2/3) of the course (see academic calendar).
4. To withdraw from a course, the student must:
   a. obtain an Add/Drop form from the College of Nursing's Student Support Service office;
   b. discuss the intent to withdraw with the assigned faculty advisor/ Program Director;
   c. obtain a withdrawal grade with the signature of the course instructor and the Program Director
   d. return signed form to the Registrar's office. The effective date of withdrawal (W, WP, WF) is the day the form is received by the Registrar's office.
5. Students who fail to comply with health clearance requirements or deadlines related to clinical placement processes may be administratively withdrawn from the course. Students may request an extension, for extenuating circumstances, *prior to the deadline*, to the clinical placement coordinator. Requests do not guarantee approval.

Withdraw Failing (W/F)

Enrolled students are permitted to receive a total of three withdrawal failing (WF) grades.

APPEAL OF A FINAL COURSE GRADE

1. Initial appeals should be made by the student directly to the course faculty, in writing, within five business days of the posting of the final grade.
2. The faculty member and student will meet to discuss the appeal.
3. If a resolution cannot be achieved, and the student wishes to further appeal the decision, the student must notify the Program Director, in writing (via email) of the appeal within five business days of the initial decision with the faculty member.
4. The Program Director will schedule a meeting (with the student), the Academic Advisor, the faculty member of record, and the Associate Dean for Academic Affairs (ad hoc committee). The student must email any supporting documentation prior to the meeting.
5. The faculty of the ad hoc committee will review the materials and render a decision. Students will be notified of the decision, in writing (via email) by the committee.

SECTION III: CLINICAL POLICIES AND PROCEDURES

CLINICAL CLEARANCE

All students must register for clinical placements prior to the beginning of the scheduled clinical experience and receive clinical clearance to attend clinicals. Students must not attend any clinical unless all of the following documents are current and on-file in the College of Nursing Student Support Center Office and Typhon:

1. NYS RN license (RN-BS, masters and doctoral students)
2. Health clearance from Downstate Student Health Service which includes documentation of appropriate titers and/or vaccinations including PPD, COVID and flu vaccination/declination
3. Satisfactory 10 panel drug screen, (Castlebranch only)
4. Satisfactory background check, (Castlebranch only)
5. Student Malpractice insurance
6. BLS and/or ACLS certification, (AHA only)
7. Compliance Training/HIPAA certification, (Downstate only)

Students are responsible for updating expired clinical clearance requirements. Failure to do so may result in administrative withdrawal from the course.

1. Students must stay alert to the 60-day expiration Alert in Typhon to ensure that their required clinical clearance documents are current to prevent delays with starting and interrupting clinical rotations.
2. Students should not wait to receive a notification from the CON that their clinical documents have expired.
3. Students may be required to complete additional clearance/training requirements per individual clinical agencies.

CLINICAL PLACEMENT

The CON has clinical affiliation agreements with many hospitals, physician practices and academic medical centers throughout New York City and State.

1. All clinical sites are vetted and approved by Program faculty and /or leadership. Site information is documented in the Typhon database.
2. The Clinical Placement Team facilitates student placement, preceptor, and faculty assignments. The DNP Program leaders supervise site selection, evidenced-based practice project and mentor.
3. Students will need to complete a site-specific orientation as required by the agency. The agency may require additional clearance documents as well.
4. Clinical placement is a dynamic process and as such, clinical site assignments may change. In the event that this should occur, the Clinical Placement Team will facilitate the reassignment.

DRUGS & DRUG TESTING

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

Although the State of New York passed a law legalizing the use of recreational marijuana in New York for those age 21 and older, the use and possession of marijuana on SUNY Downstate's campuses remains prohibited under federal law. State University of New York campuses are bound by the federal requirements under the Drug-Free Schools and Communities Act. Under this requirement, the use, possession, cultivation, and sale of marijuana remains prohibited on all SUNY campuses and subject to disciplinary action. This prohibition covers all SUNY property in public as well as campus residence halls, University apartments, and offices, University-owned and leased buildings, housing, parking lots, and all SUNY events.

Although SUNY Downstate's drug testing program no longer tests for the presence of marijuana, students may be required to take a drug test at a clinical site or facility that does, especially if they visit a clinical site in another state that has not legalized marijuana. Regardless of where the student takes the test or the reason for the test, if a student takes a drug test that does include a test for marijuana and has a positive result, the policy described below still applies, even if the recreational use of marijuana was otherwise legal. The student will not be able to participate in clinical activities, even at a site that doesn't test for marijuana, until the student no longer tests positive.

In addition to policies and procedures identified in the appendices of this Handbook, the following policies will also be instituted when a College of Nursing student has a positive drug test:

1. The student will be notified by either the Office of Student Affairs (or designee) or the Dean of the College of Nursing (or designee) that a positive drug test report has been received. The student will be informed that they must take another drug test through CastleBranch.com, at the student's expense.
2. The student will be immediately suspended from participation in academic/clinical program until clearance (fitness for duty) has been obtained.
3. If the second drug test is negative, then the student will be reinstated and warned that any subsequent positive drug tests will lead to possible disciplinary action.
4. If the second drug test is positive or if the student declines to take a second drug test, then the student will be continued on suspension.

DRESS CODE ENTRY-LEVEL (UNDERGRADUATE)

A uniform dress code is designed to facilitate identification of student nurses and for professionalism, functionality, practicality, hygiene, and safety.

1. Students are required to follow all clinical site policies.
2. A clean, pressed College of Nursing uniform is required during clinical, lab and simulation experiences.
3. A white knee length skirt or full-length pants for women and white full-length pants for men.
4. A blue College of Nursing scrub top with a College of Nursing emblem sewn on the upper left sleeve of the top.
5. A white, College of Nursing lab coat may be worn over the scrub top. A white t-shirt can be worn under the scrub top. No colored sweaters, jackets, or sweatshirts are permitted.
6. Clean, white closed shoes with either white socks or neutral colored hose.
7. Identification badges are to be work above the waist at all times.
8. A watch with a second hand.
9. No perfume or aftershave/cologne.
10. Nails must be kept short, clean and with no acrylic, tips, wraps, or other nail enhancements. Nail polish of a neutral color may be worn, but must not be chipped.
11. Identification badges are to be worn above the waist at all times.
12. Hair should be pulled off the collar and secured.
13. Necklaces and dangling earrings are discouraged for safety reasons. Visible body piercing hardware and long false eye lashes are not allowed.

DRESS CODE ADVANCED-LEVEL (GRADUATE STUDENTS)

A uniform dress code is designed to facilitate identification of student nurses and for professionalism, functionality, practicality, hygiene, and safety.

1. Students are required to follow all agency policies.
2. Professional attire and a white lab coat with pockets are required. A Downstate College of Nursing emblem is to be sewn on the left upper arm of the white lab coat.
3. Identification badges are to be work above the waist at all times.
4. Jeans, mini -skirts, tight pants, shorts, sweat suits, crop tops, coveralls, and open toe shoes, as well as other inappropriate attire are not to be worn in the clinical area at any time.
5. No perfume or aftershave/cologne.
6. Nails must be kept short, clean and with no acrylic, tips, wraps, or other nail enhancements. Nail polish of a neutral color may be worn but must not be chipped.
7. Hair should be pulled off the collar and secured.
8. Necklaces and dangling earrings are discouraged for safety reasons. Visible body piercing hardware and long false eye lashes are not allowed.

INCIDENTS DURING CLINICAL

If an incident (e.g. medication error, injury, illness) occurs during clinical, involving a student or clinical faculty, and/or patient, after addressing the incident, please adhere to the agency policy regarding reporting and follow up. Clinical faculty are expected to notify the didactic course faculty as well as the Program Director before the end of the day, but no longer than 24 hours. Within 48 hours of the incident, the clinical faculty will submit a Clinical Incident Form to the Program Director and the Clinical Affiliations Coordinator. In the event that either a student or faculty member become ill during clinical, please follow the agency's rules regarding seeking medical care (emergency room, employee health at the clinical site).

SIMULATION POLICIES AND PROCEDURES

1. The CON Simulation Lab is a safe, learner-centered, active learning space. The CON is deeply committed to providing quality simulation learning opportunities to develop and improve the procedural skills and core competencies for efficient and effective nursing practice.
2. Confidentiality Procedures: Students are expected to maintain confidentiality about the progression of clinical scenarios and performance of their peers. In so doing, the integrity of the simulation learning opportunities is maintained for all while each learner's privacy is maintained and respected.
3. Safety Procedures: Physical and psychological safety measures for simulation learning opportunities are reviewed as is the simulation environment and its equipment.
4. Dress Code/Late/Unprepared/Absence Procedures: Students are expected to be dressed according to specific track requirements. Equipment used to perform patient assessments such as stethoscope, watch with second hand, penlight, and pen must be brought to simulation lab.
5. Students are expected to arrive at least 10 minutes before scheduled simulation start time. In so doing, the simulation learning activity will begin on time without interruptions to the progression of the clinical scenario and disruptions to others' learning. Students will not be admitted into the simulation lab after the scheduled start time. Late-to-simulation students will be required to contact their course faculty and Program Director to arrange make-up date.
6. Preparation for Simulation: Students are expected to complete all pre-simulation learning activities. In so doing, the session learning goals and objectives as well as roles in the clinical scenario are integrated into the learning process. This preparation helps Students assimilate clinical information and action utilizing critical thinking during their assigned simulation session.
7. Students are expected to notify their course faculty and Program Director of any absence from scheduled simulation sessions, in accordance with absence policies.

CLINICAL ABSENCES

Please see section on Attendance at Clinical.

SECTION IV: ACADEMIC PROGRESSION

All degree requirements must be completed within five years of the date a student first matriculated. Time elapsed during a formal leave of absence is counted toward the five-year limit.

Definition of Terms

1. *Academic progression:* The advancement of a student through the curriculum according to their program of study.
2. *Good academic standing:* Student advancement in their program of study, as planned.
3. *Deceleration:* Modification of program of study due to Academic Jeopardy or other issue impacting student progression in their planned program of study.
4. *Academic Actions:* Actions/statuses applied when a student fails to meet standards for academic progression. These include Academic Probation, Academic Warning and Academic Jeopardy.

Academic Warning

Academic warnings are notification to students who may have failed an exam, an assignment, or have not completed required coursework.

1. Academic Success Plans will be developed by course faculty and academic advisors. Academic Success Plans may include:
   a. the reason for the academic warning,
   b. student statement of contributing factors,
   c. student comments and faculty observations/advisement,
   d. strategies to improve academic performance, including referrals to campus-level services, and
   e. follow up dates with course faculty/academic advisor.
2. If the student fails to communicate or progress, the matter will be referred to Ed Policy and Progression Committee for next steps.

Academic Jeopardy

Academic jeopardy applies to a student who has failed a clinical or didactic course and requires deceleration.

Academic Probation

GPA requirements Entry-Level (Undergraduate)

1. Students are required to maintain cumulative GPA of "C+" or better (2.5) or they are placed on academic probation. Students on probation may register for a maximum of 7 credits, including clinical courses. This policy may be waived upon written request with rationale from the student to the Program Director and Program Chair.
2. Following placement on academic probation, a cumulative GPA of 2.5 must be achieved within two consecutive semesters in order to be removed from academic probation. A student who fails to achieve a cumulative GPA of 2.5 within two consecutive semesters or fail two courses in one semester will be dismissed from the College of Nursing.

GPA requirements Advanced-Level (Graduate)

1. Students are required to maintain cumulative GPA of "B" or better (3.0) or they are placed on academic probation. Students on probation may register for a maximum of 7 credits, including clinical courses. This policy may be waived upon written request with rationale from the student to the Program Director and Program Chair.
2. Following placement on academic probation, a cumulative GPA of 3.0 must be achieved within two consecutive semesters in order to be removed from academic probation. A student who fails to achieve a cumulative GPA of 3.0 within two consecutive semesters or fail two courses in one semester will be dismissed from the College of Nursing.

Withdrawal from Program

Administrative Withdrawal

1. If a student does not register for any semester, and no request for a Leave of Absence has been made and/or granted, the student is deemed to be "out of status."
2. Students who wish to return after one semester "out of status" must file for a retroactive leave of absence.
3. Students who are "out of status" from the degree program for more than one semester will be administratively withdrawn after two semesters.

Voluntary Withdrawal

To voluntarily withdraw from a CON program of study, the student must:

1. Meet with the Program Director and complete the Change of Status form.
2. Meet with the Program Director/Academic Advisor to facilitate the withdrawal process. Students must return borrowed material to the library, obtain bursar clearance, financial aid clearance, if applicable, and residence hall clearance.
3. Any student with outstanding encumbrances will not receive, or have sent on their behalf, transcripts of academic work, and may be denied readmission.
4. The student must continue with their course work (except in an emergency situation) until the withdrawal has been approved.
5. The student will receive a letter from the Office of Student Affairs confirming the effective date of the withdrawal.

Dismissal from Program

Failure to meet requirements, whether through unsatisfactory academic or clinical performance, student unavailability for learning experiences, or inappropriate or unprofessional behavior, may result in academic dismissal from the College of Nursing.

1. Students who fail a course and fail to achieve a passing grade in the repeated course or who fail any subsequent course will be dismissed from the College of Nursing.
2. Students may not receive more than 3 withdrawal falling (WF) grades. Two WF grades are permitted in a single course. Students are dismissed from the program when the WF limitation has been exceeded.
3. An entry-level student who fails to achieve a cumulative GPA of 2.5 within two consecutive semesters or fails two courses in one semester will be dismissed from the College of Nursing.
4. An advanced-level student who fails to achieve a cumulative GPA of 3.0 within two consecutive semesters or fails two courses in one semester will be dismissed from the College of Nursing.
5. Students are notified of dismissal from a program by an Associate Dean on the recommendation of Ed Policy and Progression Committee.
6. A student who has been dismissed from the program may submit a new application for readmission. To be considered, the student must submit a written request for evaluation of previous courses taken at the College of Nursing.
7. Students who are dismissed may be readmitted one time and are held to the Admission, Curriculum and Educational requirements/ policies in effect at that time of their readmission.
8. A decision by the Admissions Committee to readmit a student who has been dismissed is based on evidence that the student has taken steps to overcome the obstacles to their academic success.

Student Appeal of Dismissal

Students who wish to appeal the dismissal decision, may do so, in writing (or via email), to the Associate Dean with supporting documentation.

1. A committee consisting of three (3) faculty members, one (1) of whom can be selected by the student, will be formed by an Associate Dean to review the appeal.
2. A meeting will be called, within five business days, to review the student's written statement and any additional documentation provided.
3. The student will have an opportunity to attend this meeting and provide a statement. The Program Director and/or Program Chairperson may also be asked to appear before the Appeals Committee to discuss the Program's rationale and/or response to the appeal.
4. After completion of the meeting, the Appeals Committee makes a recommendation that the dismissal either be upheld, modified or reversed.
5. This recommendation is forwarded to the Dean of the College of Nursing. The Dean may either endorse the recommendation of the Appeals Committee or make an independent determination. In either event, the Dean's decision is final.
6. The Dean will notify the student, in writing (via email), of the final decision.

SECTION V: GRADUATION REQUIREMENTS

Students must meet all college and degree requirements as established in the catalog and other university, college or program publications to graduate. Where applicable, students must also meet specific academic requirements as specified by the track and degree program.

All degree requirements must be completed within five years of the date a student is first matriculated. Time elapsed during formal leave of absence is counted toward the five-year limit.

Candidates for graduation must complete all of the following by the day of graduation:

1. Complete all academic requirements for admission to the respective degree.
2. Complete the program of study for the degree, including satisfactory completion of all required courses (including resolving all "I" or "IP" grades by no later than the official date of graduation).
3. Meet all attendance, course, credit and other stated requirements of the track, degree and college.
4. Have a minimum cumulative grade point average of 2.5 for the B.S. degree; 3.0 for the M.S. and DNP degrees and Advanced Certificates.
5. Satisfy clinical course requirements.
6. Satisfy all financial obligations due to SUNY Downstate.
7. Complete a mandatory financial aid exit interview if the student has received financial aid at SUNY Downstate.
8. Have no disciplinary charges in progress or pending.

The student has the responsibility to register for and satisfactorily complete all required course work. It is strongly recommended that each student make an appointment with her/his Academic Advisor and a staff member in the Office of the Registrar prior to his/her last semester, to review their program of study and verify that all degree requirements will be met.

MAINTENANCE OF MATRICULATION

In order to graduate at the end of any given semester, a student must be registered for that semester. A student may satisfy this requirement either by (a) being registered for coursework until graduation; or (b) registering for Maintenance of Matriculation to maintain matriculation. Students must receive permission from the Program Director to register for Maintenance of Matriculation.

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

Students may not register for Maintenance of Matriculation while they are completing clinical course hours.

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

ISSUANCE OF DIPLOMAS

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

COMMENCEMENT CEREMONY PARTICIPATION

Students are eligible to participate in the Commencement ceremony if they have fulfilled the degree requirements, or will fulfill the degree requirements within one semester after the date of Commencement. The Office of the Registrar confirms eligibility for graduation and participation in Commencement.

DEAN'S LIST

Matriculated fulltime students who achieve a GPA of 3.5 or higher are considered on the "Dean's List."

GRADUATION HONORS

The following honors are granted at graduation:

- *Cum laude*, for a cumulative GPA of 3.50
- *Magna cum laude*, for a cumulative GPA of 3.75
- *Summa cum laude*, for a cumulative GPA of 3.90

To graduate with honors the student must meet the following criteria:

- GPA or above.
- No "C" grades.
- No record of disciplinary action or lack of professionalism while in the degree program.

ADDITIONAL INFORMATION

DHSU Policies and Procedures apply to all College of Nursing students. Refer to the Appendices in the DHSU Student Handbook.

COLLEGE OF NURSING CONTACTS

Dean

Dr. Lori Escallier (718) 270-7632

Associate Dean for Academic Affairs

Dr. Marie-Claire Roberts (718) 270-7605

Associate Dean for Clinical Affairs and Community Partnerships

Dr. Joanne Ritter-Teitel (718) 270-7605

Entry-level Undergraduate Program/Track Leadership

Chair, Entry-level Programs

Program Director, Accelerated BS Track

Dr. Jean McHugh (718) 270-7623

Program Director, RN BS Track

Dr. Barbara Kitchener (718) 270-7612

Advanced-level Graduate Program/Track Leadership

Chair, Advanced-level Programs

Program Director, Nurse Practitioner Track

Dr. Jeanine O'Hagan-Murphy (718) 270-7657

Program Director, Nursing Education Track

Dr. Kathleen Bratby (718) 270 – 7605

Program Director, DNP Program

Dr. Nataliya Shaforost (718) 270 – 7622

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SCHOOL OF PUBLIC HEALTH

ACADEMIC POLICIES

DEFERRAL OF ADMISSION

Accepted applicants to the School of Public Health (SPH) who request a deferral of admission and who are granted a deferral, are deferred for only one year. Deferrals of admission will not be extended beyond the one-year limit except under extraordinary circumstances.

MAXIMUM TIME ALLOWED FOR DEGREE COMPLETION

ACPH: The time allotted for completion of the ACPH, regardless of concurrent degree involvement is three (3) years unless there are compelling extenuating circumstances.

MPH: The time allotted for completion of the MPH degree, regardless of concurrent degree involvement is six (6) years unless there are compelling extenuating circumstances.

DrPH: The time allotted for completion of the Doctor of Public Health degree, regardless of concurrent degree involvement is nine (9) years unless there are compelling extenuating circumstances.

Maximum time allowed for degree completion may be extended in the event a student goes on a Leave of Absence.

TRANSFER CREDIT (DEGREE RESIDENCY REQUIREMENTS)

Advanced Certificate Program: Transfer Credits are not accepted.

MPH Program Transfer Credits

A maximum of twelve (12) *graduate level* credits from another CEPH and CHEA regionally accredited college and/or university can be transferred into the MPH program. Transfer of credits for courses used towards the completion of a granted degree will not be considered. Courses taken outside of SUNY Downstate's School of Public Health while actively matriculated in the program will not be considered.

DrPH Program Transfer Credits

A maximum number of fifteen (15) *doctoral level* credits from another CEPH and CHEA regionally accredited college and/or university can be transferred into the doctoral program. Courses used towards the completion of a granted degree will not be considered. However, some DrPH coursework may be waived if relevant doctoral level courses have been taken at another institution. Courses taken outside of SUNY Downstate's School of Public Health while actively matriculated in the program will not be considered.

For transfer of credits or waivers, the accepted student must provide: 1) a detailed course syllabus and 2) an official transcript verifying at least a B grade (3.0 on a 4.0 system) in that particular course(s).

If the student fails to provide appropriate proof of course content equivalency and an official transcript in a timely fashion, the option for credit transfer may be denied.

ACADEMIC ADVISING, SUPERVISION, AND EVALUATION OF STUDENT PROGRESS

Each student is assigned a faculty advisor upon admission to the School. Advisor assignments are based on faculty availability within the School. Faculty advisors assist students in selecting a program of study and monitoring progress toward the successful completion of the degree. Advisors are available throughout the academic year to assist students with problems or issues and for discussions regarding academic progress and career opportunities. Advisors may be changed by request to and with the approval of the departmental chair.

Advisors are required to remain current with each student's academic progress. Instructors are required to inform the advisor at appropriate intervals concerning students who are having academic difficulties. The advisor will, in turn, share said status with the departmental chair. Together, the advisor, and, as needed, the departmental chair, will work with the student to find necessary assistance.

Students are encouraged to maintain regular contact with advisors. Each student has the responsibility to meet with their faculty advisor at least once each semester prior to registration in order to review completed course work and course requirements and assure that the course plan is appropriate.

Students are required to enter a unique PIN code before proceeding with online registration. At the end of an advisement session, and upon approval of the course selection, the student's advisor will provide a unique PIN code that will allow a student to proceed with registration via the Banner-Self-Service system. PIN codes change every term, and as such, students must meet with the faculty advisor prior to every registration period.

It is the policy of the School of Public Health not to retain inactive students. To remain active, students must be registered for at least one course during the fall and spring terms or be on an approved leave of absence. Students who are inactive for two semesters will be administratively withdrawn from the School. There is no appeal for this determination.

Files will be maintained on each student charting the student's academic progress according to the Family Educational Rights and Privacy Act (FERPA).

Students may not register for more than fifteen (15) credits per semester. Under extenuating circumstances, however, a student may seek Dean's approval to register for more than fifteen (15) credits.

For MPH students, a special emphasis is placed upon advising students engaged in the Culminating Experience/Integrated Learning Experience. Each student and faculty advisor must review the protocol for the Culminating Experience/Integrated Learning Experience and assure that the proper documents are completed.

For DrPH students, a special emphasis is placed upon advising students engaged in the doctoral dissertation process. Each student and their dissertation advisor (committee chair) and Committee, must work closely throughout to assure that the student and accompanying requirements and documents are completed properly. Note that the student engaged in dissertation work must register for thesis advisement each semester until the dissertation is completed and approved.

Steps required to complete the Doctor of Public Health degree:

- Satisfactory completion of all DrPH core, concentration, and elective courses
- Completion of the Applied Practice Experience.
- A passing grade on the Qualifying Examination (QE),
- Successful completion of the Dissertation Proposal,
- Successful completion of the Dissertation and,
- Successful completion of the Dissertation Defense.

For further details, students should consult the MPH and ACPH Supplemental Student Handbook, the DrPH Student Handbook, as well as the written guidelines for the MPH/DrPH Applied Practice Experience, and the MPH Integrated Learning Experience located on the SPH website.

ACADEMIC SERVICES

The Office of Student Academic Services (OSAS) academic counselors are available to assist students in reaching their full academic potential. Academic counselors provide individualized instruction, workshops, and resource materials on time management, knowledge organization, writing formatting, test-taking techniques, and test anxiety management. Group tutorials will be available for selected courses as needed. Referrals for one-to-one or small group tutoring are available. An academic counselor is available to meet with individual students who are experiencing academic challenges. The SPH will provide additional resources as needed. For more information on the Office of Student Academic Services, see "Office of Students Academic Services" in the University Services section in the front of this handbook.

ACADEMIC INTEGRITY

Students are expected to maintain the highest standards of honesty in their academic pursuits. Academic dishonesty is considered a threat to the integrity and reputation of SUNY Downstate Health Sciences University and all the faculty and students associated with it. Since academic integrity and behavior of students suggest their future professional behavior and integrity in fulfilling their public health responsibilities, the faculty and students of SUNY Downstate Health Sciences University are committed to upholding and enforcing the highest standards of academic integrity. Students found guilty of any form of academic dishonesty are subject to disciplinary action. Academic dishonesty includes cheating, forgery, plagiarism, and any other infringements that may imply deviance from the highest standards of honesty in all aspects of academic endeavor.

Forms of Academic Dishonesty

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

a. The use of the same work for academic credit in more than one course without the knowledge or consent of the instructor(s).

b. The fabrication of any information used to satisfy any academic requirement.

c. Behavior that constitutes academic dishonesty during an examination include, but is not limited to:

   1) Copying the work of others.
   2) Deliberately exposing examination materials to review or use by other students.
   3) Using notebooks, textbooks, information, or materials not specifically authorized by the instructor.
   4) Speaking or communicating regarding the exam with other students at any time during the examination.
   5) Using a cell phone, beeper or other electronic device during an examination.
   6) Leaving the examination for any length of time during the examination, without the authorization of the instructor/proctor. (Leaving the examination room after the exam has started will only be authorized for genuine issues or emergencies. Student may be escorted when leaving and returning to exam room.)

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

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

Multiple Submissions: Submitting substantial portions of the same work for credit more than once, without the prior explicit consent of both the instructor to whom the material is being submitted and the instructor to whom it has been submitted in the past is considered a multiple submission and is considered a violation of academic rules.

Procedures for Resolving Academic Integrity Cases

Step 1. The faculty member/course director should first determine the nature of the breach/infraction of academic policy. During this process, the faculty member/course director must assemble credible and convincing evidence that a breach/infraction of academic policy has occurred and memorialize it in writing.

Step 2. The faculty member/course director should present this evidence in writing and verbally to the Chair of the Department for discussion.

Step 3. If the Chair of the Department believes the evidence to be credible and convincing, the faculty member/course director must communicate to the student in writing within 48 hours of that confirmation that a breach/infraction of academic policy has occurred and arrange to meet with the student as soon as possible.

Step 4. After discussion with the student, the faculty member/course director should determine the course of action. This can include:

a. requiring that the student redo the assignment in the case of plagiarism

b. giving a failing grade on the specific academic effort under consideration.

c. giving a failing grade for the entire course

The faculty member/course director must communicate their decision to the student in writing, with a copy to the Assistant Dean for Student Engagement and Success, within 48 hours of having discussed the matter with their Chair and having obtained concurrence that a breach/infraction did indeed occur. The faculty member/course director must memorialize in writing all discussions pertaining to the matter and keep them in a confidential file.

Step 5. In the event that the student is given a failing grade for the course because of the infraction or a failing grade on the assignment that results in a failing grade for the course, the matter will be referred to the Committee on Student Evaluation, Promotion and Honors. The Committee will carefully examine the matter within a week of being informed of it and come to a decision which they will immediately communicate to the Vice Dean for Academic and Student Affairs who in turn will immediately inform the student in writing.

Step 6. The student will have the right to appeal the matter to Dean of the School of Public Health within forty-eight hours of being informed of the decision of the Committee on Student Evaluation, Promotion and Honors. The Dean will appoint an Appeal Committee comprised of faculty of the School of Public Health not previously associated with the matter at hand. This Appeal Committee will be provided with all necessary information. The student will have an opportunity to address the committee and present their version of events. The Appeal Committee will come to a decision and refer it to the Dean who will make the final decision.

ANTIPLAGIARISM/ANTI-CHEATING SOFTWARE

Safe Assign is a software package that provides an "antiplagiarism/anti-cheating" service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Furthermore, other sources must be considered in order to determine whether a violation of academic integrity has occurred. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

PROFESSIONAL CONDUCT

All students are expected to exhibit a professional demeanor and behave in an appropriate manner while in class, in applied practice experiences, and when interacting with SPH faculty, staff, and other students, and as individuals and groups within the respective communities. Students are expected to show respect for faculty, staff and fellow students during class and all program related interactions.

Unprofessional/inappropriate behavior includes, but is not limited to, the following:

1. Late arrival to class.
2. Late submission of papers or dated assignments.
3. Disruptive behavior in class, which includes the following:
   a) Reading non-course related material in class.
   b) Using cell phones/beepers/other electronic devices during class.
   c) Having non-course related discussions with other students during class.

Please see the SUNY Downstate Health Sciences University Student Handbook (Appendix V) for The Rules of Student Conduct.

ABSENCES FROM EXAMS

Students are expected to appear for examinations at the appointed time, or the course instructor may award the student a grade equivalent of "F" or "zero" for the exam. Students must contact the course instructor or the SPH Program Office no later than the day of the exam to explain the reason for their absence from the scheduled exam. Failure to notify the course instructor in a timely fashion regarding an absence from an exam may result in an "F" or "zero" for the exam. A student may be excused by the course instructor due to illness or other emergency. Personal physician notes **(**may not be from a relative**)** or a note from SUNY Downstate's Student Health Center must be presented to the course coordinator to document excused absences for illness. (Some courses coordinators may only accept notes from the Student Health Center. Students are advised to consult the course instructor for the policy in that course.) If the student provides appropriate documentation, a make-up exam **may** be authorized by the course instructor. **The date and time of the make-up is at the discretion of the course instructor and/or the departmental chair.**

AUDITING

No course auditing will be permitted. Only SPH matriculated students, or those for whom a specific educational program (for example; medical residents/fellows) has been agreed upon by the departmental chair and/or Vice Dean, will be admitted to classes.

COURSE WITHDRAWALS

A student may withdraw from a course upon their written request. The request requires approval by both the course director and the SPH Departmental Chair.

A "W" will be recorded on the student's official transcript if the withdrawal is prior to the deadline (as specified on the academic calendar) to withdraw with a grade of a "W".

A "Withdraw Pass" (WP) will be recorded, if a student withdraws at a passing grade level from a course prior to the deadline (as specified on the academic calendar) to withdraw with a "WP" or a WF".

A "Withdraw Fail" (WF) will be recorded, if a student withdraws at a failing grade level from a course prior to the deadline (as specified on the academic calendar) to withdraw with a "WP" or a WF".

A "Fail" (F) will be recorded on the student's official transcript if a student voluntarily withdraws after the deadline (as specified on the academic calendar) to withdraw with a "WP" or a WF".

To withdraw from a course, the student must:

1. Obtain an Add/Drop form from the SPH Office of Enrollment and Student Affairs,
2. Discuss the intent to withdraw with the assigned faculty advisor,
3. Obtain a withdrawal grade with the signature of the course instructor and the departmental chair, and,
4. Return one copy to the SPH Office of Enrollment and Student Affairs and submit the form to the Registrar's Office.

Students must speak to the course director and advisor(s) before withdrawing from a course.

Please note that withdrawal within the first week of classes entails no penalties – no "W" on the student's record; no withdrawal fee. Withdrawal within the second week of classes entails no "W" on the student's record, but does incur a 30 percent of the tuition charge. Please see the academic calendar for specific dates.

COURSE/GRADE APPEALS PROCEDURES

A student who is dissatisfied with a course grade or has been recommended for repeating a course by the SPH Committee of Student Evaluation, Promotion, and Honors (SEPH) will be granted the right to appeal the recommendation (in writing) to the Departmental Chair. The appeals process is as follows:

A student who is dissatisfied with a course grade or has been recommended for repeating a course by the SPH Committee of Student Evaluation, Promotion, and Honors (SEPH) has ten (10) business days after the official grade has been submitted to the Office of the Registrar to appeal a grade. After the ten (10) business day deadline, the grade is considered final and no changes can be made. The appeal process is as follows:

1. Within the ten (10) business day period, a student wishing to appeal a grade must first discuss the matter with the course director. If the matter is not resolved at the course director level, the student may appeal to the Departmental Chair by submitting a written appeal to the Departmental Chair, with a copy also to the Vice Dean.
2. The Departmental Chair will review the written appeal and interview the course director. The student will also be provided with an opportunity to discuss their grade appeal with the Departmental Chair.
3. Upon completion of the review process, the student will be notified of the final decision of the Departmental Chair within ten (10) business days of their grade appeal meeting with the Chair. The Chair is required to employ only their best effort to notify the student of their status. (Notification will be made to the address on file in the Office of the Registrar and a copy will be sent to the student's Downstate e-mail account.) A copy of the chair's decision letter will also be given to the Vice Dean, SPH and the Assistant Dean for Student Engagement and Success.

EVALUATION OF STUDENT PERFORMANCE

The faculty is charged with being objective and fair in the evaluation of student performance. Evaluation of student performance is conducted through multiple measures such as examinations (written and oral), class participation, and by observations in discussion groups.

Attendance in the SPH is a privilege and not a right. The SPH reserves the right to dismiss a student at any time for deficient academic performance or unprofessional behavior as determined by the SPH Committee on Student Evaluation, Promotion, and Honors or the disciplinary procedures of the College.

Course instructors are obligated to inform students of the course requirements and evaluation procedures at the beginning of each course. This information must be provided to students in writing. Each course instructor provides students with advice about their academic standing in the course, to detect academic difficulties prior to the final grade.

Course instructors are responsible for entering student grades on the Banner Self-Service system by the semester deadline as specified by the Office of the Registrar. Any change in a student grade must be submitted through the Banner-Self-Service Portal by the course instructor or SPH departmental chair.

Student questions regarding a grade in a course must first be directed to the course instructor. If questions still remain, the student must meet with the departmental chair. The departmental chair's decision is final. If a student believes that their final course evaluation has been affected by discriminatory behavior as defined by law, the student is urged to meet with the Vice Dean and/or the Chief Diversity Officer, in addition to the individuals listed above.

Institutional policy prohibits the posting of student grades by social security number or other personally identifiable mechanisms. Some instructors post final grades on the Blackboard system. To ensure confidentiality, students may access their final grades electronically through the Banner Self-Service Portal using their Net ID and passwords. At the discretion of the departmental chair, students may receive verbal notification of their grades from Assistant Dean for Student Engagement and Success ***after*** final grades are submitted to the Registrar each semester.

ACADEMIC PROBATION

A student whose cumulative GPA is below 3.0, based on a minimum of four (4) courses (12 credits), may be placed on academic probation. A student on probation may register for a maximum of six (6) credits per semester.

After completing twelve (12) credits on academic probation, a cumulative GPA of 3.0 must be achieved in order to be removed from academic probation. A student who fails to achieve a cumulative GPA of 3.0 or higher at the end of taking these additional twelve (12 credits) or whose performance on a lesser number of credits makes it mathematically impossible for him/her to achieve the required GPA of 3.0, shall be referred to the Committee on Student Evaluation, Promotion, and Honors by the departmental chair, which will recommend one of the following options:

1. that the student be dismissed because of poor academic performance;
2. that the student be allowed to continue the next semester on a modified study program and be required to successfully repeat any failed course(s);
3. that the student takes a leave of absence (for not more than one year) from the School of Public Health until readmitted to either repeat the course(s) or raise their GPA to 3.0;

The Committee may request that members of the faculty who are involved in the case be present to answer questions. They may also request additional information. A formal vote is taken and a recommendation is submitted in writing to the Dean. After considering the recommendations of the Committee, the Dean will make a determination. The Assistant Dean for Student Engagement and Success will notify the student in writing of the action and of their right to appeal (See "Appeal and Notification).

Concurrent degree students who are placed on academic probation will have the other degree program notified of the change in status.

DEFICIENT GRADES

A "Fail" (F) grade and a "Withdraw Fail" (WF) are both considered a deficient grade and can be remediated only by repeating the entire course. However, the "F" grade and the "WF" remain on the official transcript along with the grade achieved by removing the deficiency. A student has only one opportunity to remove a deficient grade in a course. If the student fails this make-up, the student will be given a "Fail" grade.

Deficient grades in two or more courses in a semester may subject the student to dismissal. However, since each student's academic performance is reviewed on an individual basis; students are advised to meet with their student advisor and/or the departmental chair during the academic semester if they have questions about their particular situation.

SPH COMMITTEE ON STUDENT EVALUATION, PROMOTION, AND HONORS (SEPH)

Responsibilities

The SPH Committee on Student Evaluation, Promotion, and Honors is responsible for:

1. Recommending MPH and ACPH students for promotion
2. Evaluating MPH, ACPH, and DrPH students in academic difficulty
3. Consequences to be applied for infractions of academic integrity for MPH, ACPH and DrPH students
4. Recommending plans for remediation of those MPH and ACPH students with deficiencies or those who have failed to register for the semester without an approved leave of absence
5. Recommending MPH and ACPH students for graduation (see below for graduation requirements)
6. Recommending the conferring of honors and awards on those MPH, ACPH, and DrPH students whose work is outstanding
7. Recommending MPH and ACPH students for marching in the annual May Commencement ceremony

1. Voting Members: The Committee will consist of a minimum of five voting faculty members inclusive of the Chair. All new voting faculty members will be appointed by the Dean.

   Eligibility requirements for faculty appointment to the Committee include:

   a. The faculty member must be a member of the voting faculty.
   b. The faculty member may not be an officer of the administration.

2. Non-voting members:
   - The SPH Assistant Dean for Student Engagement and Success.
   - One representative from the Office of Student Affairs.

Appeal and Notification Procedures

Students who have been recommended for dismissal for academic failure or unprofessional behavior by the SPH Committee of Student Evaluation, Promotion, and Honors (SEPH) shall be notified by the SPH Assistant Dean for Student Engagement and Success and may appeal the recommendation (in writing) to the Dean.

Cases in which students are being recommended for academic probation may not be appealed.

The appeals process is as follows:

1. Email notification will be sent by the SPH Assistant Dean for Student Engagement and Success to the student of a decision of the SEPH Committee of unsatisfactory academic progress within five (5) business days of the SEPH Committee's decision. The SPH Assistant Dean for Student Engagement and Success is required to employ only their best effort to notify the student of their status. Students in academic difficulty are advised to contact the SPH Assistant Dean for Student Engagement and Success immediately following the SEPH meeting to ascertain their academic status.

2. A student wishing to appeal a dismissal determination affecting him/her, as provided above, must submit a written appeal notice to the SPH Assistant Dean for Student Engagement and Success no later than three (3) business days after the student has been sent notification, by email, of the SEPH Committee's action or determination. The written appeal letter should outline reasons for the appeal in detail. Appeals are intended to be expedited in the shortest reasonable time in order to provide the student with the opportunity to register for the ensuing term.
3. The written appeal will be considered by an Ad Hoc Appeals Committee appointed by the SPH Dean. The voting members of the Ad Hoc Appeals Committee may not be members of the SEPH Committee and will be selected among those faculty not directly involved with the student's case. There will be a minimum of three voting members on the Ad Hoc Appeals Committee. SUNY SPH Assistant Dean for Student Engagement and Success and a representative of the Office of Student Affairs serve as ex-officio, non-voting members.
4. The Chair of the Ad Hoc Appeals Committee will notify the student in writing that they are being granted an opportunity to appear before the Ad Hoc Appeals Committee to discuss, in detail, the reasons for their appeal. The Chair shall provide email notice of such a meeting (including the date, time and place) to the student and all Ad Hoc Appeals Committee members. The student will have, a minimum of 2 (two) business days advance notice of the meeting day and time. The meeting with the Ad Hoc Committee will be scheduled within 10 (ten) business days the Committee's receipt of the student's written appeal.
5. During the meeting, the student will be given an opportunity to present their appeal before the Ad Hoc Appeals Committee. The student will not be allowed to record any of the proceedings. After completion of the student's presentation, members of the Ad Hoc Appeals Committee may address questions to the student. Furthermore, the Ad Hoc Appeals Committee may seek information from the program chair, faculty, student's advisor, and/or other parties involved in the case. After the student has made any concluding remarks, the student will leave the meeting so that the Committee can discuss the appeal, and make a recommendation to the Dean.
6. The Ad Hoc Appeals Committee may recommend that the prior action of the SEPH Committee either be upheld, modified, or reversed. A decision requires a majority vote.
7. The decision of the Ad Hoc Appeals Committee will be sent in writing within seven (7) business days by the Chair of the Ad Hoc Appeals Committee to the Dean, the Vice Dean, and the Assistant Dean for Student Engagement and Success. The decision of the Ad Hoc Appeals Committee will be sent in writing within seven (7) business days by the Chair of the Ad Hoc Appeals Committee to the SPH Dean and the SPH Assistant Dean for Student Engagement and Success.
8. The Dean, after due consideration, may either endorse the recommendation of the Ad Hoc Appeals Committee or make an independent determination. In either event, the Dean's decision is final and binding.
9. The student will be notified of the final decision by the SPH Assistant Dean for Student Engagement and Success of the decision within fourteen (14) business days of their appeal meeting. Notification will be sent to the student's Downstate e-mail account.
10. The Dean is required to employ only their best effort to notify the student of their status. (Notification will be made to the address on file in the Office of the Registrar and a copy will be sent to the student's Downstate e-mail account.)

Additional details on the SEPH policies and guidelines are available in the MPH and ACPH Supplemental Student Handbook

GRADING SYSTEM

Instructors assign a letter grade reflecting the performance of each student in a course. Grade points are assigned to each letter grade based on a 4.0 system and the number of credits for each course. Cumulative grade point averages are calculated each semester

Course Average	Letter Grade	Grade Points/Credit	
96-100	A	4.00	
90-95	A-	3.67	
85-89	B+	3.33	
80-84	B	3.00	
75-79	B-	2.67	
70-74	C+	2.33	
60-69	C	2.00	
	F	0	
	I	None	
	P	None	Successful completion of course requirements. No letter grade assigned
	W	None	
	WF	0	
	WP	None	
	Z	None	Thesis in Progress

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Fail: failure to successfully complete the requirements for a major portion of the course, failure to complete successfully requirements for the entire course, or withdrawal from a required course after the deadline as indicated on the academic calendar.

Incomplete: a portion of the requirements of a course has not been attempted

When the course requirements have been completed in a timely fashion (usually within two weeks), the course director reports the change of grade to the Registrar. If the course requirements have not been completed by the specified time, the "I" grade is changed to an "F". Course directors must submit any extensions to deadline dates for Incompletes, in writing, to the SPH Office of Enrollment and Student Affairs, who will in turn forward the request to the Office of the Registrar. The maximum length of time for satisfying course requirements is the last day of classes in the subsequent semester, unless there are special circumstances approved by the SPH Committee on Student Evaluation, Promotion, and Honors.

To be eligible for graduation, a student must remove any "Incomplete" grade. An "Incomplete" grade is not considered a deficient grade. However, for awarding graduation honors, the outstanding work must be completed before such honors will be granted.

Credit: the transcript notation when a student has advanced standing (e.g. transfer credit) for a course previously completed.

A "WF" grade is an academic deficiency and subject to review in the Student Evaluation process.

GRADUATION REQUIREMENTS

Students must meet all SPH graduation requirements:

1. Register for, and satisfactorily complete all required course work in the curriculum. (This includes resolving any "Incomplete" grades prior to the date of graduation.)
2. Register for, satisfactorily complete the Culminating Experience.
3. DrPH students must register for and satisfactorily complete all program requirements, including the dissertation, by April 1 in order to graduate in May.
4. Satisfactory remediation of any academic deficiencies.
5. Be in good standing (i.e. not on academic or clinical or disciplinary probation at the time of graduation).
6. A grade point average of B or 3.0 on a 4.0-point system is required for successful completion of the degree requirement. Advanced Certificate students must maintain a cumulative GPA of a 2.0 to be eligible for graduation.
7. Have no disciplinary charges in progress or pending.
8. Satisfy all financial obligations due the SUNY Downstate Health Sciences University.
9. Complete a mandatory financial aid exit interview if the student has received financial aid while at the SUNY Downstate Health Sciences University.

Please note: Students are permitted to march in the Commencement Ceremony and have their names listed in the program only once. Any student who meets the above criteria and marches in the Commencement Ceremony and subsequently does not complete the final requirements for graduation WILL NOT be permitted to march again or have their name in the program the following year

GRADUATION HONORS

To graduate with honors, a student must meet the following criteria

a. 3.60 GPA or above

b. Outstanding (with honors) Successful completion of the Culminating Experience

c. No "C" or lower grades

d. No record of lack of professionalism or disciplinary issues while in the program

August and December Graduates

SPH students who complete all degree requirements in August or December of a given year may participate in the Commencement Ceremony in May of the following year.

Awards for August and December Graduates

Students, who graduate in August or December of the previous year, or May of the current year, are eligible for all Graduation Awards for that academic year.

HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

LEAVES OF ABSENCE

All leaves of absence are granted by the departmental chair or the Vice Dean. A request for a leave of absence may be approved or disapproved by the departmental chair. Permission for the leave must be obtained in accordance with these procedures and prior approval to return must also be granted.

Requesting a Leave:

Students are granted one (1) Leave of Absence while matriculated in the School of Public Health.

To request a Leave of Absence from the School of Public Health, a student must:

1. Obtain a Leave of Absence form from the SPH Office of Enrollment and Student Affairs.
2. Request a leave in writing as specified on the Leave of Absence form. The request must include:
   a) the length of time desired for the leave (up to one year)
   b) reasons for the request
   c) a description of the activities that will make the leave meaningful and useful (outline a plan).
3. This written request must be brought/sent to the SPH Office of Enrollment and Student Affairs, and the student must meet with the departmental chair or the Vice Dean.
4. The student must continue in coursework (barring an emergency situation as defined by the departmental chair), until the leave of absence is approved. The departmental chair (or designee) may request that the student meets with the Vice Dean prior to granting approval for the leave.

   Advanced Certificate students have a maximum of three (3) years to complete the requirements.

   Master of Public Health students have a maximum of six (6) years to complete the MPH degree. Doctor of Public Health students have a maximum of nine (9) years to complete the DrPH degree.

   If the leave will extend the ACPH or MPH student's academic time past the maximum number of years allowed to complete the degree, that extension will require approval by the SPH Committee on Student Evaluation, Promotion, and Honors.

   For DrPH students, the leave of absence does not extend a student's academic time in the program. DrPH students nearing their 9th year in the program should work their advisor to complete an Extension Request for Doctoral Program Completion Form. The signed and completed form should be sent to the Chair of the SPH Doctoral Program Committee.
5. Clearances from the Bursar, Financial Aid and Housing, if appropriate, must be obtained.

Although the departmental chair may grant a leave, the SPH Committee on Student Evaluation, Promotion, and Honors will review the student's academic status up until the time the leave was approved, and may recommend action. All grades earned by the student prior to the approval of the leave remain on the student's transcript (permanent record). Leaves of absence may be granted for the following reasons:

1. For Reasons of a Special Academic Program
2. Occasionally, leaves are granted for the purpose of special study. Written requests should be made to the departmental chair with documentation.
3. For Reasons of Health or Other Personal Emergency

   If a health, family, social, or emotional situation necessitates time away from the program, a leave of absence may be recommended by the student's advisor or requested by the student. Depending on the nature of the student's request for leave, consultants from the Student Health Center and/or psychiatric consultants may be asked to provide information (with the student's consent) to the committee.

Leaves of absence are granted for a maximum of one year. An extension may occasionally be granted by the Dean, upon recommendation by the SPH Committee on Student Evaluation, Promotion, and Honors for unusual circumstances if the student requests an extension in writing at least two months prior to the expected reentry date.

Returning from a Leave

A student may only return if the departmental chair determines that the student has met the goals and conditions for the leave. A request to reenter must be received by the departmental chair by the date specified in the letter from the SPH Committee on Student Evaluation, Promotion, and Honors. Such requests will be evaluated in terms of the student's success in resolving the problems that necessitated the leave and the student's ability to resume the responsibilities of continuing in their program. Every student returning from a leave of absence must be cleared by the Student Health Center and receive written approval to resume classes.

A student granted permission to return from a leave must meet with the departmental chair and/or the student's advisor to schedule courses for the academic year.

If, at the end of the approved absence, the student has not applied for reentry or is not permitted reentry, the student is withdrawn from the school. There is no appeal of this determination.

STUDENT RECORDS

The SPH is in full compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives students access to educational records. Students may arrange to review their program records by making an appointment with the Assistant Dean for Student Engagement and Success.

MAINTENANCE OF MATRICULATION

In order to graduate at the end of any given semester, a student must be registered for that semester. A student may satisfy this requirement either by (a) being registered for coursework until graduation; or (b) registering for Maintenance of Matriculation to maintain matriculation. Students must receive permission from the Assistant Dean for Student Engagement and Success to register for Maintenance of Matriculation.

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

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

EMAIL

It is an institutional policy not to communicate with students through personal e-mail accounts. As such, in order to receive official information distributed by faculty and administration, students are responsible for checking their email frequently – at least once a day.

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DISCIPLINARY PROCEDURES

This applies to all School of Public Health students. See Appendix V

APPENDICES

APPENDIX I

FEES POLICIES

Summary of Fees

ITEM	PAYABLE To	CHARGE
Drop/Add Fee*	SUNY Downstate	$20.00
Late Registration Fee*	SUNY Downstate	$40.00
Duplicate Diploma	SUNY Downstate	$30.00
Mailing Fee Only	SUNY Downstate	$9.00
Licensure	SUNY Downstate	$15.00
Carrel Key replacement	SUNY Downstate	$20.00*
Late Payment Fee*	SUNY Downstate	up to $ 200.00 per semester
Return Check Fee	SUNY Downstate	$20.00
Student Health Fee Full-Time Students/semester	SUNY Downstate	$81.50
Student Health Fee Part-Time Students/credit	SUNY Downstate	$6.79/cr
Technology Fee Full-time Students/semester	SUNY Downstate	$159.50
Technology Fee Part-Time students/credit	SUNY Downstate	$13.29/cr
Transcript Fee (Charged once per semester)	SUNY Downstate	$5.00
Commencement Fee (charged in graduating semester)	SUNY Downstate	$90.00
Late Payment Fee (for Payment Plan)	SUNY Downstate	$10.00
Payment Plan Enrollment Fee	SUNY Downstate	$25.00
Foreign Health Insurance	SUNY Downstate	$2544.68 (annual, divided up by the number of months a student is enrolled)

Fees are subject to change subject to actions of SUNY or Downstate Health Sciences University.

TUITION AND FEES

New York State Residency Guidelines for Tuition Determination

An individual's domicile is that place where one maintains a permanent home and to which one intends to return. A residence hall is generally not considered a permanent home, and additional documentation is required for exceptions.

The deadline for change of residency by matriculated students with appropriate documentation are one month prior to the registration date for your college for the next semester (you must file a change for residency status six weeks prior to the registration deadline that you wish to have the change in effect). The Application for continuing/returning students is available in the Office of the Registrar.

Residency application for in-state versus out of state tuition rates for entering students are made by filing an application through the Office of Student Admissions.

A U.S. citizen or U.S. permanent resident whose domicile has been in New York State for a one-year period prior to registration is eligible, upon application and approval, to pay in-state tuition rates. Persons who do not meet this one-year requirement are out of-state residents and pay out-of-state tuition rates. In-state rates will be applied to members of the U.S. Armed Forces, while on fulltime active duty in New York State. This classification is provided to the eligible individual only and not to the spouse or dependents of such person. Individuals who are not U.S. citizens or permanent residents must provide proof of immigration status before a residency determination can be made. Students on a temporary immigration visa (such as an F1 or J1), aliens not lawfully present in the United States and students awaiting approval of an application for a change of immigration status are generally not eligible for New York State residency for tuition purposes. Each case will be considered individually, following State University of New York's "Administrative Policies on the Establishment of Residence for Tuition Purposes."

A. The term resident is defined as an individual whose domicile is in New York State. The following principles would assist the residency determination under this policy.
   1. An individual's domicile is that place where one maintains a permanent home and to which one intends to return. (In general, a residence hall is not considered a permanent home address.)
   2. One retains a given domicile until it is abandoned and another established.
   3. One does not acquire a new domicile simply by a presence in New York State for attendance at an institution of higher education. The act of living within the State's boundaries is, in itself, an insufficient demonstration of residency. The student must demonstrate establishment of a domicile (permanent place of abode) in New York State. Living in New York State solely for the purpose of attending a college or other postsecondary institution does not, in itself, demonstrate that legal residence has been established.

4. The domicile of an unemancipated student is that of the parents or guardians. Evidence of emancipation must include the establishment of financial independence. Factors relevant to the determination of financial independence include, but are not limited to, the following:
   a. employment of student on a full or part-time basis.
   b. sources and extent of financial support by parents or guardian.
   c. sources and extent of other income.
   d. independent filing by student of Federal or State income tax return.
   e. parental claim of individual as dependent for exemption on Federal and State income tax return.
   f. residence with parents or guardian during summer or other academic term recess.
   g. status of student as financially independent for purposes of receipt of Federal and/or State financial assistance.
5. Proof of domicile is based upon an intention to make New York State a permanent home and the existence of facts tending to confirm such intention. Factors relevant to a determination of domicile include:
   a. residence of parents, spouse and children.
   b. place of voter registration.
   c. residence for personal income tax purposes.
   d. financial independence, business pursuits, employment and income sources.
   e. situs of motor vehicle and other personal property registration.
   f. situs of real and personal property.
   g. state issuing driver's license.

Student Health Insurance

(Health insurance charges are subject to change.)

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. To be comparable, the health insurance policy must have comparable benefits to the Student Health Insurance policy and must not be a high deductible policy. (The deductible must be no more than $3,500.)

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. 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 Health Sciences University at the time they submit their application for on-campus housing. This deposit is nonrefundable 60 calendar days prior to the start of the contract period. Students who defer payment of their deposit based on financial aid and fail to notify the housing office in writing 60 calendar days prior to the start of the contract period of their decision not to take on campus housing will be billed $500.00.
2) Once either a single or married student/domestic partnership couple assumes occupancy, they are fully liable for the balance of the academic year rental except as indicated in #6 below. For rent liability purposes, the academic year shall be considered to be from the day before the beginning of the academic year for a specific program and class year to the day after the last day required by the academic program.
3) Students may remain in housing after their academic contract period ends. Students remaining in housing and returning for the fall will be offered a contract period for the fall semester that includes the non-academic period. A student exercising this option is considered to have assumed occupancy for the fall semester and is responsible for the full contract length.
4) Payment of the academic year rental obligation for single students can be in two installments, during Fall and Spring registration. Student licensees who intend to pay their rent from financial aid funds must obtain a letter of deferment from the Financial Aid Office and present it to the Bursar during registration. Advance deposits paid can be deducted from the fall payment.
5) The summer period shall be considered to be from June 1 through August 1. Liability for rent during the Summer period is based on actual occupancy, and is due on or before June 1.
6) A student licensee who vacates prior to the expiration of an academic year will be fully liable for the full academic year rental, except in the following instances:
   a) Withdrawal due to induction into the military
   b) Withdrawal due to circumstances beyond the control of the student (generally illness or illness in family)

A student licensee wishing to apply for a reduction in the rental charge for one of the reasons stated above must first complete the following procedures:

1. The student must submit a written request to the Director prior to checkout. This request must include justification and/or documentation for consideration for a reduction in rental obligation. Student licensees will be notified of any further documentation needed and of the approval or denial of their request.
2. Once approved, the student must return their 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.

REFUND POLICY

Withdrawal/Medical or Personal Leave of Absence

If you decide not to continue to attend Downstate Health Sciences University, it is your obligation to officially withdraw through the appropriate offices and notify the Office of Student Affairs and Office of the Registrar. Non-attendance of classes does not classify as an official withdrawal and does not relieve the student of the financial obligation or entitle the student to a refund.

The process of withdrawing from the University is a formal procedure which the student has the responsibility to initiate. A student withdrawing shall be responsible for payment of tuition and fees in accordance with the Tuition & Fee Refund Schedule. The date recorded by the Office of the Registrar will be used as the official withdrawal/leave of absence date for tuition adjustment purposes.

Dismissal/Suspension/Involuntary Leave of Absence

Students who are dismissed, suspended, or placed on an involuntary leave from the University for academic, disciplinary, or other reasons prior to the end of an academic term shall be liable for all tuition and fees due for that term. The date of the separation, for the purpose of this policy, shall be the date of the notification of the dismissal, suspension, or leave, or shall be the last date of the semester in which the separation occurs, whichever comes first.

Tuition Liability/Refund Schedule

The Tuition Liability/Refund Schedule below (which is based on a semester that is 15 weeks or longer) indicates 0% liability is for the first week of classes only. The first week of classes is defined as the first seven calendar days of the semester. During 0% liability, refunds will be processed and charges removed for tuition and all fees. After 0% liability, tuition will be pro-rated according to the schedule below, and all fees are non-refundable. After 100% liability, a student is liable for tuition and fees in full. Students who register for courses and do not file the appropriate withdrawal or do not drop before the end of the fourth week of classes are liable for their full charges.

The University-Sponsored Student Health Insurance will not be pro-rated or refunded after the last day to add/drop for the Fall or Spring semester. Students have the right to waive out of the health insurance plan by filing out the on-line waiver form before the last add/drop date.

If you do not waive the health insurance charges by the registration deadline, you will be automatically billed for the non-refundable health insurance for that semester and the waiver will be processed for the next semester only. Please note: You will be permitted to waive up through the last day to add/drop, however, you should note that if you are submitting a waiver for the Fall, your charge will be waived retroactive to August 1 and your insurance will be cancelled as of August 1, even if the insurance company has already paid a claim. If you are submitting a waiver for the Spring, your charge will be waived retroactive to January 1 and your insurance will be cancelled as of January 1, even if the insurance company has already paid a claim. If you do this and have had a claim already paid by United Healthcare, you will be retroactively billed by the insurance company and/or your care provider for the full, uninsured, amount of the charge from your provider.

Refunds will not be made to students who register for but then do not attend classes and have not completed the required withdrawal procedure.

Refund Schedule for Semesters of 15 Weeks or Longer (Fall and Spring)

Courses dropped during the	Tuition Refund	Tuition Liability	Fee Liability
1st week	100% refund	0% liability	0% liability
2nd week	70% refund	30% liability	100% liability
3rd week	50% refund	50% liability	100% liability
4th week	30% refund	70% liability	100% liability
5th week	0% refund	100% liability	100% liability

Note: For Summer or shorter semesters, a different refund schedule is used. For further information, contact the Office of the Bursar.

Return of Federal Financial Aid Policy

Federal law mandates how a school must compute the amount of federal financial aid that a student earns if they withdraw (officially or unofficially), takes a leave of absence, drops out of school, or is dismissed prior to completing more than 60% of the semester. Specifically, the amount of federal financial aid that the student earns is based on the percentage of the semester completed. All unearned federal financial aid must be returned. Careful consideration should be given to the financial ramifications of separating from the college prior to completing 60% of the semester. Additional information regarding this policy is available from the Financial Aid Office.

Additional information regarding this policy can be found by contacting the Financial Aid Office.

University Statement of Student Responsibility

Students themselves whether new, visiting, returning or continuing are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in all official publications.

This policy is based on the State University of New York Policy on Billing, Refunds, Collection and Write-offs Policy for Tuition, Fees, and Other Charges (Policy 7301).

APPENDIX II: ACADEMIC POLICIES

INSTITUTIONAL LEARNING OBJECTIVES

The SUNY Downstate Institutional Learning Outcomes (ILOs) are a set of core competencies that all students are expected to develop during their time at SUNY Downstate regardless of their respective program.

ILOs are designed to guide individual departments and disciplines in the development of learning objectives for programs, courses, and services.

Embedded in these ILOs are strategies and principles that help students recognize and develop successful pathways to help them achieve their academic goals and prepare for a career in health and biomedical sciences.

Upon completion of a program at SUNY Downstate, all students should be able to:

- Demonstrate knowledge and skills relative to the respective discipline profession.
- Demonstrate ethical and professional behaviors relative to the respective discipline/profession.
- Practice effective collaboration and communication among diverse communities.

The ILOs were reviewed and approved by University leadership, the Deans of each School or College, and the Outcomes Assessment Coordinating Committee.

ACCREDITATION

The State University of New York Downstate Health Sciences University is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) https://www.msche.org/. DHSU's accreditation status is Accreditation Reaffirmed. The Commission's most recent action on the institution's accreditation status on November 17, 2016 was to reaffirm accreditation. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States. For more information, please see SUNY Downstate's Statement of Accreditation Status https://www.msche.org/institution/0398/ .

For more information about SUNY Downstate's accreditation, including the accreditation of individual academic programs, see our web site at: https://www.downstate.edu/education-training/academic-affairs/evaluation-assessment-accreditation/accreditation/index.html

STUDENT AND EMPLOYEE PREFERRED/CHOSEN NAME/IDENTITY MARKER POLICY

Policy Statement

The State University of New York (SUNY) — Downstate Health Sciences University (hereinafter, "University" or "SUNY Downstate,") is committed to ensuring that our students, faculty, and staff can learn and work in an environment that is respectful and inclusive of each individual's gender identity/expression. SUNY Downstate endeavors to foster a campus community that is free of bias, harassment, or any misconduct related to gender non-conforming members of the SUNY Downstate community.

SUNY Downstate's Preferred First Name Policy allows students and employees to officially notify the University of their preferred first names, and have this change reflected in on-campus communication systems, as long as the preferred first name is not used for purposes of misidentification, avoidance of a legal obligation, fraud or misrepresentation and that the preferred first name meets community standards (i.e. not profane, obscene, or derived from hate-speech; and conform to technical requirements). There are limits to where preferred first names will be reflected in SUNY Downstate communications.

This Policy is consistent with current Title IX federal law protecting students and employees from discrimination based on gender identity and/or expression and is a best practice for supporting transgender and gender non-conforming members of campus communities. This service is not limited to use by transgender and gender non-conforming students and employees and is available to anyone who uses a preferred first name on a daily basis other than their legal/primary first name.

The preferred first name is used for internal communication and certain external communications (i.e. website staff bio pages, news bulletins). Internal applications for the use of approved preferred first name include but may not be limited to: class rosters, advising lists, housing lists, and email. SUNY Downstate (employee/student identification cards) will display both legal and preferred first name. SUNY Downstate is obligated to use the legal first name for many official records and reports, including but not limited to: certain employment and payroll records (i.e. I-9 or W-2 forms), billing records, financial aid documents, official transcripts, diploma, medical records, employee benefits records, expense reimbursements, travel and purchasing authorizations, enrollment reporting, conduct hearing results, external reporting and federal immigration documents. In addition, the legal name must also be used for sponsored research activities while under the auspices of SUNY Downstate.

Requests for use of preferred first name shall be limited to one request per academic year.

Chosen (or Preferred) Names

Using Chosen (or Preferred) Names: Students are encouraged to provide their preferred names to the Office of Student & Academic Affairs during the admissions process or through the Office of the Registrar. Faculty and staff are encouraged to provide their preferred names to the Department of Human Resources during the application and/or onboarding process.

Slang or Informal Variations of Names: While SUNY Downstate embraces preferred/chosen names, for the purpose of this policy, SUNY Downstate does not accept slang or informal versions of names. For instance, if one's legal name is "Andrew," SUNY Downstate will not use informal versions like "Andy." This ensures consistency and compatibility across all systems and records.

Legal Name Changes

If student and/or employee experiences a legal name change due to marriage or any other reason, they must follow the appropriate legal process. This involves completing the appropriate change request form with the Office of the Registrar (for students) or the Department of Human Resources (for employees) and submitting the necessary documentation. Original proof of change (e.g., court order, marriage license) must be submitted. Name changes are not granted after graduation or separation from SUNY Downstate.

Chosen Identity Marker

In addition to a preferred/chosen first name, a chosen identity marker includes a student's or employee's personal pronouns and gender identity. Students and employees can select personal pronouns and a gender identity that is different from their legal identity. It is the responsibility of students and employees to understand where the Chosen Identity Markers will be used and carefully consider corresponding impacts.

Students are encouraged to select their personal pronouns or a gender identity during the admissions process or by identifying such with the Office of the Registrar. Employees are encouraged to select their personal pronouns or a gender identity during the application process or by identifying such with the Department of Human Resources.

Preferred/Chosen Names FAQ

Can I print my preferred/chosen name on my diploma? Yes, students may elect to print their preferred/chosen name on the diploma. However, for students who attend or plan to attend professional schools (e.g. Medicine, Health Professions, or Nursing, etc.): Before opting to print your preferred/chosen name on your SUNY Downstate diploma, please take into consideration that professional licensing requirements often require you to use your legal name. For example, application and licensure and federal employment/ guidelines require the use of the legal name. Therefore, not using your legal name on a diploma may result in the rejection, delay, scrutiny, and/or requirements for additional proof of identification associated with any applications for employment, licensure, credentialing, visa applications, and/or other processes that require verification of your identity.

> *Important Note for All Students:* Although SUNY Downstate considers the diploma to be a ceremonial document, some countries may require your diploma (in conjunction with your official transcript) for various legal, immigration, and employment purposes. Choosing to print your preferred/chosen name on your diploma may result in unforeseen complications due to the discrepancy between your diploma and other documents (e.g. transcript, passport, birth certificate, etc.) that contain your legal name. To avoid such complications, we recommend printing your legal name on your diploma if you plan to live, study, or work outside of the United States.

Can anyone update my preferred/chosen name, personal pronouns, or gender identity? No. Only you as the student or employee can update your preferred/chosen name, personal pronouns, or gender identity.

Can I set my preferred/chosen name to whatever I want? Name changes must consist solely of alphabet characters and cannot include symbols, numbers, or special characters. Furthermore, while SUNY Downstate embrace preferred names, SUNY Downstate does not accept slang or informal versions of names for the purpose of this policy. SUNY Downstate reserves the right to remove and/ or decline a preferred/chosen name if determined inappropriate.

Can I use my preferred/chosen name for everything at the University? No. Your preferred/chosen name can only be used and will appear where possible in some university related records, documents and systems. For other University records and documents, your legal name will appear.

How do I correct or change my legal name? If a student or employee experiences a legal name change due to marriage or any other reason, they must follow the appropriate legal process. This involves completing Section III of the "Document Request Form" found on the Registrar's Web Site and submitting the necessary documentation. Students must present original proof of a name change (e.g., court order, marriage license) to the Office of the Registrar. Name changes are not normally granted after graduation or separation from SUNY Downstate. Employees must also follow the appropriate legal process. Employees must present the necessary documentation to the Department of Human Resources for processing.

POLICY ON TRANSFER CREDIT

This Policy, in accordance with Federal Law, 34 CFR 602.24(e), assures that SUNY Downstate has transfer of credit policies that: (1) is publicly disclosed in accordance with section 668.43(a)(11); and (2) includes a statement of criteria established by the institution regarding the transfer of credit earned at another institution of higher education.

Policy

SUNY Downstate is an upper-division transfer and graduate institution. Students in our bachelor's programs complete a minimum of 60 semester hours of pre-requisite courses prior to enrolling. Students in our graduate degree programs complete pre-requisite courses and a bachelor's degree prior to enrolling. The pre-requisite courses are not taught at SUNY Downstate and must be taken at another institution of higher education. Pre-requisites for each program are listed on the Admissions website for each program. Completing the pre-requisites does not guarantee admission to SUNY Downstate or our programs.

The Office of Admissions evaluates transfer credit as part of the application process. Applicants are able to attend the accredited college(s) of their choice (as described below) to complete the pre-requisites prior to enrolling at Downstate. We accept credits from institutions, subject to the rules and limits of each program.

College Courses Completed in the United States

Official transcripts from all U.S. colleges/universities you have attended must be submitted in your application package, regardless of how long ago you attended the college or university and whether or not courses from those colleges/universities are being used for prerequisite courses. Please indicate on the application any courses in progress, or the processing of your application will be delayed.

Transfer Credits: We only accept credits from colleges or universities accredited by one of the following: The Middle States Commission on Higher Education (MSCHE), the New England Commission on Higher Education (NECHE), The Higher Learning Commission (HLC), the Northwest Commission on Colleges and Universities (NWCCU), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) or the Accrediting Commission for Community and Junior Colleges (ACCJC). In addition, we will review for transfer any credits from any program accredited by a program-based accreditor that also accredits one of our programs. The list of these accreditors can be found on our Accreditation page at https://www.downstate.edu/education-training/academic-affairs/evaluation-assessment-accreditation/accreditation/index.html.

If you have any questions about whether a transfer course will be accepted, you should check with the Office of Admissions prior to enrolling in the course.

Studies Completed Outside of the United States

Applicants who have completed all or part of their post-secondary, college/university education in a country other than the United States are required to have a course-by-course, detailed, educational credential evaluation. The evaluation must be completed by a member of the National Association of Credential Evaluation Services (NACES). For a list of approved evaluation agencies, please review the NACES website at www.naces.org. Do not send your overseas college transcript in your application packet. Instead, the official course-by-course evaluation report must be sent directly from the agency to the Office of Admissions. Or go to: World Education Services at www.wes.org.

If your overseas courses have already been evaluated by an accredited U.S. college or university and the courses are listed on the college transcript individually with credit hours and grades, you may submit the transcript without a separate credential evaluation. However, if you are using any of the credits toward prerequisite courses for admission pre-requisites, you must still submit a complete course-by-course evaluation from a NACES member agency, even if the courses are listed on a transcript from a U.S. college or university.

Credit by Examination Programs

If you are fulfilling admissions requirements through the College-Level Examination Program (CLEP) examination, Regents College examinations, or Excelsior College examinations, you must have an official copy of your score report forwarded by the testing agency directly to the Office of Admissions (SUNY Downstate Health Sciences University, 450 Clarkson Avenue, MSC #60, Brooklyn, New York 11203), unless these credits already appear on the official transcripts of an accredited USA college or university.

The College Board (CLEP)
Tel: (609) 771-7865
www.collegebound.com/clep

Dantes Subject Standardized Tests
Tel: (877) 471-9860
www.getcollegecredit.com

Excelsior College
Tel: (888)647-2388
www.excelsior.edu/exams

Portage Learning/Geneva College
Tel: (888) 724-3590
web: www.portagelearning.com

Course Equivalency Guides have been created to assist prospective students transferring into some programs. The Course Equivalency Guide is listed here: https://www.downstate.edu/education-training/student-services/admissions/transfer-equivalencies/index.html Questions about pre-requisites may be e-mailed to Student Admissions (admissions@downstate.edu).

Specific rules and restrictions regarding transfer into the College of Medicine are listed here:
https://www.downstate.edu/education-training/college-of-medicine/admissions/transfer-admissions.html

Online courses at accredited colleges may meet pre-requisite courses for most programs, though some programs require that lab courses required as pre-requisites be taken in-person.

There may be time limitations for courses meeting program of study credit or pre-requisite requirements. Check individual program requirements listed for each program on the Office of Student Admissions Web Site.

Articulation Agreements exist with many colleges and universities. Students, who are attending a college or university that is offering a program with an articulation agreement, should be careful to review the requirements of the agreement as the standard for guaranteed admission or transfer of credit may be more restrictive than those for applicants being considered for standard admission.

Transfer Credit Appeal Process

SUNY Downstate Health Sciences University's Transfer Credit Appeal Process is for students who do not agree with the campus decision regarding acceptance or placement of credit earned.

Who to contact:

Students wishing to pursue the transfer credit appeal process should first contact the Director of Admissions or designee by e-mail at admissions@downstate.edu. The Director of Admissions or designee will forward the question to the appropriate academic program director for review.

If a concern is not resolved through informal communication with the appropriate academic program director, the following process is available.

Appeal at the Campus Level (Available to all students):

The student submits a request to appeal to the Student Admissions Office, along with a letter outlining the reasons for the appeal, a catalog course description of the course in dispute from the year the course was taken, and any additional transfer course materials available. The appeal will be reviewed by representative(s) from Admissions, the program director, the Vice President for Student Affairs and the Dean of the SUNY Downstate school or college the student is applying to. Within 15 business days of the date of receipt of the appeal, a written response will be sent to the student regarding the disposition of the appeal.

The campus official responsible for the final determination of the acceptance or denial of transfer credit is the Vice President for Student Affairs, along with the Dean of the SUNY Downstate school or college the student is applying to.

Please note: If a decision is made to reverse the campus decision on a course, that reversal will apply only to that student, not to the generalized acceptability of the course.

Appeal at the SUNY System Level: (Available to students transferring from another State University of New York campus for coursework done at another SUNY campus only):

Appeal at the SUNY System level (available to SUNY transfer students only) can be found on-line at: http://system.suny.edu/academic-affairs/student-mobility/student-transfer-appeal-process/

If the student has not had a response from the campus within 15 business days, or is not satisfied with the response at the campus level, they can submit an appeal to the SUNY Provost with supporting materials. The SUNY Provost or designee will gain additional information from the receiving institution as needed. The SUNY Provost will respond to the student within five business days from receipt of completed appeal application.

If the SUNY Provost reverses the campus decision on a course, that reversal will apply only to that student, not to the generalized acceptability of the course. All decisions will be officially communicated to the student and the campus.

POLICY ON IDENTITY VERIFICATION

This policy describes the Student Identity Verification in Distance and Correspondence Education in compliance with US Department of Education, Office of Postsecondary Education Regulation 34 CFR 602.17(g) and the Higher Education Opportunity Act, specifically Public Law 110-35, stipulating that accrediting agencies require postsecondary institutions that "offer distance education or correspondence education to have processes through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit."

Overview

Like many of our peer institutions, there are a number of courses and programs at SUNY Downstate which utilize an online or mixed-methods approach to student learning. As a matter of policy, on an annual or semester basis (depending on how each individual school or college submits their course information), the Office of the Registrar obtains information from each course instructor as to whether their course is a distance learning course or has components that use distance learning.

SUNY Downstate policies and procedures for addressing identity verification of online students is an integral part of its policies on academic integrity. Individual school policies on academic integrity defines cheating, plagiarism, and forgery and delineates the consequences of violating the policy. Submitting another student's work or having another individual complete assignments, assessment, or tests in either online or seated courses is a violation of the academic integrity policy.

At the present time, SUNY Downstate Health Sciences University offers programs that are available, in part or in their entirety, offered by distance learning in the School of Public Health, the College of Nursing, and the School of Health Professions. The current model of instruction tends to be a course utilizing online materials, discussion boards, drop-boxes for assignment submission and other electronic formats available through our Course/Learning Management System. In some cases, courses are offered in a hybrid methodology where some parts are offered online and other parts of the course are taught in a traditional manner (e.g. classroom/lab), which serves to verify the confirmation of the identity of the student in the course.

Methods used to ensure Student Identity Verification

Along with submitting applications that include identifying data, students matriculating into the Colleges of Medicine and Nursing, and the Schools of Health Professions, Public Health and Graduate Studies must complete a background check to further verify their identity. SUNY Downstate has a few non-matriculating students, primarily in the School of Public Health, who are required to submit information such as Government-issued Driver's License, Identification Card or Passport along with their application.

Access is then provided to students upon acceptance using their assigned downstate.edu email address and secure password. This secure login is a student's only means of access to the learning management system (LMS) and the remote testing/evaluation system (if applicable). Students are registered in their online courses through Banner, which imports the registration information directly into the LMS without any action on the part of students, faculty, or staff beyond the regular registration process. Only duly registered students and the instructor of record appear on the roster of any online course. Furthermore, every action within a course site registers on the extensive tracking features of the LMS, which track each user in terms of time and duration of the action and part of the site involved, even if there is no posting by the student. Students taking exams using our remote examination software are photographed and recorded during the examination for the purposes of identity verification.

Supplementing these technical means of verifying student identity and activity are high degrees of student and faculty interaction that characterize typical online instruction. Students introduce themselves during class discussions online, and often write multiple posts weekly, including responses to one another as well to the instructor's assignments and discussion questions. Students may also maintain class chats, written journals, blogs and/or wikis individually or in group work and may complete other assigned papers and assignments. Such interactivity creates a high degree of familiarity between the faculty member and student within each course. Other tools used include, but are not limited to:

- the use of e-portfolios
- the use of student photos and/or videos during classes or discussions
- work in groups and teams
- plagiarism checkers (to ensure work submitted by the student is the student's own)

- synchronous ("real-time") conferencing (by both voice and video); and
- asynchronous conferencing (by both voice and video)

Not all of these tools and practices are included in all online courses.

In all cases, the means of ensuring the verifiability of student identity in online instruction meet or exceed those used in in-person instruction.

Methods used to ensure Student Privacy

Student records are kept within our Student Information system (Banner), which utilizes secure sockets layer communication (SSL) and is accessible only on campus or from off campus via VPN (Virtual Private Network). Staff are provisioned with accounts that provide access to information they need. Issues such as provisioning other access to information is vetted through the Banner Team Leader's Committee.

Students have access to their own records through Banner Self Service and can view some grading information in the Learning Management System (LMS). Students can change passwords online through the email system or via a request to the Information Services Helpdesk.

Notification regarding extra costs related to Identity Verification (such as proctoring)

College of Medicine students pay for the Background check via a service provided by AMCAS and the results are included in the application submission to SUNY Downstate. Other students are informed of the process to acquire background checks as part of their application package. We do not currently ask students to incur any other costs related to this area.

Written procedures indicating offices responsible for the consistent application of Identity Verification

The offices of Student Affairs, Admissions, Educational Computing, Information Security and the Information Services Helpdesk are responsible for the consistent application of Identity Verification. Representatives from the offices meet on a regular basis, as needed, to review and look for improvement the processes as both policy and technology changes.

POLICY ON ASSIGNMENT OF CREDIT HOURS

SUNY Downstate Health Sciences University, as part of The State University of New York, has adopted the Carnegie Unit as a measure of academic credit. This policy defines how SUNY Downstate reviews new and existing courses and programs to assure our compliance with the SUNY Policy on Credit/Contact Hours (Document Number 1305) and the United States Department of Education definition of a credit hour as "an amount of work represented in intended learning outcomes and verified by evidence of student achievement."

Policy

SUNY Downstate Health Sciences University, as part of The State University of New York, has adopted the Carnegie Unit as a measure of academic credit. This is in compliance with the SUNY Policy on Credit/Contact Hours (Document Number 1305) and the United States Department of Education definition of a credit hour as "an amount of work represented in intended learning outcomes and verified by evidence of student achievement." (http://ifap.ed.gov/dpcletters/attachments/GEN1106.pdf)

Downstate offers a variety of instruction type of courses, including standard lecture and laboratory courses. In addition, as an academic health science center, many of our courses are practical learning experiences. Each individual school or college at Downstate reviews and approves their own curriculum, but all follow standard definitions as put forth by the institution, and are in full compliance with State University of New York policy.

Specifically, many courses follow the format of a standard credit hour awarded for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Therefore, a typical three credit hour course at Downstate meets for three 50-minute sessions per week for a fifteen-week semester, and thus totaling 45 sessions. Another format commonly used is the practicum course, such as our clinical courses. For these courses, credit is awarded as defined by the State University of New York (Document Number 1305) for full-time independent study. Specifically, for clinical courses that meet full-time, one semester credit hour is awarded for each week of the course. For clinical courses that are not full-time, but rather interspersed with other coursework, one semester credit hour is awarded for every forty-five hours of involvement on the part of the student. As an example, a clinical course that meets for nine hours a week over the course of fifteen weeks would be assigned three semester credit hours.

New courses, revisions to current courses, and the programs of study are each approved through their respective college or school curriculum committee. It is the charge of each of these Committees to review and approve the curriculum only as it is in compliance with all federal, SUNY and national accreditation guidelines. In addition, virtually all of our programs must be individually accredited by their respective professional organizations. And each accrediting body reviews our courses for compliance with their individual requirements.

Depending on the individual school or college's by-laws, the approval for curriculum may only rest with the Curriculum Committee or it may also require approval by the faculty organization of the college or school. Final authority for the curriculum of each College rests with the Dean of the individual school or college and thus, ultimately, the Dean is responsible for ensuring that programs are reviewed periodically. The review of programs and curriculum is on-going and a continuous improvement process, with reviews occurring annually based on student feedback, changes in the discipline, and updated accreditation standards as published by the professional organizations. Any significant change in a course or a change in a program of study is required to be approved by the respective Curriculum Committee and may require approval by the State University of New York, the NYS Education Department, individual program accreditors, or Middle States.

POLICY ON STUDENT COMPLAINTS

Procedures

Any person who believes they have been aggrieved by SUNY Downstate or any of its schools or colleges may file a formal complaint with the Vice President for Student Affairs within 90 days of the alleged occurrence or event giving rise to the grievance. Although complaints may be made in person, by telephone, or in writing, the individual must file a formal complaint in writing. You will be asked to discuss your problem with a responsible college representative, one who may best be able to resolve your concerns. You should also review the section below on "Other Complaint Procedures" to determine if another procedure specific to your type of complaint exists.

In response to a written complaint, SUNY Downstate will investigate the allegations and respond to the grievant in a timely manner. Should the need arise, Downstate may contact the grievant for further information or clarification of the complaint. The complaint may be referred to a different responsible campus official for resolution (if appropriate or necessary); any final determination of a formal complaint will be made by an individual not directly involved in the alleged problem.

No adverse action will be taken by Downstate, or it's official representatives or employees, against the student or other complainant based on the individual having filed a complaint. (See "Retaliation", below.)

The College will maintain a written record of the complaint and its resolution or disposition, including appropriate documentation, for a period of six years. Such file will be retained in the Office of the Vice President for Student Affairs and will not be part of the student's file.

If a grievant wishes, they may also file a formal written complaint with the New York State Education Department in accordance with their guidelines (see below). The State Education Department recommends that the complainant try to resolve the complaint with the institution prior to filing a complaint with the Department. An official complaint form and guidelines are available on their web site.

Students who are attending SUNY Downstate via distance learning where they are physically located in a state other than the State of New York can also file a complaint with the appropriate educational authority within that state. For information on how to do so, see: *Policy on Distance Learning - Registration and Filing of Complaints or Grievances* or *for more information about how to file complaints as student who is distance learning and located outside of New York State, visit the NC-SARA web site: https://nc-sara.org/student-complaints.*

Retaliation

Anyone who participates in this procedure has the right to do so without fear of or actual retaliation. It will be made clear to all parties that retaliation against an employee or a student, or third parties participating in a University sponsored program or affiliated activity, who has filed a complaint, or against any witness or other participant in this process, will result in appropriate sanctions or disciplinary action as covered by SUNY Downstate policies or applicable collective bargaining agreements. These sanctions will be invoked for retaliation regardless of the merits of the original complaint.

Retaliation is an adverse action taken against an individual as a result of the filing of a complaint, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Participants who experience retaliation should contact the Vice President for Student Affairs, the Associate Vice President for Institutional Equity and/or Title IX Coordinator.

Other Complaint Procedures: Academic Matters, Discrimination, & Sexual Violence

Prior to filing a complaint, please note that each individual college or school has specific procedures for resolving academic complaints regarding assignment of grades (including individual exam/assignment or course grades), academic dismissal, or other academic matters. The established procedure, which is in the Student Handbook under the section for each individual school/college, should be utilized before filing a formal complaint.

Specific procedures for filing of complaints of Discrimination, which are handled by the SUNY Downstate Office of Institutional Equity, and complaints regarding sex discrimination and sexual violence, which are handled by the SUNY Downstate Title IX Coordinator, are located in the Student Handbook and here: https://www.downstate.edu/education-training/student-affairs/student-policies/student-complaints.html

Please note: Complaints regarding medical or patient care, violations of HIPAA, or other complaints relating to University Hospital of Downstate (except as it relates to a student's clinical educational experience) should follow the procedures of the SUNY Downstate Office of Compliance and Audit Services. Instructions to file a complaint in this regard are found on their web site: http://www.downstate.edu/compliance/

Continuous Improvement

Regularly, but no less often than once each year, the Office of the Vice President for Student Affairs shall provide the President and the Council of Deans which meets regularly with him/her, a report of the complaints received for that year and their resolution. The report shall address if there are any trends in complaints, as well as making recommendations for improvements to or new policies or procedures which would be designed to prevent valid complaints from repeating.

External Complaint Options

How to File a Complaint with The State University of New York

The SUNY Office of University Life reviews concerns from students and other individuals regarding student life matters (i.e., non-curricular issues). The Office of University Life staff will work to help connect you with the appropriate parties on your campus to attain a resolution. **For further information on how to file a complaint with The State University of New York, see their web site:** https://system.suny.edu/university-life/student-concerns/

How to File a Complaint with the NYS Education Department

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three years of the alleged incident.

How to File a Complaint with the NYS Department of Education

- The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The Department suggests that the complainant keep copies of all correspondence with the institution.)
- If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he or she may send a letter to the Postsecondary Complaint Registry to request a complaint form:

  New York State Education Department

  Office of College & University Evaluation

  Mezzanine 5 North

  Albany, New York 12230

  https://www.nysed.gov/college-university-evaluation/complaints
- The Postsecondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.
- After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.
- The Department will make every effort to address and resolve complaints within ninety days from the receipt of the complaint form.

Students residing outside New York State seeking information about how to file a complaint should reference the Policy on Distance Learning - Registration and Filing of Complaints or Grievances.

How to File a Complaint with Middle States

Unresolved complaints may also be filed with the Middle States Commission on Higher Education, the University's accrediting agency, once all other avenues have been exhausted. The link above provides information on its complaint policies and procedures. For further information, see their web site: https://www.msche.org/submit-a-complaint/

Complaint Resolution

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the Department will refer the complaint to the institution in question and request that the matter receive a review and response.

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

POLICY ON DISTANCE LEARNING - REGISTRATION AND FILING OF COMPLAINTS OR GRIEVANCES

Registration of Distance Programs

SUNY Downstate Health Sciences University's degree and certificate programs delivered through distance education are registered with the State University of New York (SUNY) and the New York State Education Department (NYSED).

The State Authorization Reciprocity Agreement (SARA) is a national initiative to provide more access to online courses while maintaining compliance standards with state regulatory agencies. SARA is a voluntary agreement among its members states that allows institutions to provide online courses outside of their own state borders by seeking and maintaining state approvals via a streamlined process. To learn more about SARA, visit: nc-sara.org. New York State joined SARA on December 9, 2016 and the National Council for State Authorization Reciprocity Agreements (NC-SARA) approved institutional participation for SUNY Downstate Health Sciences University.

Students Residing Outside New York State and Taking Distance Education Courses

SUNY Downstate Health Sciences University is a NC-SARA participating institution. As a participating institution, SUNY Downstate can enroll residents of other SARA participating states in its distance education courses and programs. This policy only applies to students taking distance learning courses from outside of New York State.

Programs Leading to Professional Licensure

SARA does not affect state professional licensing requirements. Please note that certain programs leading to professional licensure may be subject to additional state professional licensing requirements, which are not covered by SARA. Students and prospective students are encouraged to consult with their own state and/or professional licensing body to ensure that any courses taken or degrees/certificates earned in an online program at SUNY Downstate will be accepted in their home state.

SUNY Downstate Students Participating in Out-of-State Field Experiences or Learning Placements

As a participant in and member of NC-SARA, SUNY Downstate registered students who are participating in an authorized supervised field experience or a learning placement outside of New York State are considered distance education students for purposes of SARA. SUNY Downstate is a member of SARA and students who participate in out-of-state experiences may participate in those experiences and will receive credit for those experiences that are successfully completed through their course registration at SUNY Downstate. (SARA Policy Manual, Version 22.1, June 27, 2022, Section 5.2, N3)

Complaint Resolution Procedures

- **For the Procedure to file a Student Complaint at SUNY Downstate see: Policy & Procedure on Student Complaints**

Federal regulations require institutions delivering distance education courses to provide students and prospective students with contact information for filing complaints with (1) the state approval or licensing entity in the student's state of residency and (2) any other relevant state official or agency that would appropriately handle a student complaint.

SARA requires SUNY Downstate to provide all students taking courses under SARA's provisions with information on SUNY Downstate's and SARA's complaint resolution policies and procedures. SARA applies solely to distance education activity conducted across state lines. It does not apply to distance education activities inside New York State. Only those complaints resulting from distance education courses or activities offered to students in other SARA states come under the terms of SARA. Complaints from in-state students are to be resolved under SUNY Downstate's provisions (see below), not those of SARA.

Complaints against SUNY Downstate resulting from distance education courses or activities offered to students in other SARA states should first go through SUNY Downstate's procedures for resolution of grievances. Please refer to SUNY Downstate's Complaint Resolution Procedure, which outlines how students can have their complaints evaluated, referred, and appropriately addressed. (See "Filing of Formal Student Complaints", above, or at: https://www.downstate.edu/education-training/student-affairs/student-policies/.)

If a person bringing a complaint resulting from distance education courses or activities offered to students in other SARA states is not satisfied with the outcome of SUNY Downstate's process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed through SARA's provisions, within two years of the incident about which the complaint is made. Please refer to NC SARA's State Portal Entity Contacts at http://nc-sara.org/state-portal-entity-contacts for a list of student complaint contact information by state and agency. For more information about how to file complaints as an out-of-state student, visit the NC-SARA web site: https://nc-sara.org/student-complaints

Complaints regarding student grades or student conduct violations are governed entirely by SUNY Downstate policy and the laws of the State of New York. For information on how to resolve these complaints, see the applicable annual Student Handbook (located on-line:

https://www.downstate.edu/education-training/student-affairs/student-policies/ .)

For more information on filing complaints with the State University of New York (SUNY) or the New York State Education Department (NYSED), please refer to the NYSED Office of College and University Evaluation's Student/Public Resources webpage: https://www.nysed.gov/college-university-evaluation/complaints.

PROFESSIONAL LICENSURE DISCLOSURE STATEMENT

SUNY Downstate Health Sciences University offers several programs leading to professional licensure within the State of New York through in-person and online program delivery. States vary in what professions they require to be licensed/certified and how licensure/certification is acquired. Some states require an individual to graduate from an accredited program. Others require individuals to obtain additional coursework, additional fieldwork, background checks, passage of additional state licensing exams, additional fees, or other requirements.

Accreditation Statement

The State University of New York Downstate Health Sciences University is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) https://www.msche.org/. DHSU's accreditation status is Accreditation Reaffirmed. The Commission's most recent action on the institution's accreditation status on November 17, 2016 was to reaffirm accreditation. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States. For more information, please see Downstate's Statement of Accreditation Status https://www.msche.org/institution/0398/.

State Authorization

SUNY Downstate Health Sciences University is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA), which allows us to provide distance learning programs and coursework to residents of states other than New York. NC-SARA membership, however, does not grant reciprocity or exempt us from state professional licensing requirements. As a result, licensing requirements in New York may not be recognized as sufficient to obtain a license in any other state.

Relocation

Should a student relocate during the course of a program to another state, it may impact the student's ability to remain in the program, meet the state licensure requirements, and/or continue to receive financial aid funding. Prior to considering relocation, please contact your program to discuss authorization and licensure eligibility requirements.

International Students

Prior to enrolling in any program at SUNY Downstate Health Sciences University, prospective students living and/or working, or intending to live and/or work, outside of the United States should confirm with the appropriate certifying agency whether successful completion of any degree program at SUNY Downstate will meet the credentialing requirements of the country in which they intend to seek employment as to certain types of employment or for advanced/specialized educational programs.

Professional Licensure Requirements

Effective July 1, 2024, federal regulations require institutions of higher education, including SUNY Downstate, to make a determination whether a Title IV eligible academic program that leads to professional licensure or certification meets the educational requirements for licensure/certification in the U.S. State where the institution is located and the U.S. States where "distance education" students are located at the time of initial enrollment in the program, as well as U.S. States where the program is advertised as meeting such requirements, and if applicable, the U.S. State where students attest they intend to be licensed/certified. The below programs at SUNY Downstate Health Sciences University are registered by the New York State Education Department and thus meets the initial educational requirements for licensure/certification for New York State. Our academic programs leading to licensure only accept distance education students who are located in and intend to practice in New York State. Should you move to or decide to practice in another state, it is important to note that SUNY Downstate is not the licensure/certification authority in those U.S. States and cannot assess whether an individual candidate will be issued a license/certificate in those U.S. States and instead it is incumbent on each individual candidate to contact the licensure/certification authority in the applicable U.S. State for any further guidance on the requirements for licensure/certification requirements and application processes.

Programs this applies to:

- **College of Medicine: Doctor of Medicine**
- **College of Nursing: Accelerated Bachelor's of Science in Nursing; the Registered Nurse to Bachelor of Science program in Nursing; Masters of Science in Nursing- with concentrations in Family Nurse Practitioner, Women's Health Nurse Practitioner; Advanced Certificate in Family Nurse Practitioner, Advanced Certificate in Women's Health Primary Care Nurse Practitioner and Doctor of Nursing Practice**
- **School of Health Professions: Bachelor of Science in Diagnostic Medical Imaging-Sonography; Master of Science and Advanced Certificate in Midwifery; Master of Science in Occupational Therapy; Master of Science in Physician Assistant; Master of Science in Applied Behavior Analysis; Doctor of Occupational Therapy; and Doctor of Physical Therapy.**

Specific educational licensure and/or certification requirements and required disclosures are located on the SUNY Downstate Student Policies Page: https://www.downstate.edu/education-training/student-affairs/student-policies/

POLICIES FOR STUDENTS ON EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS AND CARE FOR STUDENTS WHO HAVE BEEN EXPOSED, AND THE EFFECT ON LEARNING ACTIVITIES

Note: These policies mirror specific policies adopted by the College of Medicine which are located in the College of Medicine section of this Handbook.

Training Students on Exposure to Infectious & Environmental Hazards

This policy describes the mandatory training and education to insure our students understand how to protect themselves against infectious and environmental hazards.

Policy

During Orientation

- Students must complete a mandatory OSHA presentation by the Director of the Student Health Center, who discusses the following:
  - The prevention of sharps and splash exposures, personal protective equipment (PPE), and steps to take if an exposure occurs.
  - Information about hepatitis B, hepatitis C and HIV infection
  - How to find additional information in the "Exposure to Blood and Body Fluids" section of the Student Health website, and in the Student Handbook which is distributed to students on a flash drive at Orientation and is also available online. OSHA training is performed annually.
  - In all instances, standard and universal precautions are to be utilized by all students during patient care activities.
- Some students in New York State are required to receive training in Infection Control and Barrier Precautions which is given by the Hospital Infection Control Department, Division of Infectious Diseases. This New York State approved course is valid for a four-year period.
- Wallet-sized cards are distributed to all students that contain:
  - Information about "Universal Standard Precautions" which includes PPE and steps to take in case of exposure, including follow-up care at Student Health.
  - A second card is distributed which contains emergency phone numbers and the HIV post-exposure protocol.
- Depending on their program, some students must be "fit-tested" for N-95 particulate respirators and receive a respirator for personal use.
- Documentation of required training is required prior to the student's entrance into clinical training.

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Procedures for Care & Treatment after Exposure to an Infectious or Environmental Hazard

Purpose

This policy describes the procedures for care and treatment after exposure to an infectious or environmental hazard including a definition of financial responsibility.

Policy

- Immediately after exposure to a needle puncture or mucous membrane exposure to blood or other potentially infectious material (OPIM) the student should:
  - Clean wound with soap and water or flush affected mucous membranes with clear water
  - Contact his or her supervisor. The student should not rely on fellow students or house staff for instructions.
- The student should report to the following depending on the site of clinical rotation or care:
  - For exposures at SUNY Downstate during normal working hours, the student should report to the Student Health Center. When the Student Health Center is closed, report to the Emergency Room at SUNY Downstate.
  - For exposures at Kings County Hospital, the student should report to the Emergency Room at KCH.
  - For exposures at other clinical sites, the student should ask the nurse in charge, who will be able to direct the student how to proceed, e.g., to the Emergency Room or the Employee Health Service at that clinical site.
- If the student was not initially seen at the Student Health Center, the student should report there when it next opens for the necessary follow-up care. The Student Health Center is located at 440 Lenox Road, Apt 1-W, and is open Mon-Fri, 9 am-4 pm. The contact number is 718-270-1995 or 2018.
- Services received at Student Health will be at no charge. Charges to the student's insurance for services received in the KCH Emergency Room may be reversed by having the student report to the KCH Employee Health Service within 5 days. The student's insurance may be charged for services received at other clinical sites.
- It is the responsibility of the site of the clinical rotation to provide the appropriate follow-up of the source patient, if known.

Policy on Effects of Infectious Disease or Disability on Student Learning Activities

Purpose

This policy describes the effects of infectious and environmental disease or disability on student learning activities.

Policy

- All SUNY Downstate schools and colleges abide by the center-wide policy on HIV and other infectious or communicable diseases (see Section 20 of SUNY Downstate Health Sciences University Hospital Policies and Procedures): and shall not discriminate against any person on the basis of HIV status or other communicable diseases (e.g. Hepatitis B, Hepatitis C). SUNY Downstate may not require a test for verification of HIV status or other communicable diseases for the purpose of attaining or maintaining academic admission or continued matriculation.
- SUNY Downstate shall maintain confidentiality regarding communicable diseases (e.g. HIV testing, HIV status, or AIDS-related conditions) of its students in accordance with all applicable federal, state and local laws and regulations and in accordance with all policies and procedures of SUNY Downstate Health Sciences University.
- For students who are infected with hepatitis B, hepatitis C, and/or HIV the risk of transmission to patients increases with the invasiveness of the procedure provided by the student and their viral load. The Society for Healthcare Epidemiology of America (SHEA) has issued guidelines for the above infections in healthcare workers, including students. The full report may be accessed at "Infection Control and Hospital Epidemiology", March 2012, Vol. 31, No. 3. There are three categories of healthcare-associated procedures according to risk of transmission:
  - Procedures with de minimus risk of bloodborne virus transmission.
  - Procedures for which bloodborne virus infection is theoretically possible but unlikely.
  - Procedures for which there is definite risk of bloodborne virus transmission or that have been classified previously as "exposure-prone".

An expert panel may be convened to counsel students who are known to be infected with hepatitis B, hepatitis C and/or HIV if they are performing Category II or Category III procedures, and have viral loads above those recommended in the SHEA guidelines for each infection.

- No person shall be subject to adverse education actions or removed from educational experiences solely because of a non-task related disability. Reasonable accommodations will be made for students with communicable disease consistent with the current state of knowledge on transmission of infection. If the Director of the Student Health Center determines that the safety of a student or the safety of others in contact with the student are at risk, the Director will contact the Dean of the college or school the student is enrolled in (or their designee). The Dean will then convene a panel to review and recommend educational activities for the student in question that are based on current state of knowledge on the infection.

Student Exposure to Extraordinary Infectious or Environmental Hazards Policy

Purpose

The purpose of this policy is to address student exposure to infectious and environmental hazards and to promote student health and safety during periods when extraordinary outbreaks of infectious disease or environmental hazards may affect the educational program for an individual student, group of students, or all students at SUNY Downstate. This policy specifically includes epidemics, pandemics or extraordinary environmental hazards that potentially threaten the health and safety of students in clinical environments. It does not include infectious or environmental exposure encountered in normal clinical activities. The latter policy regarding the effects of infectious diseases is also included in the Student Handbook (above).

Policy

1. The Dean of the individual school of college, working with the appropriate associate dean, program chair, or clinical coordinators, will determine the extent of student participation in academic and clinical activities when potential exposure to infectious or environmental hazards substantially exceeds expected standards. This may involve individual or small groups of students with potential exposure to a specific high-risk environment or wide spread occurrences such as epidemics or pandemics.
2. The decision of the Dean (or their designee) will be based on the following principles:
    a. While such situations may provide a unique learning experience the potential educational benefits must be weighed against student health and safety concerns, public health concerns and the objectives of the educational program. The first priority for students will be their health and safety.
    b. Students are in an educational role and should not be involved in clinical activities that go beyond the roles performed in the normal clinical environment. Students may participate in clinical activities during periods of significant risk according to the level of clinical competence of the student and the assessment of risk of the clinical environment.
    c. Academic education activities should continue wherever possible regardless of the cancellation of clinical education activities.
    d. Students are not permitted to volunteer for involvement in clinical activities during situations subject to this policy without the approval of the Dean of the school or college they are enrolled in (or their designee).
    e. As a matter of general course, all students will:
        i. Have their immunization record reviewed annually and updated as needed through the Student Health Center
        ii. Be mask-fitted (if appropriate for their academic program) through the Student Health Center
        iii. Be schooled in the concept of universal precautions and techniques for infection control before exposure to clinical activities
3. It is the responsibility of faculty members, staff and students to notify the Dean in a timely manner of the existence of any hazardous environment that might affect students.
4. Any decisions made under this policy will be communicated promptly to students, faculty, and healthcare organizations affected by the decision.
5. The procedures for care and treatment of students after occupational exposure, and any secondary disability, would be addressed through the Student Health Center at Downstate Health Sciences University.

Definitions

Epidemic: epidemic is a classification of a disease that appears as new cases in a given human population, during a given period, at a rate that substantially exceeds what is "expected," based on recent experience

Pandemic: pandemic is an epidemic that spreads through human populations across a large region (for example a continent), or even worldwide.

Environmental Hazards: "Environmental hazard" is a generic term for any situation or state of events which poses a threat to the surrounding environment.

APPENDIX III: NON-DISCRIMINATION, SEXUAL VIOLENCE RESPONSE AND TITLE IX POLICIES

SPECIAL NOTE REGARDING TITLE IX RELATED POLICIES

SUNY Downstate is in full compliance with current regulations issued by the United States Department of Education related to Title IX. The printed version of this handbook contains the regulations in effect at the time of publication, however, the United States Department of Education has issued new regulations which becomes effective on August 1, 2024. For the most up to date regulations, and any changes to our policies which may be impacted by these changes, visit the Student Policies Web Site at: https://www.downstate.edu/education-training/student-affairs/student-policies/ where the most up to date policies are located.

NON-DISCRIMINATION NOTICE

SUNY Downstate is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic

SUNY Downstate's policies are in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Title IX Director, Basic Sciences Building, AskODI@downstate.edu, 718-270-1738.

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500; Telephone (646) 428-3800; Email OCRNewYork@ed.gov.

BIAS CRIMES PREVENTION

Hate Crimes and the Law

It is the University Police Department's mandate to protect all members of the Downstate Health Sciences University 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, the 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 Health Sciences University 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 Institutional Equity (AA/EEO office).

If you are a victim of or witness to, a hate/bias crime on campus, report it to University Police by calling 2626 in an emergency, or the red campus emergency telephone. University Police will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling services from the Director of Student Counseling 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 Health Sciences University security procedures, see the University Police Department's web site at: https://www.downstate.edu/about/our-administration/university-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.

STUDENTS UNABLE BECAUSE OF RELIGIOUS BELIEFS TO ATTEND CLASSES ON CERTAIN DAYS (SECT. 224-A OF NEW YORK STATE EDUCATION LAW)

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.
    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.

COMPLAINT PROCEDURE PROCESS FOR ISSUES OF DISCRIMINATION OR HARASSMENT

Overview

The State University of New York Downstate Health Sciences University ("SUNY Downstate" or "The University,") in its continuing effort to seek equity in education and employment and consistent with Federal and State anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, gender, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment on the basis of the above categories is one form of unlawful discrimination.

Employees, who observe or become aware of sex discrimination, including sexual harassment, sexual assault and sexual violence, should report this information to the campus Title IX Coordinator. Conduct that may constitute harassment is described below (see Definitions and Prohibited Behavior). More detailed information may be obtained from the Office of Institutional Equity.

Jurisdiction of the Office of Institutional Equity

Complaints of discrimination should be made to the Associate Vice President (AVP) of the Office of Institutional Equity or their designee. Complaints of sex discrimination and sexual violence should be made to the Title IX Coordinator. Complaints or concerns that are reported to a University administrator, manager, or supervisor concerning an act of discrimination or harassment or acts of discrimination or harassment that administrators, managers, or supervisors observe or become aware of shall be immediately referred to the Office of Institutional Equity. As of September 2018, faculty who are members of the University United Professional (UUP) are also deemed mandated reporters. All other employees who observe or become aware of sex discrimination, including sexual harassment and sexual violence, should report this information to the campus Title IX Coordinator. Employees with Title IX compliance responsibilities and/or employees who have the authority to take action to redress the harassment must report any complaints to the Title IX Coordinator. Complaints may also be made directly to the Assistant Vice President and/or Title IX Coordinator by anyone who experiences, observes, or becomes aware of discrimination or harassment. Institutional Equity will also receive initial inquiries, reports, and requests for consultation. Institutional Equity will respond as appropriate and in a timely manner.

SUNY Downstate is committed to providing a learning and working environment free from discrimination. SUNY Downstate, through the Office of Institutional Equity, reserves the right to pursue any complaint of discrimination about which it becomes aware. Based on information received, the Assistant Vice President and/or Title IX Coordinator may exercise their discretion and initiate a complaint on behalf of the SUNY Downstate community, regardless of complainant cooperation or involvement.

In addition, Institutional Equity may determine that a specific complaint of unlawful discrimination or harassment is of such a serious or potentially criminal nature that the investigative steps outlined in the process should be accelerated or eliminated. Such a circumstance will be communicated to the President (or their designee) and to the Vice President of Human Resources and/or the Assistant Vice President r for Employee & Labor Relations for appropriate action, including the initiation of disciplinary action. If the Respondent is a student, the referral will be to the Vice President for Student Affairs.

The Assistant Vice President, or in instances involving sex discrimination, the Title IX Coordinator, is available to assist in preparing the complaint. The Title IX Coordinator will ensure that complainants are aware of their Title IX rights and available resources on and off-campus, and the right, if any, to file a complaint with local law enforcement. SUNY Downstate will comply with law enforcement requests for cooperation and such cooperation may require the campus to temporarily suspend the fact-finding aspect of an investigation while the law enforcement agency is in the process of gathering evidence. In cases of domestic violence, dating violence, intimate partner violence, stalking, or sexual violence, the campus will resume its investigation within 10 business days. In other cases, the campus will resume its investigation as soon as it is notified by the law enforcement agency that it has completed the evidence gathering process. In all cases, SUNY Downstate will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the victim(s) and the campus community.

SUNY Downstate will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate. These measures are intended to balance the rights of those bringing complaints of discrimination, harassment, and retaliation (i.e. the "Complainant") with those against whom claims are brought (i.e. the "Respondent"). The Complainant is not required to file an internal complaint with SUNY Downstate before filing a complaint with a State or Federal agency.

This procedure may be used by any SUNY Downstate student or employee, as well as by third parties for incidents that occur on and off campus when the respondent is a Downstate employee or student. Employee grievance procedures established through negotiated collective bargaining agreements, academic grievance review committees, student disciplinary grievance boards, and any other procedures defined by collective bargaining agreements or contracts will continue normal protocol, To reiterate, this procedure does not in any way deprive a Complainant of the right to file with outside enforcement agencies, including but not limited to the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education, the Office of Federal Contract Compliance of the United States Department of Labor. Additionally, the Title IX Coordinator can provide additional information and resources to any complainant that may have been a victim of sexual harassment, sexual violence or sexual assault.

However, after filing with an outside enforcement agency, or upon the initiation of litigation, the complaint shall be referred to the campus Title IX Coordinator for investigation with the Office of Senior Managing Counsel.

Time Limits

Employees. Employees of SUNY Downstate and third parties participating in a University sponsored program or affiliated activity, must file a written complaint with the Office of Institutional Equity within 180 calendar days following the alleged discriminatory act or the date on which the Complainant first knew or reasonably should have known of such act. There is no time limit for complaints of sexual misconduct. All such complaints may be filed in person or submitted in writing to Institutional Equity.

Students. Students must file a complaint within 180 calendar days following the alleged discriminatory act, or 180 calendar days after a final grade is received for the semester during which the discriminatory acts occurred, if that date is later. For alleged discriminatory acts in a spring semester, students will have 180 calendar days from the beginning of the following fall semester to file a complaint.

It is the Complainant›s responsibility to be certain that any complaint is filed within the 180-day period.

Should a complaint of domestic violence, dating violence, stalking, or sexual violence be brought beyond the 180-day period, it will be tracked and investigated to the extent possible consistent with the campus Title IX obligations, including the Title IX Coordinator's duties to spot patterns and address systemic issues.

As soon as reasonably possible after the date of filing of the complaint, the Title IX Coordinator will provide notice of the complaint to the respondent.

Retaliation

Anyone who participates in the procedure has the right to do so without fear of or actual retaliation. It will be made clear to all parties that retaliation against an employee or a student, or third parties participating in a University sponsored program or affiliated activity, who has filed a discrimination complaint, or against any witness or other participant in this process, will result in appropriate sanctions or disciplinary action as covered by SUNY Downstate policies or applicable collective bargaining agreements. These sanctions will be invoked for retaliation regardless of the merits of the original complaint.

Retaliation is an adverse action taken against an individual as a result of complaining about unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Participants who experience retaliation should contact the Assistant Vice President and/or Title IX Coordinator.

Confidentiality

To the extent practicable or allowable by law, all aspects of the complaint and investigation conducted in accordance with these procedures will be confidential. All affected parties shall cooperate fully in the investigation and shall maintain and preserve the confidentiality of the investigation.

Procedures for Resolving Complaints

Complaint Consultation and Review

Any student or employee of SUNY Downstate, or third party participating in a University sponsored program or affiliated activity, may consult with the Assistant Vice President and/or Title IX Coordinator regarding potential discrimination or harassment. Institutional Equity will assist the individual in understanding the nature of the incident, the complaint process, resources available to the individual, and other options to resolve the issue. The individual need not take any further action.

SUNY Downstate may take interim measures to protect the parties during the investigation process. Interim measures will not disproportionately impact the complainant. Interim measures involving employees in collective bargaining units should be determined in consultation with campus labor relations. Interim measures for students may include, but is not limited to, information about how to obtain counseling and academic assistance in the event of sexual assault, and steps to take if the accused individual lives on campus and/or attends class with the complainant.

Investigation and Mediation of Informal Complaints

The individual may elect to have the matter resolved informally through mediation, if appropriate. If mediation is successful, Institutional Equity will send a written notice to that effect to both parties. The matter will then be closed. Should mediation be unsuccessful Institutional Equity will advise the complainant of her or his right to proceed with a formal complaint.

Complaints of sexual violence will not be resolved by using mediation, but instead must be referred immediately to the campus Title IX Coordinator. The complainant will not be required to resolve the problem directly with the respondent in cases of sex discrimination.

At any time in this process, the Complainant may elect to file a formal complaint, as long as it is within the 180-day time limit. (See "Time Limits" above.)

Investigation of Formal Complaints

If there is a formal complaint filed, Institutional Equity will take all reasonable steps necessary to complete the investigation within 90 calendar days after receipt of the complaint. When appropriate, Institutional Equity may extend this deadline for a reasonable period of time to conclude its investigation. Both the Complainant and the Respondent(s) shall be entitled to submit written statements or other relevant and material evidence and witnesses. An informal investigation will only be used with the consent of both parties and only where its use is deemed appropriate by Institutional Equity (complaints of sexual violence will not be resolved by using mediation, but instead must be referred immediately to the Title IX Coordinator).

The burden of proof in cases of sex discrimination is preponderance of the evidence.

Failure to Cooperate in matters concerning employees: If the Respondent refuses to cooperate and/or responds in an untimely manner, AVP may terminate any further processing of the complaint and refer the matter to the Office of Labor Relations. Failure to cooperate meaningfully in a review of a complaint of discrimination may be grounds for discipline.

Inaction by Complainant: If at any time during an investigation, a Complainant declines to cooperate with Institutional Equity, or if Institutional Equity determines that the Complainant no longer wishes to pursue her/his complaint, the matter may be considered closed, with appropriate notification. SUNY Downstate reserves the right to pursue any complaint of discrimination about which it becomes aware. Based on information received, the Assistant Vice President/Title IX Coordinator may exercise their discretion and initiate a complaint on behalf of the Downstate campus community, regardless of complainant cooperation or involvement.

In matters involving employees, if legal counsel is retained by a Complainant or Respondent that counsel may not participate or be present at any meeting convened by Institutional Equity. Respondents and Complainants are expected to communicate with the Institutional Equity directly, not through legal counsel or other intermediaries.

Resolution of Formal Complaint

In concluding a formal investigation of a complaint of discrimination or harassment, Institutional Equity's determination may be that:

- The complaint was not substantiated. If Institutional Equity determines that there is insufficient credible evidence to support the allegation of discrimination, the complaint shall be dismissed and SUNY Downstate shall take no further action.
- The complaint was substantiated. For Respondents who are students, Institutional Equity may determine that sufficient information exists to refer the matter to the Vice President for Student Affairs for review and appropriate action under the student conduct code.

For Respondents who are employees (including those in collective bargaining units), Institutional Equity may determine that sufficient information exists to recommend disciplinary action. The matter may then be referred to the Office of Labor Relations for further investigation and appropriate action under the applicable bargaining agreement. Corrective action may include, but is not limited to: reprimand, mandatory counseling, written counseling, probation, suspension, termination of employment, or non-renewal of contract.

The decision of the Office of Institutional Equity is the final decision of the University; there are no internal appeals. However, a complainant may elect to file a complaint with one or more State and Federal agencies.

Contact Information

Office of Institutional Equity
Basic Sciences Building 5-95
Tel: (718) 270-1738 Fax: (718) 270-2276
AskODI@downstate.edu

Definitions and Prohibited Acts and Behaviors

Definitions

Consent/Affirmative Consent - clear unambiguous, knowing, informed and voluntary agreement between all participants to engage in sexual activity. Silence or lack of resistance cannot be interpreted as consent. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender – harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities.

Sex Discrimination – behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex. This includes but is not limited to sexual harassment, sexual assault, sexual violence by employees, students, or third parties. Employees should report sexual harassment that they observe or become aware of to the Title IX coordinator.

Sexual assault is defined as a physical sexual act or acts committed against a person's will and consent or when a person is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment.* Sexual assault includes what is commonly known as "rape," whether forcible or non-forcible, "date rape" and "acquaintance rape." Nothing contained in this definition shall be construed to limit or, conflict with the sex offenses 'enumerated in Article 130 of the New York State Penal Law, which shall be the guiding reference in determining if alleged conduct is consistent with the definition of sexual assault.

Sexual Harassment in the Educational Setting – unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the educational institution's program.

Sexual Harassment in the Employment Setting – unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual's continued employment, promotion, or other condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.
- Such conduct is intended to interfere, or results in interference, with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual Violence - physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

Preponderance of the Evidence – the standard of proof in sexual harassment and sexual assault cases, which asks whether it is "more likely than not" that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible.

General Inquiries

Office of Institutional Equity | 450 Clarkson Avenue, MSC 1220|
Brooklyn, NY 11203 | Tel (718) 270-1738 | Fax (718) 270-2276

ACADEMIC GRIEVANCES**:**

If a campus Academic Grievance Committee has been established to review student complaints concerning grades, it shall continue to hear such complaints. If discrimination is alleged to be the basis for the grade, the campus chief diversity officer may at the request of the Academic Grievance Committee sit with that committee in an advisory capacity during the review.

For more information on filing a grievance alleging discrimination, please see the Office of Institutional Equity's webpage at https://www.downstate.edu/about/our-administration/diversity/.

SEXUAL VIOLENCE RESPONSE POLICY

In accordance with the Students' Bill of Rights, reporters of sexual violence shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

I. REPORTING:

To disclose *confidentially* the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential reporting is available in the Options for Confidentially Disclosing Sexual Violence Policy:

- Student Counseling Center, 440 Lenox Road Apt 1-M, (718) 270-1408;
- Student Health Center, 440 Lenox Road Apt 1-W, (718) 270-1995/2018;
- Employee Assistance Program, (718) 270-1489

To disclose *confidentially* the incident and obtain services from the New York State, New York City or county hotlines: http://www.opdv.ny.gov/help/dvhotlines.html. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: http://www.opdv.ny.gov/help/index.html (or by calling 1-800-942-6906), and assistance can also be obtained through:

- SurvJustice: http://survjustice.org/our-services/civil-rights-complaints/;
- Legal Momentum: https://www.legalmomentum.org/;
- NYSCASA: http://nyscasa.org/responding;
- NYSCADV: http://www.nyscadv.org/;
- Pandora's Project: http://www.pandys.org/lgbtsurvivors.html;
- GLBTQ Domestic Violence Project: http://www.glbtqdvp.org/; and
- RAINN: https://www.rainn.org/get-help.
- Safe Horizons: http://www.safehorizon.org/.

(Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Victims/survivors are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private and not confidential resources and they may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:

- Title IX Coordinator
- Vice President for Student Affairs; and
- University Police (24 hours/day, 7 days a week).

To file a criminal complaint with University Police and/or with local law enforcement and/or the New York State Police:

- University Police – (718) 270-2626, University Hospital Room A1-339
- New York City Police Department, 67th Precinct – 911 or (718) 287-3211, 2820 Snyder Avenue, Brooklyn, NY 11203 (between Nostrand and Rogers Avenues)
- New York State Police 24-hour hotline to report sexual assault on a NY College Campus: 1-844-845-7269.

To receive assistance by the Office of Student Affairs or the Title IX Coordinator in initiating legal proceedings in family court of civil court.

To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with Downstate Health Sciences University policy and the reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep their identity anonymous, he or she may call anonymously to discuss the situation and available options:

- Title IX Director, Basic Sciences Building 5-95, AskODI@downstate.edu, 718-270-1738, www.downstate.edu/diversity/title-ix

When the accused is an employee, a reporting individual may also report the incident to the Downstate Health Sciences University Office of Labor Relations or may request that one of the above referenced confidential or private employees assist in reporting to the Office of Labor Relations. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

- Office of Labor Relations, (718) 270-3019, 420 Lenox Road

You may withdraw your complaint or involvement from the Downstate Health Sciences University process at any time.

Regardless of which SUNY Downstate representative that the reporting individual contacts or submits a report to, at the first instance of disclosure, the reporting individual shall be informed that, under New York State Law: You have the right to make a report to University Police or Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.

II. RESOURCES

To obtain effective intervention services.

- Student Counseling Center, 440 Lenox Road Apt 1-M, (718) 270-1408. There is no charge for services.
- Student Health Center, 440 Lenox Road Apt 1-W, (718) 270-1995/2018. Some services may be billed to your insurance.
- Kings County Hospital, 451 Clarkson Avenue, (718) 245-5209. Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available; fees will be charged for services, insurance is accepted. The Kings County Hospital Emergency Department has a Rape Crisis Program with a trained Sexual Assault Response Team (SART).
  - Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.
  - To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

III. PROTECTION AND ACCOMMODATIONS

- When the accused is a student, to have the college issue a "No Contact Order," consistent with SUNY Downstate Policy and Procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with SUNY Downstate policies. Parties may submit evidence in support of their request.
- To have assistance from University Police or other college officials in initiating legal proceedings in family court or civil court, including, but not limited to, obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused's responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from University Police in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of University Police.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and SUNY Downstate policies and rules.
- When the accused is not a member of the college community, to have assistance from University Police or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following offices can serve as a point to assist with these measures:
  - Office of Institutional Equity – (718) 270-1738
  - Office of Student Affairs – (718) 270-2187

IV. STUDENT CONDUCT PROCESS

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Downstate Health Sciences University Student Handbook, https://www.downstate.edu/education-training/student-affairs/student-handbook.html , as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
  - The same opportunity to be accompanied by an advisor of their choice who may assist and advise the partied throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
  - The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
  - The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
  - The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
  - The right to offer evidence during and to review available relevant evidence in the case file (or otherwise held by SUNY Downstate).
  - The right to present evidence and testimony at a hearing where appropriate.
  - The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.

- The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings may be admissible in the disciplinary stage that determines sanction.
- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
- The right to know the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding and the reason for the actual sanction imposed. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
- Contact the Office of Student Affairs for more information about the student conduct process = (718) 270-2187, Basic Sciences Building, Room 1-112.
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

DEFINITION OF AFFIRMATIVE CONSENT

Under New York State Law, Affirmative Consent is defined as follows:

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Please note that to comply with the above definition of Affirmative Consent, you should remember the following:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

POLICY FOR ALCOHOL AND/OR DRUG USE AMNESTY IN SEXUAL AND INTERPERSONAL VIOLENCE CASES

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Downstate recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Downstate strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Downstate officials or law enforcement will not be subject to SUNY Downstate's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

[*This policy applies to students and refers to the student conduct code, not to academic or external policies and requirements. Further, students in clinical programs may also be subject to professional standards beyond the campus conduct code. In a clinical setting, being under the influence of alcohol or drugs while performing patient care cannot be overlooked.*]

STUDENTS' BILL OF RIGHTS

The State University of New York (SUNY) and Downstate Health Sciences University (Downstate) are committed to providing options, support and assistance to survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in Downstate University-wide and campus programs, activities and employment. All survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All Students Have The Right To:

1. Make a report to local law enforcement and/or the New York State Police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestions that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the University.

Options in Brief

Survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or a violation (for detailed information on confidentiality and privacy visit downstate.edu/diversity/title-ix.html
- Make a report to:
  - **The Title IX Coordinator**
    718-270-1738
  - **Office of Student Affairs**
    718-270-2187
  - **Office of Labor Relations**
    718-270-3019
  - **University Police Department**
    718-270-2626
  - **Local Law Enforcement - 67th Police Precinct**
    718-287-3211
  - **Family Court or Civil Court**
    347-401-9610 Family Court
    347-404-9123 Civil Court

Copies of this Bill of Rights shall be distributed annually to students, made available on every college's website, and posted in each campus residence hall, dining hall and student union or campus center and shall include links or information to access the Sexual Violence Response Policy and the Options for Confidentially Disclosing Sexual Violence.

OPTIONS FOR CONFIDENTIALLY DISCLOSING SEXUAL VIOLENCE

The State University of New York and SUNY Downstate Health Sciences University (Downstate) want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

In this Policy:

- Privileged and Confidential Resources
- Privacy versus Confidentiality
- Requesting Confidentiality: How the College/University Will Weigh the Request and Respond
- Public Awareness/Advocacy Events
- Anonymous Disclosure
- Institutional Crime Reporting

PRIVILEGED AND CONFIDENTIAL RESOURCES

Individuals who are *confidential* resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At Downstate, this includes:

- Downstate Student Counseling Center: counseling@downstate.edu, (718) 270-1408
- Employee Assistance Program, Dr. Magda Alliancin, Director, (718) 270-1489
- Individuals serving in a pastoral role under SUNY Downstate's Department of Pastoral Care: Reverend Sharon Codner-Walker, Sharon.Walker@downstate.edu, (718) 270-2594
- SUNY Downstate physicians, licensed medical professionals or supervised interns when they are engaged in a physician/patient relationship: Student Health Center, 440 Lenox Road, Apt 1-W, (718) 270-1995/2018 (Please note that this does not include physicians, licensed medical professionals or supervised interns who are engaged with the reporting individual in a faculty/student relationship or supervisor/supervisee relationship. Physicians, licensed medical professionals or supervised interns working within the Student Health Center do not serve in a faculty role.)

Off-campus options to disclose sexual violence *confidentially* include (note that these outside options do not provide any information to the campus):

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.
- **Crisis Centers**

  Safe Horizon Brooklyn – 320 Schermerhorn St, 1st Fl, Brooklyn, NY (718) 330-5400 (toll free 800-621-4673)

  CAMBA – 885 Flatbush Avenue, Brooklyn, NY (718) 282-5575 (toll free 800-310-2449)

  Safe Horizon NYC– 2 Lafayette Street, 3rd FL, NY, NY (718) 943-8655 (hotline 212-227-3000)

- **Hospital SAFE/SANE Programs**

  These local facilities are staffed by professionals trained to provide compassionate, knowledgeable assistance and support for sexual assault victims.

  Kings County Hospital Center – 451 Clarkson Avenue, Brooklyn, NY (718) 245-3131

  Coney Island Hospital – 2601 Ocean Parkway, Brooklyn, NY (718) 616-4400

  Woodhull Medical Center – 760 Broadway, Brooklyn, NY (718) 963-8442

- Off-campus healthcare providers

  Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

PRIVACY VERSUS CONFIDENTIALITY

Even Downstate offices and employees who cannot guarantee *confidentiality* will maintain your *privacy* to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. Downstate will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

REQUESTING CONFIDENTIALITY: HOW DOWNSTATE WILL WEIGH THE REQUEST AND RESPOND

If you disclose an incident to a Downstate employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures Title IX Coordinator, Office of Institutional Equity, (718) 270-1738. We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless Downstate's failure to act does not adequately mitigate the risk of harm to you or other members of the Downstate community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, Downstate will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking;
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If SUNY Downstate determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and SUNY Downstate will take immediate action as necessary to protect and assist them.

PUBLIC AWARENESS/ADVOCACY EVENTS

If you disclose a situation through a public awareness event such as "Take Back the Night," candlelight vigils, protests, or other public event, the University is not obligated to begin an investigation. SUNY Downstate may use the information you provide to inform the need for additional education and prevention efforts.

ANONYMOUS DISCLOSURE:

The New York State Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism.

- New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906

INSTITUTIONAL CRIME REPORTING

Reports of certain crimes occurring in certain geographic locations will be included in the SUNY Downstate Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or victim/survivor. (Title IX Coordinator, Office of Institutional Equity, (718) 270-1738)

Downstate is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual. The reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year federal income tax return. Generally, Downstate will not share information about a report of sexual violence with parents without the permission of the reporting individual.

[Note: for crisis intervention, resources and referrals, you may call the New York State Hotline for Sexual Assault and Domestic Violence, (800) 942-6906; this is not a reporting mechanism.]

STUDENT ONBOARDING AND ONGOING EDUCATION

The State University of New York and its State-operated and community colleges believe that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. To that end, SUNY campuses will continue to educate all new and current students using a variety of best practices aimed at educating the entire college community in a way that decreases violence and maintaining a culture where sexual assault and acts of violence are not tolerated.

SUNY Downstate is committed to providing this training to all new students, employees, and to all student organization leaders. For a listing of the trainings conducted in this regard contact the Title IX Coordinator or the Office of Student Affairs.

NO CONTACT ORDERS

A No Contact Order is a formal directive issued by SUNY Downstate requiring parties to have no direct or indirect interaction, including but not limited to written or electronic communication (i.e. letters, social media, text messages, etc.), telephone, recordings, or third party contact (i.e. friends, family members, acquaintances, etc.). A No Contact Order remains in effect until it is officially removed in writing.

No Contact Orders differ from court-imposed restraining/protective orders and do not guarantee that parties will avoid sightings or passing interactions.

Requesting a No Contact Order:

A No Contact Order (NCO) may be requested, in writing, to the Office of Student Affairs. NCO's may be issued for the following: harassment, threats, physical assault, stalking, domestic violence, dating violence, sexual assault, retaliation or intimidation, or other behavior as outlined in the Student Code of Conduct. Your request for an NCO must contain the reason you are requesting the NCO (one of the reasons listed). If you are requesting a NCO related to dating violence, domestic violence, sexual assault or stalking, you will also be referred to campus advocacy services. The Office of Student Affairs is not a confidential resource, and outreach by other offices, such as the campus advocacy services at the Counseling Center or the Office of Title IX and Affirmative Action may occur. If you do not wish to provide any information regarding your request or are unsure about obtaining a No Contact Order, please access campus advocacy services such as the Counseling Service.

When requested, the Office of Student Affairs will review your request and a determination will be made regarding the issuance of a No Contact Order. Also note that any further action taken to review your request will require details such as dates of specific events, information to support your request (i.e. text messages, etc.), and the identity of the individual of who you are requesting the No Contact Order with. This information will be requested by the Office of Student Affairs prior to reviewing or processing your request.

Please note that requesting a No Contact Order may or may not result in disciplinary action against the individual whom you are requesting the order be issued against. If you are unsure about this, you should request a meeting with a Student Affairs Dean prior to requesting a No Contact Order.

No Contact Orders and the Campus:

- If a No Contact Order is issued between on-campus roommates/suitemates/apartment-mates, both parties will be moved. There will be situations where certain accommodations or spacing issues will not allow for student moves to occur. The Office of Residence Life and Services will evaluate and decide the final outcome/relocation at its discretion.
- If students have common courses, clinical sites, or other academic activities, every effort will be made to accommodate separating the individuals, but that may not be possible. These situations will be discussed with the individuals and Dean or the appropriate school.

SUNY Downstate's Sexual Violence Prevention and Response policies and procedures provides additional information pertaining to No Contact Orders in cases involving allegations of sexual misconduct, sex discrimination, domestic violence, dating violence, and/or stalking.

A violation of a No Contact Order should be reported to either the Office of Student Affairs or University Police. A violation of a No Contact Order is subject to disciplinary action.

Any student that has a No Contact Order can:

- request to challenge the application of a No Contact Order by providing information/evidence to support that the order should not be in place
- provide information/evidence that supports an alteration or modification of the No Contact Order
- present information/evidence that supports that the No Contact Order should remain in place

If you have questions, or wish to have a review of the No Contact Order, please contact the Office of Student Affairs.

SEXUAL ASSAULT PREVENTION

Sexual Assault and the Law

The State University of New York at Downstate Health Sciences University 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 Health Sciences University 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 Health Sciences University 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 Health Sciences University campus through criminal courts and/or through the University's internal disciplinary process (under the Campus Code of Conduct). SUNY at Downstate Health Sciences 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 rights of the respondent and reporting individual are enumerated in "Section IV: Student Conduct Process" as listed above.

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.

GRIEVANCE POLICY FOR ADDRESSING FORMAL COMPLAINTS OF SEXUAL HARASSMENT UNDER THE TITLE IX REGULATIONS

1. Introduction

What is the purpose of the Title IX Grievance Policy?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its Preamble are available here: http://bit.ly/TitleIXReg

Based on the Final Rule, SUNY Downstate Health Sciences University will implement the following Title IX Grievance Policy, effective August 14, 2020.

How does the Title IX Grievance Policy impact other campus disciplinary policies?

In recent years, "Title IX" cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, SUNY Downstate Health Sciences University must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that it must subject to its Title IX investigation and adjudication process. ***Only*** incidents falling within the Final Rule's definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

SUNY Downstate Health Sciences University remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, our campus has:

- A **Code of Conduct** that defines certain behavior as a violation of campus policy, and a separate **Sexual Misconduct Policy** that addresses the types of sex-based offenses constituting a violation of campus policy, and the procedures for investigating and adjudicating those sex-based offenses.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Code of Conduct and Sexual Misconduct Policy through a separate grievance proceeding. {This policy is published annually in the Student Handbook and available on line at https://www.downstate.edu/education-training/student-affairs/student-handbook.html}.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Code of Conduct, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other policy or process.

How does the Title IX Grievance Policy impact the handling of complaints?

Our existing Title IX office and reporting structure remains in place. What has changed is the way our Title IX office will handle different types of reports arising from sexual misconduct, as detailed in full throughout Section 2.

2. The Title IX Grievance Policy

General Rules of Application

Effective Date

This Title IX Grievance Policy will become effective on August 14, 2020, and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the Title IX Grievance Policy if a case is not complete by that date.

Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Code of Conduct and Sexual Misconduct Policy.

Non-Discrimination in Application

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at https://ocrcas.ed.gov/contact-ocr.

Definitions

Covered Sexual Harassment

For the purposes of this Title IX Grievance Policy, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.

5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under New York State domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of New York.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the Code of Conduct and Sexual Misconduct Policy.

Consent

For the purposes of this Title IX Grievance Policy, "consent" is defined in the Code of Conduct as follows:

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Education Program or Activity

For the purposes of this Title IX Grievance Policy, SUNY Downstate Health Sciences University's "education program or activity" includes:

- Any on-campus premises
- Any off-campus premises that SUNY Downstate Health Sciences University has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of SUNY Downstate Health Sciences University's programs and activities over which SUNY Downstate Health Sciences University has substantial control.

Formal Complaint

For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within SUNY Downstate Health Sciences University's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

Complainant

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

Relevant evidence and questions

"Relevant" evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

"Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless:
  - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
  - They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. 34 C.F.R. § 106.45(6)(i).
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege.
- Any party's medical, psychological, and similar records unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

Respondent

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

Privacy vs. Confidentiality

Consistent with the Code of Conduct and Sexual Misconduct Policy, references made to *confidentiality* refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *privacy* mean SUNY Downstate Health Sciences University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. SUNY Downstate Health Sciences University will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

Making a Report Regarding Covered Sexual Harassment to the Institution

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator:

Title: Title IX Director

Office Address: Basic Sciences Building 5-95

Email Address: AskODI@downstate.edu

Telephone Number: 718-270-1738

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Confidential Reporting

The following Officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy:

- Title IX Coordinator or designee
- Student Affairs Deans or Academic Deans or Faculty
- NYS University Police Department

The following Officials may provide confidentiality:

- Student Counseling Center
- Student Health Center
- Campus Clergy

Non-Investigatory Measures Available Under the Title IX Grievance Policy

Supportive Measures

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from SUNY Downstate Health Sciences University regardless of whether they desire to file a complaint, which may include Counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules, campus escort services, restrictions on contact between the parties (no-contact orders); changes in work or housing locations; leaves of absence; or increased security and monitoring of certain areas of the campus, as appropriate. Supportive measures are non-disciplinary and non-punitive. (*See* 85 Fed. Reg. 30401.)

Emergency Removal

SUNY Downstate Health Sciences University retains the authority to remove a respondent from SUNY Downstate Health Sciences University's program or activity on an emergency basis, where SUNY Downstate Health Sciences University (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If SUNY Downstate Health Sciences University determines such removal is necessary, the respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. The procedure for doing so is defined under the "Change in Student Status/Interim Suspension Policy as defined in the Code of Conduct, Other Administrative Actions, (C).

Administrative Leave

SUNY Downstate Health Sciences University retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with State University of New York rules and applicable employee contracts.

The Title IX Grievance Process

Filing a Formal Complaint

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) business days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including, but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of SUNY Downstate Health Sciences University, including as an employee. For complainants who do not meet this criteria, the College will utilize existing policy in the Code of Conduct and Sexual Misconduct Policy {published annually in the Student Handbook and available on line at https://www.downstate.edu/education-training/student-affairs/student-policies/student-complaints.html}.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. SUNY Downstate Health Sciences University will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in the Title IX Grievance Policy, Code of Conduct, or Sexual Misconduct Policy prevents a complainant from those seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

Multi-Party Situations

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

Determining Jurisdiction

The Title IX Coordinator or designee will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in SUNY Downstate Health Sciences University's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, SUNY Downstate Health Sciences University will investigate the allegations according to the Grievance Process.

Allegations Potentially Falling Under Two Policies

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process will be applied to investigation and adjudication of only the allegations that constitute covered sexual harassment.

Mandatory Dismissal

If any one of these elements are not met, the Title IX Coordinator or designee will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in "Appeals," below.

Discretionary Dismissal

The Title IX Coordinator or designee may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by SUNY Downstate Health Sciences University; or,
- If specific circumstances prevent SUNY Downstate Health Sciences University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in "Appeals," below.

Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

Notice of Removal

Upon dismissal for the purposes of Title IX, SUNY Downstate Health Sciences University retains discretion to utilize the SUNY Downstate Code of Conduct and Sexual Misconduct Policy {published annually in the Student Handbook and available on line at https://www.downstate.edu/education-training/student-affairs/student-handbook.html}to determine if a violation of the Code of Conduct and Sexual Violence Response Policy has occurred. If so, SUNY Downstate Health Sciences University will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the conduct process.

Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator or designee may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

Contents of Notice

The Notice of Allegations will include the following:

- Notice of the institution's Title IX Grievance Process and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv);
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi);
- Knowingly giving false information to the University or misrepresenting oneself, on or off-campus, may lead to disciplinary action under the Code of Conduct.

Ongoing Notice

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Advisor of Choice and Participation of Advisor of Choice

SUNY Downstate Health Sciences University will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

The SUNY Downstate Health Sciences University has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of SUNY Downstate Health Sciences University.

SUNY Downstate Health Sciences University will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

SUNY Downstate Health Sciences University's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and SUNY Downstate Health Sciences University cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. SUNY Downstate Health Sciences University will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by SUNY Downstate Health Sciences University.

Notice of Meetings and Interviews

SUNY Downstate Health Sciences University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

Delays

Each party may request a one-time delay in the Grievance Process of up to five (5) days for good cause (granted or denied in the sole judgment of the Title IX Coordinator or designee provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

Title IX Coordinator or designee shall have sole judgment to grant further pauses in the Process.

Investigation

General Rules of Investigations

The Title IX Coordinator or designee will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

SUNY Downstate Health Sciences University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from SUNY Downstate Health Sciences University and does not indicate responsibility.

SUNY Downstate Health Sciences University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. SUNY Downstate Health Sciences University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
2. inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020).

The institution will send the evidence made available for each party and each party's advisor, if any, to inspect and review through either an electronic format or a hard copy. The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report. Parties may request a reasonable extension to the Title IX Officer or designee to be granted at the discretion of the Title IX Officer or designee.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

The parties and their advisors agree not to photograph or otherwise copy the evidence. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

Inclusion of Evidence Not Directly Related to the Allegations

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed, or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log" that may be reviewed by the parties and their advisors, if any. See, 85 Fed. Reg. 30026, 30438 (May 19, 2020).

Investigative Report

The Title IX Coordinator or designee will create an Investigative Report that fairly summarizes relevant evidence.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant. See, 85 Fed. Reg. 30026, 30304 (May 19, 2020).

Hearing

General Rules of Hearings

SUNY Downstate Health Sciences University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at SUNY Downstate Health Sciences University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through an appropriate remote video-conferencing option (such as Zoom or Microsoft Teams). This technology will enable participants simultaneously to see and hear each other. At its discretion, SUNY Downstate Health Sciences University may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through an audio recording. That recording will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

Continuances or Granting Extensions

SUNY Downstate Health Sciences University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, SUNY Downstate Health Sciences University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party. 85 Fed. Reg. 30026, 30361 (May 19, 2020).
    - For example, A verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint. See, OCR Blog (May 22, 2020), available at *https://www2.ed.gov/about/offices/list/ocr/blog/20200522.html*
- SUNY Downstate Health Sciences University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation. See 34 C.F.R. § 106.71; see also 85 Fed. Reg. 30026, 30216 (May 19, 2020).
- If a party does not submit to cross-examination, the decision-maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a "statement" by that party.
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions. See 34 C.F.R. §106.45(b)(6)(i).
- The parties shall be subject to the institution's Rules of Decorum which shall be distributed to all parties by the Hearing Officer at the beginning of the hearing.

The Decision-maker

- The hearing body will consist of an administrative hearing officer, who shall be a member of the SUNY Downstate Health Sciences University community.
- No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf. 85 Fed. Reg. 30026, 30340 (May 19, 2020).
- If neither a party nor their advisor appear at the hearing, SUNY Downstate Health Sciences University will provide an advisor to appear on behalf of the non-appearing party. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).
- Advisors shall be subject to the institution's Rules of Decorum which shall be distributed to all parties by the Hearing Officer at the beginning of the hearing.

Witnesses

- Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020).
- If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing. 85 Fed. Reg. 30026, 30347 (May 19, 2020).
- Witnesses shall be subject to the institution's Rules of Decorum which shall be distributed to all parties by the Hearing Officer at the beginning of the hearing.

Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- The Administrative Hearing Officer shall serve as the Chair of the Hearing and will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- The Administrative Hearing Officer will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination after the Hearing Officer conducts the initial round of questioning; During the Parties' cross-examination, the Hearing Office will have the authority to pause cross-examination at any time for the purposes of asking their own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Hearing Officer. A Party's waiver of cross-examination does not eliminate the ability of the Hearing Officer to use statements made by the Party.

Live Cross-Examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Hearing Officer will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Hearing Officer may be deemed irrelevant if they have been asked and answered.

Review of Recording

The recording of the hearing will be available for review by the parties within 5 business days, unless there are any extenuating circumstances. The recording of the hearing will not be provided to parties or advisors of choice.

Determination Regarding Responsibility

Standard of Proof

SUNY Downstate Health Sciences University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Policy occurred.

General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that SUNY Downstate Health Sciences University allow parties to call "expert witnesses" for direct and cross examination. SUNY Downstate Health Sciences University does not normally provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the Hearing Officer will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that SUNY Downstate Health Sciences University allow parties to call character witnesses to testify. SUNY Downstate Health Sciences University does not normally provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the Hearing Officer will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that SUNY Downstate Health Sciences University admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the Hearing Officer will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Hearing Officer may draw an adverse inference as to that party or witness' credibility.

Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of the Code of Conduct or Sexual Misconduct Policy, if any, the respondent has or has not violated.
5. For each allegation:
   a. A statement of, and rationale for, a determination regarding responsibility;
   b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
   c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by SUNY Downstate Health Sciences University within ten (10) business days of the completion of the hearing.

Finality

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals

Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within five (5) business days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution's own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- That the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be no longer than 25 pages (including attachments). Appeals should be submitted in electronic form using ARIAL or TIMES NEW ROMAN, 12-point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by a three-member panel to serve as the Appeal Board. Members of the Appeal Board will be selected from faculty who are not in the same program as the involved parties and may include up to one student, all of whom shall be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or Hearing Officer in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

Retaliation

SUNY Downstate Health Sciences University will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment. SUNY Downstate Health Sciences University has an amnesty policy on other offenses as enumerated in the Code of Conduct and Sexual Misconduct Policy.

Complaints alleging retaliation may be filed according to the SUNY Downstate's Sexual Misconduct Policy.

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 Health Sciences University, as employer and as educator, remains committed to providing an environment free from harassment for its employees and students.

I. POLICY

It is the policy of SUNY Downstate Health Sciences University, 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 Health Sciences University 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.

SEXUAL HARASSMENT COMPLAINT PROCEDURES

Please also refer to the Complaint Procedure Process for Issues of Discrimination or Harassment later in this section.

For those who have a complaint concerning sexual harassment that they wish to make during off-hours (5:00 p.m. – 9:00 a.m.), the following procedures are available:

For incidents that take place within University Hospital, employees or students or members of the public may contact University Police at extension 2626 to notify them of the complaint. A University Police 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 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 (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 at extension 2626 to report any complaint of sexual harassment. A University Police 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 Institutional Equity initiates contact with the complainant and has an opportunity to investigate. University Police 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 Institutional Equity, 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. Institutional Equity 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 Institutional Equity. This procedure provides a better opportunity to investigate and expeditiously remedy any misconduct.

Retaliation of any kind will not be tolerated. This prohibition includes any retaliation against a person who has filed a complaint of sexual harassment as well as anyone who assists in an investigation or in good faith provides information on behalf of a party.

To affect this policy, every student and employee should consider it a civic and moral obligation to report knowledge of any illegal discrimination to the Office of Institutional Equity.

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 Institutional Equity, to one's supervisor, to Labor Relations or, if appropriate, to University Police.

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 Health Sciences University's Office of Institutional Equity stands ready to thoroughly and objectively examine every formal complaint, which is brought to its attention.

CONSENSUAL RELATIONSHIPS POLICY

The State University of New York Downstate Health Sciences University (Downstate) is committed to providing a work and educational environment for its faculty, staff, visitors and students free of intimidation and harassment. Downstate's Sexual Misconduct Policy states that such conduct is unacceptable and will not be tolerated. Further, incident of sexual harassment will be addressed promptly and the appropriate corrective action will be taken. Faculty, staff, visitors and students may use Institutional Equity's EEO Complaint Form to file a complaint of discrimination with the Downstate Office of Institutional Equity.

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 Institutional Equity, 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.

APPENDIX IV: FEDERAL, STATE AND OTHER REGULATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Definitions

For the purposes of this policy, SUNY Downstate Health Sciences University (DHSU) has used the following definition of terms.

Student - any person who attends or has attended SUNY DHSU.

Education Records - any educational record directly related to the student and maintained by SUNY DHSU or by a party acting for SUNY DHSU 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 DHSU'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.

FERPA – The Family Educational Rights and Privacy Act

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 DHSU 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 DHSU 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. Requests from active current students are normally responded to within 24-48 hours (during business days). For former students, or in the rare circumstances where information has already been archived, we make every effort to respond as soon as possible, but access may take up to 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 DHSU to Refuse Access

SUNY DHSU 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 DHSU if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Refusal to provide copies

SUNY DHSU 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 DHSU.
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 DHSU will disclose information from a student's education records only with the written consent of the student, except:

1. To University officials who have a legitimate educational interest in the records.

   A university official is: a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person elected to the Board of Trustees; a person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

   A University official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the University.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. Directory information so designated by the University.
12. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Record of Requests for Disclosure

SUNY DHSU will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party has in requesting or obtaining the information. The record may be reviewed by the eligible parents or student.

Directory Information

FERPA allows an institution to release student "directory information" without a student's consent, unless the student has requested such information be kept confidential. SUNY Downstate designates the following as directory information:

Name, address, telephone number, date of birth and place of birth, Downstate e-mail address, Downstate SID, student photos, school of attendance, dates of attendance, major field of study, class year, current credit load, credit hours earned, degrees received, dates of degrees, participation in officially recognized activities, honors and awards received, internships, residency or other post-completion placements (applies only to College of Medicine and School of Graduate Studies), and the most recent previous educational agency or institution attended. SUNY DHSU may disclose any of these items without prior written consent, unless notified in writing to the contrary during the fall registration period.

To opt out of directory information disclosures, you will complete a Family Educational Rights and Privacy Act (FERPA) Opt In/ Opt Out form found in the Office of the Registrar. You may do this at the time of fall registration only.

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 DHSU to amend a record in writing. The student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of their 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 their 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 DHSU 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' 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 they have 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' education records as long as the contested portion is maintained. If SUNY DHSU discloses the contested portion of the record, it must also disclose the statement.

Note:

1. Former students are not given a right to inspect records which only contain information about them after they left school.
2. Notification of student rights under the Act need not be sent to former students.
3. Students may give consent for disclosures of their education records to a "class of parties" as well as a specific individual or institution.
4. Schools need only make a "reasonable effort" to notify students of a subpoena in advance of compliance.
5. Parents of students attending the University are not given a right to inspect student records (e.g. receive grades) without student consent.
6. The opportunity for a hearing as specified in 99.21 of the regulations should not be construed to apply to questions concerning the underlying reasons for the granting of a particular grade. Instead, a hearing to determine the accuracy of any grade should be confined to the issue of whether or not the recorded grade corresponded to the grade reported by the faculty member.

Alleged failures to comply with the requirements of FERPA may be filed by students with the U.S. Department of Education. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

Types, Locations, and Custodians of Education Records

Types	Location	Custodian
Admissions Records	Office of Admissions	Admissions
Academic Records (active students)	Office of the Registrar	Registrar
Academic Records (former students)	Archives	Registrar
Health Records (current students)	Student Health	Director, Student Health
Health Records (former students)	Archives	Director, Student Health
Financial/Financial Aid Records	Financial Aid/Bursar	Financial Aid/Bursar
Progress Records	Dean's Office at each college or dept./Instructor	Dean
Disciplinary Records	Student Affairs Office	VP for Student Affairs

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and Personally Identifiable Information without your consent to *any* third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and Personally Identifiable Information without your consent to researchers performing certain types of studies, in certain cases *even when we object to or do not request such research*. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your Personally Identifiable Information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent Personally Identifiable Information from your education records, and they may track your participation in education and other programs by linking such Personally Identifiable Information to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

HEALTH REGULATIONS

As required by the 1982 resolution of the SUNY Board of Trustees, and as a condition of registration, all students must submit a fully completed medical history form and a physician's report to the Student Health Center. Effective August 1, 1990, New York State Public Health Law 2165 requires students born since January 1, 1957, to show immunity against measles, mumps, and rubella. In addition, all students in the clinical setting must be in compliance with the New York State Health Department regulations and comply with an annual health assessment. Students not in compliance will have a "health clearance hold" placed on their registration, and will not be eligible to register for the subsequent semester until they are in compliance. OSHA regulations also require TB mask fitness and fit testing prior to any patient contact.

ACCEPTABLE USE POLICY FOR COMPUTING AND NETWORK RESOURCES

The computer network at SUNY Downstate Health Sciences University 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 administrator of a lab, unit or department prior to using its computer resources.

3. **Improper use or distribution of information is prohibited.** Educational materials placed on online learning management systems and lecture podcasts are for SUNY 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 their 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.

GUIDELINES FOR USE OF ARTIFICIAL INTELLIGENCE

Artificial intelligence (AI) programs include machine learning/large language models such as ChatGPT and CoPilot, image editors such as DALL-E and research publication summarizing systems like Elicit. If used correctly, openly and critically, AI systems can sometimes be useful as one tool in a multi-step writing process for composing assigned coursework. Such use should increase your critical thinking skills, not substitute for them. Since AI systems can produce inaccurate, incomplete and biased output, using these systems will require a heighted level of critical review. Use of AI programs must conform to the academic integrity policy of the Downstate HSU campus, of your college/school and – most importantly – to the learning objectives and assignment rules defined by your course's instructor. Learning to develop critical thinking skills and responsible evaluation of sources can be impeded by indiscriminate use of AI to 'write it for you'. Instructors at Downstate use a variety of plagiarism detection tools that can detect AI in your submission. Note that tools such as Grammerly have incorporated AI; be sure to consult with your instructor before using writing tools. Here is some general guidance on using AI.

1. Is AI use allowed in your course? Check with your program and/or your course syllabus for a statement on whether AI is allowed, and if so, how it can be used. If you do not find a statement in the syllabus, email your instructor to request clarification.
2. Document your use of AI: Submit the name and the URL(s) of the AI system(s) that you used, why you used it/them, and a copy of the prompt(s) and output as part of your submission. Failure to do so will be considered a violation of the campus academic integrity policy.
3. Is the output "wrong"? Check the output for:
   a. inaccurate statements/falsehoods
   b. "Made-up" and other questionable sources, statements
   c. Biased and offensive output including racist, sexist or other discriminatory and/or politically extremist views.
4. Think critically about the output:
   a. Discuss the output with your instructor.
   b. Was it incomplete in covering the topic?
   c. Were there parts that were "hallucinations", biased or inaccurate?
   d. How and why did you alter or enhance your prompt questions to guide the system?

For more on artificial intelligence, see the Knowledgebase article at https://services.downstate.edu in the Software and Applications section.

INVOLUNTARY LEAVE OF ABSENCE POLICY

Requiring a student to take a leave of absence is rare and only happens when current medical knowledge and/or the best available objective evidence indicates to the designee of the President of SUNY Downstate Health Sciences University that there is a significant risk to the student's health or safety, or the health or safety of others in the SUNY Downstate community, or the student's behavior severely disrupts the educational environment, where no reasonable accommodations can adequately reduce that risk or disruption. The designee of the President of SUNY Downstate Health Sciences University, for the purpose of this policy, shall be the Vice President for Student Affairs or their designee.

Consistent with The State University of New York's Nondiscrimination Policy, SUNY prohibits unlawful discrimination on the basis of any type of disability or any other characteristic protected by applicable Federal and/or State law in the administration of SUNY's programs and activities. SUNY Downstate is in full compliance with this requirement.

SUNY institutions offer a range of resources, support services, and accommodations to address the physical and mental health needs of students. However, on rare occasions, a student's needs may require a level of care that exceeds the care that SUNY Downstate can appropriately provide. Where current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to their own safety not based on mere speculation, stereotypes, or generalizations, or the health and safety of others in the SUNY Downstate community, or where a student's behavior severely disrupts the learning environment at SUNY Downstate Health Sciences University and the student does not take a voluntary leave of absence, the Vice President for Student Affairs or their designee has the authority to place a student on an involuntary leave of absence, after the appropriate procedural due process, outlined below, has occurred according to this policy.

Before placing any student on an involuntary leave of absence, SUNY Downstate will conduct an individualized assessment, consulting with the Office for Accessibility Services to determine if there are reasonable accommodations that would permit the student to continue to participate in the SUNY Downstate learning environment without taking a leave of absence.

The Vice President for Student Affairs or their designee may be notified about a student who may meet the criteria for an involuntary leave of absence from a variety of sources, including, but not limited to, the student, the student's academic advisor, Residential Life staff, an academic department, or a member of the University's behavioral intervention team. If the Vice President for Student Affairs or their designee deems it appropriate, the procedures under this policy can be initiated.

I. Process for Placing a Student on an Involuntary Leave of Absence

1. The Vice President for Student Affairs or their designee at SUNY Downstate Health Sciences University will consult with the appropriate office that provides accessibility services prior to making a decision to impose an involuntary leave of absence.
2. The Vice President for Student Affairs or their designee will issue a notice to the student in writing that an involuntary leave of absence is under consideration. The written notice will include the reason(s) why the student is being considered for an involuntary leave of absence, contact information for the Office of Accessibility Services which can provide information about potential accommodations, and a copy of this policy.
3. SUNY Downstate will provide clear information about their accessibility services office, including the location of office, whom to contact, services provided, information about how to request reasonable accommodations and supports, and any other pertinent information SUNY Downstate deems necessary. The notice will also provide contact information (including the name and position) for a neutral or impartial Advisor outside of the decision-making process under this policy (the "Advisor"), with knowledge of SUNY Downstate's involuntary leave of absence process who will serve as a resource to answer any student questions about the process from referral to return to SUNY Downstate. The Advisor will work with the student throughout the involuntary leave of absence process and any appeals. The Advisor shall be copied on all notices to the student after the student provides consent to have the Advisor as part of their process. In the written notice, the student will be encouraged to respond, and to contact the Advisor before a decision regarding an involuntary leave of absence is made and will be given a specified time period within which to do so. SUNY Downstate may train one or more employees to serve as an Advisor for when this policy is initiated. If a student utilizes an Advisor as part of this process, the Advisor cannot speak for the student and all administrative procedural rules apply. The student is responsible for self-advocacy and consults with the Advisor.
4. To the extent required by applicable law, the Vice President for Student Affairs or their designee must consider potential reasonable accommodations and/or modifications that could eliminate the necessity for an involuntary leave of absence. These may include, without limitation, a voluntary leave of absence and/or academic/housing/dining accommodation(s). SUNY Downstate must document all such considerations, accommodations, and related decisions.
5. The student may be asked to execute a Consent Form providing certain Campus personnel with temporary authority to obtain information from the student's health care provider(s) regarding issues relevant and appropriate to the consideration of an involuntary leave of absence when there is a need for SUNY Downstate to have access to that information as part of the interactive process and individualized assessment. Any direct communication with a student's medical provider shall be done through the appropriate medical office at SUNY Downstate, which will relay that information to the designee(s) responsible for assessing all information regarding a potential involuntary leave of absence. Access to these records, if SUNY Downstate is given authority, shall be limited to personnel directly involved in the deliberation and decision-making process under this policy. SUNY Downstate shall establish procedures for the secure storage of confidential health information that is received at any point in the leave and return processes. If a student refuses to execute this document or to respond within the timeframe set by the Vice President for Student Affairs or their designee, the Vice President for Student Affairs or their designee may proceed with assessment based on the information in the Vice President for Student Affairs or their designee's possession at that time.
6. The Vice President for Student Affairs or their designee may also confer, as feasible and when appropriate depending upon the matter, with individuals regarding the need for an involuntary leave of absence. Each case may vary, but conferring individuals can include:
   - Representatives from Residence Life;
   - Faculty members;
   - Academic advisors;

- Department head for programs that lead to professional licensure, as appropriate;
- Representatives from the Student Health Center (with appropriate authorization for any providers who have provided services to the student);
- The student's treatment provider(s) or other health care professionals (with appropriate authorization for any providers who have provided services to the student);
- Representatives from the Student Counseling Center (with appropriate authorization for any providers who have provided services to the student);
- Member(s) of SUNY Downstate's behavioral intervention team or equivalent personnel that serves the function of assessing and monitoring students of concern; and/or
- Other individuals who may be appropriate in an individual matter.

7. When evaluating whether an involuntary leave of absence is appropriate, SUNY Downstate will consider specific criteria, such as:
   - Whether current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of a member of the SUNY Downstate community;
   - Whether a student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to their own safety, not based on mere speculation, stereotypes, or generalizations; and/or
   - Whether a student's behavior severely disrupts the SUNY Downstate campus environment.
8. The individualized assessment for each factor, based on reasonable judgment that relies on current medical knowledge to the extent that information is available, or the best available objective evidence, should capture:
   - the nature, duration, and severity of the risk or disruption;
   - the probability that the risk or disruption will actually occur; and
   - whether reasonable modifications of policies, practices, or procedures will appropriately mitigate risk or disruption, thereby eliminating the need for an involuntary leave of absence.
9. The Vice President for Student Affairs or their designee for SUNY Downstate will give significant weight to the opinion of the student's treatment provider(s) identified by the student (with appropriate authorization) regarding the student's ability to function academically and safely at SUNY Downstate with or without reasonable accommodations. If the Vice President for Student Affairs or their designee determines that the information provided by the treatment provider(s) is incomplete, requires further explanation or clarification, or is inconsistent with the other information in the student's record, the Vice President for Student Affairs or their designee for SUNY Downstate (with appropriate authorization) may contact the treatment provider(s) to obtain additional information. In certain circumstances, SUNY Downstate may request the student to undergo an additional evaluation by an independent and objective professional designated by SUNY Downstate, if the Vice President for Student Affairs or their designee believes it will facilitate a more informed decision. SUNY Downstate should appropriately document the reasoning for such a decision, if warranted.
10. Following the Vice President for Student Affairs or their designee's consultations and review of the relevant documentation and information available, the Vice President for Student Affairs or their designee shall make a decision regarding whether the student should be placed on an involuntary leave of absence, and shall provide written notice of the decision to the student. This written notice of decision shall include information about the student's right to appeal the decision and information about reasonable accommodations available during the appeal process (see "Appeals" under Section III). The review and notice of decision shall be performed in a reasonable and timely manner.
11. In emergency situations involving an imminent threat of harm to the student or any other member of the SUNY Downstate community, the Vice President for Student Affairs or their designee, in the exercise of their reasonable judgment, may require a student to be immediately prohibited from entering SUNY Downstate or related facilities utilized for campus-related programs or activities while such individualized assessment and review under this policy is taking place. This may include facilities owned or operated by SUNY Downstate partners who are providing educational, clinical or related activities for students. Such students shall receive written notice to this effect as quickly as possible and/or practicable. While this individualized assessment and review is being conducted, every effort shall be made by the Vice President for Student Affairs or their designee to reach a decision within seven (7) calendar days, provided that the student responds in a timely manner to requests for information, and if appropriate, evaluation. If there are delays, SUNY Downstate shall document the reason for such delays in writing.

II. Decisions on Involuntary Leaves of Absence

If an Involuntary Leave of Absence is Imposed: The written notice of any decision concerning the student shall set forth the basis for the decision; a timeframe for when the student must leave the campus; the student's right to appeal the decision; and information about reasonable accommodations available during the appeal process. This notice shall also set forth when the student may be eligible to return to the campus and the conditions and/or requirements the student will need to satisfy to be eligible for return. This written notice shall also inform the student of their right to reasonable accommodations in the return process and will provide contact information for the appropriate office at SUNY Downstate that provides accessibility services for students requiring reasonable accommodations. The length of the student's leave will be determined on an individualized basis. The student's Advisor shall be copied on all notices concerning all decisions related to the student if the student so designates and consents.

If an Involuntary Leave of Absence is Not Imposed: The Vice President for Student Affairs or their designee may impose conditions and/or requirements under which the student is allowed to remain at SUNY Downstate using the least restrictive appropriate means possible.

III. Appeals

1. Within seven (7) calendar days of receiving the written notice of a decision from the Vice President for Student Affairs or their designee at SUNY Downstate, the student may submit an appeal of the decision in writing to the Vice President for Student Affairs who shall initiate the appeal process.
2. The appeal shall be heard by a three (3) person Board of Appeals. The decisionmaker who imposes an involuntary leave of absence shall not hear appeals or render decisions on appeals. The individuals chosen to oversee appeals cannot have been involved in the original decision-making process. The written request for appeal must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the decision of the Vice President for Student Affairs or their designee. While the appeal is pending and being heard by the Board of Appeals, the original decision will remain in place. All appeals decisions will be issued within seven (7) calendar days of submission.
3. The criteria for appeal will be limited to the following:
   - ***Disproportionate Findings or New Information***: if there is any information not previously considered that would allow the student to remain with a reasonable accommodation or if there is any new information not previously available to the student that may change the outcome of the decision-making process;
   - ***Procedural irregularities***: if there were any procedural irregularities that materially affected the outcome of the matter to the detriment of the student who appealed the decision.
4. After reviewing the matter fully, the Board of Appeals will issue a written decision affirming, modifying, or reversing the decision to place the student on an involuntary leave of absence. The Board of Appeals' decision shall be final, and no other appeals or grievance procedures are available at the campus level.

IV. Implications of an Involuntary Leave of Absence

***1. Student status*:** Students on a leave of absence generally retain their admitted student status during the period of the student's leave based on SUNY Downstate's local enrollment policies; however, they are not registered and therefore, do not have the rights and privileges of registered students.

Some academic programs limit the time a student has to complete their degree which is required by their accreditor or professional licensing boards. These limits ***may*** include the time spent on a leave of absence, including an involuntary leave of absence. If there is a specific time limit to degree, this requirement is listed in the school/college section of the Student Handbook and/or the Program Handbook under degree requirements.

During the time of the leave of absence, SUNY Downstate may set a minimum of time that a student may not enroll in coursework, which includes online, arranged or independent study classes, or internship/research/clinical experiences. SUNY Downstate may also allow a student to enroll in online or independent study courses, or a limited re-enrollment, during a time prior to allowing the student to return to in-person classes or internship/research/clinical experiences. These restrictions and their implications on the student status shall be communicated to the student as part of the involuntary leave process.

***2. Housing*:** Consistent with the SUNY Downstate Residential Life policies and procedures, students assigned to a SUNY Downstate residence are subject to the terms and conditions of the Housing License. Students who leave SUNY Downstate before the end of a term may be eligible to receive refunds of portions of their housing charges, per SUNY Policy. Information on eligibility criteria are for housing refunds for students in accordance with SUNY Downstate policy are listed in the Housing License Agreement.

***3. Effective date(s) of leave*:** A student must leave the campus within the timeframe set forth by the Vice President for Student Affairs or their designee or Board of Appeals, as applicable, in the decision to impose an involuntary leave of absence. The leave will remain in effect until:

- The Vice President for Student Affairs or their designee has determined after an individualized assessment the parameters of which shall be set forth in the written decision of the Vice President for Student Affairs or their designee or the Board of Appeals, as applicable, that the student is able to return to the campus with or without reasonable accommodations, and
- The student has complied with any Campus requirements applicable to all students returning from a leave and all conditions mandated by the Vice President for Student Affairs or their designee or Board of Appeals, as applicable.

  SUNY Downstate must clearly and prominently display the requirements applicable to all students returning from a leave on the same page as this Policy.

  Students are not permitted to return mid-semester if placed on a leave of absence. SUNY Downstate will clearly identify and state deadlines for all requests to return, which will align with the start of each academic term per year. This includes short or late-start sessions within the semester. This also includes online, arranged classes, and internships.

4. Notification: At any time while the student is on leave, the Vice President for Student Affairs or their designee may notify a student's parent, guardian, emergency contact, or other individual, consistent with the law, if notification is deemed appropriate under the circumstances.

5. Association with SUNY Downstate while on leave: Unless expressly permitted by the Vice President for Student Affairs or their designee, in writing, or the Board of Appeals, as applicable, students on an involuntary leave of absence are not permitted to be present on the SUNY Downstate campus or on the campus or facilities managed by partner entities or agencies where students receive educational or clinical experiences and are not permitted to engage in any SUNY Downstate-related activities, including on-Campus and/or remote employment opportunities.

6. Coursework taken while on leave: Consistent with SUNY Downstate's policies and procedures, academic credit for work done elsewhere may be allowed toward a SUNY Downstate degree. However, students must consult with the Office of their Program Chair, Academic Dean, and/or the Registrar's Office prior to taking any coursework while on an involuntary leave of absence and must receive permission for the courses taken on leave to be transferred to SUNY Downstate prior to commencing the course. An official transcript showing successful completion of the course must be submitted to the Office of the Registrar for the course to be applied to the SUNY Downstate degree.

7. ***Access to Student Accounts while on leave***: Unless expressly prohibited in writing by the Vice President for Student Affairs or their designee, or the Board of Appeals, as applicable, students on leave generally may retain some SUNY Downstate student privileges, including their SUNY Downstate email account.
8. ***Tuition and Fees***: Consistent with SUNY's and SUNY Downstate's local policies and procedures, students who leave SUNY Downstate before the end of a term may be eligible to receive refunds of portions of their tuition. See the SUNY Downstate Tuition Refunds Policy for a schedule of refunds.
9. ***Financial Aid*****:** SUNY Downstate shall provide information on any effect an involuntary leave of absence decision may have on that student's financial aid.
10. ***Visa Status***: International students (especially F-1 and J-1 Visa holders) placed on an involuntary leave of absence must speak with the International Student Advisor at SUNY Downstate regarding their Visa status and the effect an involuntary leave of absence may have on that status.

V. Request for Return

1. In addition to the general requirements all students must meet when returning to SUNY Downstate after a leave of absence, as well as any conditions imposed by the Vice President for Student Affairs or their designee or Board of Appeals, as applicable, for return from an involuntary leave of absence as outlined in the decision, students seeking to return from an involuntary leave of absence imposed for reasons of personal or community health and safety may be required to submit additional documentation related to the factors set forth in Section I as part of an individualized assessment. SUNY Downstate's Office of Accessibility Services will work with students to provide reasonable accommodations in the return process as appropriate.
2. A student must make a written request to the Vice President for Student Affairs or their designee to return to SUNY Downstate. Generally, a student shall not be allowed to return until at least one full semester has elapsed or until the leave period in the involuntary leave of absence notification has elapsed, and all conditions and/or requirements have been met.
3. The Vice President for Student Affairs or their designee may require the student to provide evidence that the student, with or without reasonable accommodations, has sufficiently addressed the issues that previously established the criteria for imposing an involuntary leave of absence as set forth in Section I, above. The Vice President for Student Affairs or their designee may also ask, confer with, or seek information from others to assist in making this determination. The information sought may include:
    - At the student's discretion, documentation of efforts by the student to address the issues that led to the leave;
    - Release of academic records to inform treating clinicians (with appropriate authorization);
    - Release of treatment information to the extent necessary to determine if the student has sufficiently reduced the risk or disruption that led to the leave (with appropriate authorization);
    - Consultation with SUNY Downstate's Student Health Center and/or Student Counseling Center to the extent necessary to determine if the student has sufficiently reduced the risk or disruption that led to the leave (with appropriate authorization); and/or
    - Consultation with SUNY Downstate's office for accessibility services.
4. All returning students must meet the essential eligibility requirements and any technical standards of SUNY Downstate and their academic program and, if applicable, the relevant school or department, with or without reasonable accommodations. If the Vice President for Student Affairs or their designee determines that the student is ready to return to SUNY Downstate, the student will be notified in writing of the decision, including the reason for the decision, within a reasonable time after the student has submitted a request for return and required documentation per this Policy.
5. A student not permitted to return may appeal the decision to the Board of Appeals under this Policy, following the procedures in Section III.
6. Based on SUNY Downstate's enrollment policies, a student may be disenrolled after a certain period of inactivity.

VI. Scope of the Policy and Relationship to Other College Policies

A leave of absence is an administrative process; it is not a disciplinary process.

This Policy is not intended to be punitive and does not take the place of disciplinary actions that are in response to violations of SUNY Downstate's Student Code of Conduct, or other policies and directives, nor does it preclude the removal or dismissal of students from SUNY Downstate or SUNY Downstate related programs as a result of violations of other SUNY Downstate policies or school or department protocols.

This policy does not limit SUNY Downstate's ability to place enrollment holds on students for reasons beyond the scope of this Policy.

This Policy does not relieve a student of any financial obligations to SUNY Downstate that were incurred prior to the time the involuntary leave of absence was imposed. SUNY Downstate will notify students if there might be an effect on the student's financial aid, including returning aid, outstanding balances, potential effects on future aid, and any effects on the New York State Tuition Assistance Program (TAP), the Excelsior Scholarship Program, and any other scholarship, if applicable.

Nothing in this Policy limits the power of SUNY Downstate to take administrative action to ensure the safety of the SUNY Downstate community in accordance with all appropriate laws and policies.

Nothing in this policy prevents SUNY Downstate from engaging in a temporary suspension under its policies if necessary under the circumstances. Any such cases shall be appropriately reviewed under SUNY Downstate policy.

CAMPUS EVENTS AND DEMONSTRATIONS STANDARDS AND PROCEDURES

See also "Policy on Campus Disorder," below in this appendix

The guidelines below consolidate, organize, and clarify current SUNY Downstate guidelines and policies specific to events and demonstrations. With these guidelines, we reinforce and reaffirm our commitment to open expression and, at the same time, ensure that protests, demonstrations, and other expressions of free speech are appropriately managed. These guidelines are not about speech content. The guidelines aim to enable free expression while allowing SUNY Downstate to deliver its core missions of teaching, research, service, and patient care without disruption.

These Standards and Procedures are sourced from numerous existing policies and guidelines which will be referenced herein.

I. Guiding Principles

a. SUNY Downstate affirms, supports and cherishes its commitment to freedom of thought, inquiry, speech, and lawful assembly.

b. SUNY Downstate aims to foster open and rigorous debate, to protect academic freedom and free speech, and to promote constructive discussion, even on the most challenging, sensitive, and controversial issues. Indeed, central to our mission is providing a platform upon which various viewpoints are expressed and encouraged.

c. While fostering the free exchange of ideas, SUNY Downstate must also be able to pursue its core missions - to teach, engage in research and scholarship, take care of our patients, convene the community, and generally perform its everyday operations. This includes ensuring that members of the community are protected from physical injury and that SUNY Downstate facilities are protected from property damage.

d. SUNY Downstate affirms the right of members of the University community to assemble and demonstrate peaceably in University locations. The University affirms that the substance or the nature of the views expressed is not an appropriate basis for any restriction upon or encouragement of a lawful assembly or a demonstration except as described herein.

e. A highly permissive stance toward open expression is an essential part of how a University fulfills its role in society, but it does not extend to activities that impede other University functions. In order to achieve this balance, clarity about free expression is essential to protect the entire community, demonstrators, or potential demonstrators from concerns about unclear rules or inconsistent enforcement.

f. The safety and security of the SUNY Downstate community remains a foundational commitment to all students, faculty, staff, and patients, and the University will prioritize this commitment in all matters.

II. Applicability of these Guidelines

a. Any member of the SUNY Downstate community or SUNY Downstate-affiliated organization wishing to schedule an event, such as a demonstration, protest, rally, or guest speaker on campus, must review these guidelines and adhere to them.

b. Any event, meeting, demonstration, protest, or rally is governed by these guidelines, regardless of how it is characterized or labeled.

c. These guidelines apply to all community members and organizations hosting events at SUNY Downstate.

III. Scheduling Events

a. The facilities of SUNY Downstate, both indoor and outdoor, exist for the primary purpose of University-related education, research, and patient care. Priority for the use of facilities is given first to those academic and patient care activities and then to programs of University-recognized groups.

b. Events are presumed to be private, that is, limited to members of the SUNY Downstate community, unless specifically stated otherwise.

c. The procedure for scheduling events varies for different venues. Organizers should research and determine the process necessary for their venues of choice. Student Life assists students in managing space reservations for many University locations and may serve as a resource for student event organizers who are seeking to reserve space. Requests for use of campus space or facilities is through the relevant offices.

d. Events must be scheduled at least 5 business days in advance. Scheduling is important to allow planning, coordination with other campus events, and community safety. As the event is being planned, organizers must provide notice about their space needs and/or requests. Of note: most spaces on campus, including outdoor spaces, may require additional notice and/or documentation to be filed before space can be approved.

e. Events that require a security assessment from the NYS University Police Department may result in the implementation of additional safety/security measures. Depending on the nature of the event, SUNY Downstate reserves the right to ask University Police to perform a security assessment prior to allowing the event to be scheduled.

f. Events must occur during the stated business hours of the location.

IV. Access to SUNY Downstate Spaces and Event Contracting

a. Schools, departments, institutes, individual faculty, students, and staff may not serve as "individual fronts" or "proxies" for non-SUNY Downstate affiliated organizations who may solicit them in order to gain access to or use of SUNY Downstate venues to organize or host an event on their behalf.

b. The use of standardized templates in contracting for space is preferred. If the templates are not used, or there are meaningful deviations, the organizers must consult the Office of University Counsel to determine what is permissible.

c. No individual student, faculty, or staff member may sign a contract on behalf of SUNY Downstate unless specifically authorized to do so by the President of SUNY Downstate (or his/her designee). All contracts for lectures, performing arts activities, programs, services, or other events sponsored by student organizations must be reviewed by the Office of Student Life and approved prior to the event being scheduled.

d. Any contract for an event must be reviewed and executed by an individual administrator authorized to do so by the President.

V. Amplified Sound

a. On weekdays when classes are in session, amplified sound (including, but not limited to bullhorns, musical instruments, and amplified speakers) is only permitted with prior approval and may not occur during times or locations that classes are in session. Requests for amplified sound must be submitted for approval during the space reservation process.

b. Use of amplified sound is not permitted after 10:00pm on any day.

c. Regardless of time of day, amplified sound is not permitted in or surrounding University Hospital of Downstate, or during scheduled University events (including, but not limited to Orientation, Convocation, Awards Days, or Commencement), or during exam periods.

d. At all times any noise must be kept at a level that does not disrupt classes in session or faculty, staff, and administrators working in surrounding buildings.

e. If noise resulting from an event in an outdoor space may at times interfere or conflict with library, office, patient care and classroom activities, the continued use of that outdoor space can be rescinded.

VI. Posters, Signs, Banners, and Chalking

a. Temporary Signage: Temporary Signage may include temporary event signage, posters or signs, banners, chalking or light projections

   i. All proposed temporary signage must be submitted for approval and then only posted in authorized locations.

   ii. Posters, signs, and banners should be removed, at the latest, after two weeks of being posted or within 24 hours of an advertised event's completion.

   iii. No signage, posters, or other materials can be stuck to any glass surfaces on the campus without the permission of the Office of Communications and Marketing.

   iv. Non-water soluble, semi-permanent, and permanent substances, including spray-chalk, is not permitted on any surface, including vertical surfaces, lampposts, informational and directional blades, and public art on the campus.

   v. Light projections may not be displayed on any University building or structure without seeking express written permission from the Office of Communications and Marketing.

b. Inside buildings, postings can only be put on approved bulletin boards on campus and cannot be attached to walls or doors.

c. To protect open expression, signs posted in compliance with these guidelines will not be removed, and it is a violation of these guidelines if an unauthorized individual removes them or posts over them.

d. Non-compliant signage, including posters, banners, and chalking, will be removed immediately.

VII. Demonstrations

a. In addition to the Guidelines articulated through the *Rules for the Maintenance of Public Order*, demonstrations must follow these procedures as well:

   i. To ensure the safety of the SUNY Downstate community and to protect the health and property of individuals, encampments and overnight demonstrations are not permitted in any University location, regardless of space (indoor or outdoor). Unauthorized overnight activities will be considered trespassing and a violation of the law and University policy.

   ii. Individuals and groups may not erect structures, walls, barriers, sculptures, or other objects on University property without prior permission. Any structure erected without permission is subject to immediate removal.

   iii. Demonstrations are not permitted to occur in or on any of these University locations:

      1. Private offices, private residences, research laboratories and associated facilities, any patient care area, and computer centers.

      2. Offices, libraries, and other facilities that normally contain valuable or sensitive materials, collections, equipment, records protected by law or by existing University policy such as educational records, student-related or personnel-related records, patient or medical-related records, or financial records.

      3. Classrooms, seminar rooms, auditoriums or meeting rooms in which classes or private meetings are being held or are immediately scheduled.

      4. Hospitals, emergency facilities, communication systems, utilities, or other facilities or services vital to the continued functioning of the University.

      5. University sculptures and statues. To preserve these structures and to reduce the risk of injury, University statues and sculptures may not be climbed on or covered with any material.

   iv. Participants are expected to be respectful to SUNY Downstate employees involved in ensuring the safety of the community and compliance with these guidelines.

   v. Demonstrations violate these guidelines if they threaten or advocate violence, create violence, or harass or intimidate SUNY Downstate-affiliated individuals or groups on the basis of race, religion, national origin or ancestry, identity, sexual orientation, disability, or any other protected class.

VIII. Interference with the Speech of Others

a. Protecting free speech includes not interfering with the free speech rights of others, as well as protecting the rights of the speaker.

b. Community members may protest speakers on campus with whom they disagree, but they may not do so in a way that prevents the speaker from expressing their views or prevents other members of the community from hearing or seeing the speaker.

c. Individuals or groups may not suppress the speech of another individual – they may not have a "heckler's veto" over speech with which they disagree.

IX. Use of Social Media

a. Community members have the right to use social media to express themselves. However, this right is also circumscribed by principles of respect, civility, and local, state, or federal law. Online harassment, bullying and the doxing of students, faculty or staff is not permitted in that they undermine open expression, academic freedom, and physical safety.

b. Posting pictures of patients (including photos depicting the body parts of patients), patient names, or any information about patients is never permitted under any circumstance, and can, in addition to disciplinary action, subject participants to legal ramifications as a violation of HIPAA.

c. To the extent that SUNY Downstate organizations or community members can be identified as perpetrators of such online harassment, bullying and doxing, the University may take action as appropriate.

X. Livestreaming, Filming, and Media Access

a. Live streaming or using any app to distribute an event live or the recording of an event is not permitted except in limited circumstances where reaching a wider audience is appropriate and approved by the Office of Communications and Marketing. University Police may also be consulted when reviewing any requests.

b. Any third-party who wishes to film on campus for non-news purposes is required to work with the Office of Communications and Marketing.

c. News media are required to produce credentials when requested by Office of Communications and Marketing and may be asked to limit filming to specific areas of campus and hospital, especially during demonstrations, to allow the University Police Department to maintain campus security.

d. Filming is never permitted inside University Hospital of Downstate without specific protections for patients arranged through the Office of Communications and Marketing. When permitted, film crews must abide by the rules issued by the Office of Communications and Marketing. Failure to abide by these rules will result in the immediate revocation of access to the Hospital.

XI. Use of University Name

a. SUNY Downstate regulates use of its name, the names of its schools and programs, its emblem and shield and related insignia, trademarks, and logos ("insignia") to ensure that such use is related to SUNY Downstate's educational, service, healthcare and research missions and promotes its objectives. Responsibility for overseeing use of the University's names and insignia lies with the Office of the Communications and Marketing.

b. University faculty, staff and students may refer to their affiliation or status with the University in connection with personal activities, including consulting, provided that the affiliation or status is accurately represented, and any title or position is accurately identified, and provided that such use does not imply University endorsement of the activity, as further described below.

c. Use of University insignia in connection with personal activities is prohibited. The University's name must not be used in any announcement, advertising matter, publication, correspondence, or report in connection with personal or non-University activities if such use in any way could be construed as implying University endorsement of, or responsibility for, any person, project, product, or service.

XII. Non-University Persons

a. The University reserves the express right to request University identification from participants engaged in events and demonstrations on campus for the sole purpose of determining whether an individual is affiliated with SUNY Downstate.

b. Non-University affiliated persons may have less expansive rights of open expression or rights to access space in University locations than those who are members of the SUNY Downstate community.

c. Non-University persons who participate in meetings, events, and demonstrations in a SUNY Downstate location are required to comply with these guidelines and any additional instructions from other University officials, including the University Police Department.

XIII. Enforcement

a. Each member of the University community is expected to know and follow these guidelines. Disrupting SUNY Downstate operations is not permitted. This includes conduct that interferes unreasonably with the activities of other persons; causes injury to persons or property or threatens to cause such injury; holding meetings, events, or demonstrations under circumstances where health or safety is endangered; or knowingly interfering with unimpeded movement in a SUNY Downstate location or with SUNY Downstate operations.

b. Given the nature of SUNY Downstate's campus, any individual may be asked to show SUNY Downstate ID at any time while present on the campus. Members of the SUNY Downstate community are required to wear their ID card visibly on their person at all time while on campus.

c. The Office of Communications and Marketing or another individual designated by the Office has the authority to determine if the guidelines are being violated by any member of the University community.

d. The Office of Communications and Marketing, the University Police Department, or other University administrators may intervene to address in real time any conduct that it has declared to be in violation of the guidelines. Intervention may include instructions to participants to modify or terminate their behavior.

e. If a member of the SUNY Downstate community is believed to have violated University policies or guidance or fails to comply with instructions from a University official acting within their authority, the individual (or organization) will be subject to SUNY Downstate disciplinary policies as applicable to students, faculty, and staff.

   i. Students who are believed to have violated these Standards, upon the filing of a complaint and preliminary review of the allegations, shall be referred to the Office of Student Affairs. If a charge is pursued, SUNY Downstate will follow the normal disciplinary process, as appropriate.

   ii. Faculty who are believed to have violated these Standards will be referred to their School Dean and/or the Office of Labor Relations for further action.

   iii. Employees who are believed to have violated these Standards will be referred to the Office of Labor Relations.

f. Reports of online harassment, bullying and threatening behavior of any kind should be reported to the NYS University Police at 718-270-2626.

POLICY ON CAMPUS DISORDER

See also "Campus Events and Demonstrations Standards and Procedures," in the appendix

§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

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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. 1973

Amended 1st sentenced filed: Oct. 14 1969, Apr. 10, 1979, Jan. 9

Section 535.3 Prohibited conduct. No person, either singly or in concert with others, shall:

(a) Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or to do any act which he has a lawful right not to do.

(b) Physically restrain or detain any other person, not remove such person from any place where he is authorized to remain.

(c) Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.

(d) Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.

(e) Enter upon and remain in any building or facility for any purposes other than its authorized uses or in such manner as to obstruct its authorized use by others.

(f) Without authorization, remain in any building or faculty after it is normally closed.

(g) Refuse to leave any building or facility after being required to do so by an authorized administrative officers.

(h) Obstruct the free movement of persons and vehicles in any place to which these rules apply.

(i) Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers.

(j) Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such a person.

(k) Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

(l) Take any action, create, or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

Historical Note

Sec. added filed Oct. 14, 1969

Section 535.4 Freedom of Speech and assembly; picketing and demonstrations.

(a) No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views not for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

(b) In order to afford maximum protection to the participants and to the institutional community, each State-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the ground of such institution, its proposed locale and intended purpose, provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further, that this provision shall not supersede nor preclude the procedures in effect at such institution for obtaining permission to use the facilities thereof.

Historical Note

Sec. added, filed Oct. 14, 1969; and. filed Apr. 10, 1979 effective immediately.

New sec. substituted.

Decisions

1. Use of campus meeting facilities-union organizing efforts. Held that although its collective bargaining agreement with petitioner employee organization precluded it from granting "meeting space in State facilities" to outside organizations, respondent State University of New York at Stony Brook nevertheless validly gave permission to members or rival hospital union to speak at campus meeting sponsored by student organizations. Respondent could not constitutionally preclude use of its facilities to outside organizations for purposes unrelated to union organizing efforts. Civil Service Employees Association, Inc. V. State University of New York, 82 Misc 2d 334 (1974)

Section 535.5 Penalties. A person who shall violate any of the provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall:

(a) if he is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so he shall be subject to ejection.

(b) If he is a trespasser or visitor without specific license or invitation, be subject to ejection.

(c) If he is a student, be subject to expulsion to such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.

(d) If he is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.

(e) If he is a staff member in the classified service of the civil service, described in Section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.

(f) If he is a staff member other than one described in subdivisions (d) and (e) be subject to dismissal, suspension without pay or censure.

Historical Note

Sec. added, filed Oct. 14, 1969; and. filed Apr. 10, 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 or faculty or other staff member, the chief administrative officer or his designee shall inform him that he is not authorized to remain on the campus or other property of the institution and direct him to leave such premises. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation or to affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.

(c) In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented and shall be heard and determined in the manner hereinafter provided in Section 535.9 of this Part.

(d) In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.

(e) In the case of any staff member who holds a position in the classified Civil Service, described in Section 75 of the Civil Service law, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.

(f) Any other faculty or staff member who shall violate any provision of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be dismissed, suspended, or censured by the appointing authority prescribed in the policies of the Board of Trustees.

Historical Notes

Sec. added, filed Oct. 14, 1969; and filed Apr. 10, 1970 effective immediately. Substituted new (a), (c), (d), (e), (f)

Section 535.7 Enforcement Program.

(a) The chief administrative officer shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

(b) It is not intended by a provision herein to curtail the right of student, faculty, or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which in the judgment of the chief administrative officer or his designee, make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).

(c) In any case where violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or his designee shall cause the ejection of the violator from any premises which he occupies in such violation and shall initiate disciplinary action as herein before provided.

(d) The chief administrative office or his designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he may request the State University Counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violations or threatened violation of such rules.

Historical Notes

Sec. added, filed Oct. 14, 1969; and. filed Apr. 10, 1970 effective immediately. New sec. substituted

Section 535.8 Communication

In matters of the sort to which these rules are addressed, full and prompt communication among all components of the institutional community, faculty, students and administration, is highly desirable. To the extent that time and circumstances permit, such communications should precede the exercise of the authority, discretion and responsibilities granted and imposed in these rules. To these ends each State-operated institution of the State University shall employ such procedures and means, formal and informal, as will promote such communication.

Historical Notes

Sec. added, filed Apr. 10, 1970 effective, immediately

Section 535.9 Notice, hearing and determination of charges against student.*

* Applies to charges for violation of the rules prescribed by or referred to in this Part heretofore served which have not been finally determined within 60 days after the adoption hereof, which charges shall be referred to the committee constituted pursuant to said Section 535.9 for determination in accordance therewith, and said section shall apply to all charges for violation of such rules hereafter made, whether for violations heretofore or hereafter committed.

(a) The term chief administrative officer, as used in these rules, shall be deemed to mean and include any person authorized to exercise the powers of that office during a vacancy therein or during the absence or disability of the incumbent, and for purposes of this section shall also include any designee appointed by said officer.

(b) Whenever a complaint is made to the chief administrative officer of any State-operated institution of the University of a violation by a student or students of the rules prescribed in this Part (or of any rules adopted by an individual institution supplementing or implementing such rules) or whenever he has knowledge of the facts reduced to writing. If he is satisfied from such investigation and statements that there is reasonable ground to believe that there has been such a violation he shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation which shall state the provision prescribing the offense and shall specify the ultimate facts alleged to constitute such offense.

(c) Such charges shall be in writing and shall be served on the student or students named therein by delivering the same to him or them personally, if possible, or if not, by mailing a copy of such charges by registered mail to such student or students at his or their usual place or places of abode while attending college and also to his or their home address or addresses, if different.

(d) The notice of charges so served shall fix a date for hearing thereon not less than 10 nor more than 15 days from the date of service which shall be the date of mailing where necessary to effect service by mail. Failure to appear in response to the charge on the date fixed for hearing, unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon. Before taking such action, the hearing committee, herein after referred to, shall give notice to any student, who has failed to appear, in the manner prescribed in subdivision (c), of its proposed findings and recommendations to be submitted to the chief administrative officer and shall so submit such findings and recommendations 10 days thereafter unless the student has meanwhile shown good cause for his failure to appear, in which case a date for hearing shall be fixed.

(e) Upon demand at any time before or at the hearing the student charged or his representative, duly designated, shall be furnished a copy of statements taken by the chief administrative officer in relation to such charges and with the names of any other witnesses who will be produced at the hearing in support of the charges, provided however, that this shall not preclude the testimony of witnesses who were unknown at the time of such demand.

(f) The chief administrative officer may, upon the service of charges, suspend the student named therein, from all or any part of the institution's premises or facilities pending the hearing and determination thereof, whenever, in his judgment, the continued presence of such student would constitute a clear danger to himself or to the safety of persons or property on the premises of the institution or would pose an immediate threat of disruptive interference with the normal conduct of the institution's activities and functions, provided however that the chief administrative officer shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.

(g) There shall be constituted at each State-operated institution a hearing committee to hear charges against students of violation of the rules for maintenance of public order prescribed by or referred to in this Part. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the chief administrative officer, and three students who shall be designated by the members named by the chief administrative officer. Each such member shall serve until his successor replacement has been designated. No member of the committee shall serve in any case where he is a witness or is or has been directly involved in the events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the chief administrative officer shall designate an alternate member of the administrative staff and an alternate member of the faculty, and his principal designees shall designate an alternate student member, to serve in such cases. Any five members of the committee may conduct hearings and make findings and recommendations as hereinafter provided. At any institution where the chief administrative officer determines that the number of hearings which will be required to be held is, or may be, so great that they cannot otherwise be disposed of with reasonable speed, he may determine that the hearings committee shall consist of six members of the administrative staff and six members of the faculty to be designated by him and of six students who shall be designated by the members so designated by him. In such event the chief administrative officer shall designate one of such members as chairman who may divide the membership of the committee into three divisions each to consist of two members of the administrative staff, two faculty members and two students and may assign charges among such divisions Any four members of each such division may conduct hearings and make recommendations as hereinafter provided.

(h) The hearing committee shall not be bound by the technical rules of evidence but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereof. A student against whom the charges are made may appear by and with representatives of his choice. He may confront and examine witnesses against him and may produce witnesses and documentary evidence in his own behalf. There may be present at the hearing; the student charged and his representatives and witnesses; other witnesses; representatives of the institutional administration; and, unless the student shall request a closed hearing, such other members of the institutional community or other persons, or both, and may be admitted by the hearing committee. A transcript of the proceedings shall be made.

(i) Within 20 days after the close of a hearing the hearing committee shall submit a report of its findings of fact and recommendations for disposition of the charges to the chief administrative officer, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his representative. Within 10 days thereafter the chief administrative officer shall make his determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made to expel, suspend or otherwise discipline them shall be vested in the chief administrative officer. If he shall reject the findings of the hearing committee in whole or in part he shall make new findings, which must be based on substantial evidence in the record and shall include them in the notice of his final determination which shall be served upon the student or students with respect to whom it is made.

Historical Note

*Sec. added, filed Apr. 10, 1970; and filed May 7, 1970. Added "At any ****hereinafter provided.*

Section 535.10

(a) Organizations which operate upon campus of any State-operated institution or upon the property of any State-operated institution used for educational purposes shall be prohibited from authorizing the conduct described in subdivision (1) of Section 535.3 herein.

(b) Procedure. The chief administrative officer at each state-operated institution shall be responsible for the enforcement of this section, and, as used herein, the term chief administrative officer, shall include any designee appointed by said officer.

(1) Whenever the chief administrative officer has determined on the basis of a complaint or personal knowledge that there is reasonable ground to believe that there has been a violation of this section by any organization, the chief administrative officer shall prepare or cause to be prepared written charges against the organization which shall state the provision proscribing the conduct and shall specify the ultimate facts alleged to constitute such violation.

(2) Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization may respond in writing to the charges within ten (10) days of receipt of said notice. The notice of the charge so served shall include a statement that the failure to submit a response within ten (10) days shall be deemed to be an admission of the facts stated in such charges and shall warrant the imposition of the penalty described in subdivision (c) herein. The response shall be submitted to the chief administrative officer and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charge. The chief administrative officer may allow an extension of the ten (10) days response period.

(3) Upon written request, by an authorized representative of the organization, the chief administrative officer shall provide the representative organization an opportunity for a hearing. A hearing panel designated by the chief administrative officer shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge and which will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence on its behalf. The hearing panel shall submit written findings of fact and recommendations for disposition of the charge to the chief administrative officer within twenty (20) days after the close of the hearing.

(4) Final authority to dismiss the charges or to make a final determination shall be vested in the chief administrative officer. Notice of the decision shall be in writing; shall include the reasons supporting such decision; and shall be served on the principal officer of the organization by mail in the manner described in paragraph (2) above within a reasonable time after such decision is made.

(c) Penalties. Any organization which authorizes the prohibited conduct described in subdivision (1) of Section 535.3 shall be subject to the rescission of permission to operate upon the campus or upon the property of the State operated institution used for educational purposes. The penalty provided in this subdivision shall be in addition to any penalty which may be imposed pursuant to the Penal Law and any other provision of law, or to any penalty to which an individual may be subject to this Part.

(d) Bylaws Section 6450 (1) of the Education Law requires that the provisions of this Part which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be deemed to be part of the bylaws of all organizations which operate upon the campus of any State-operated institution or upon the property of any State-operated institution used for educational purposes. The statute further requires that each such organization shall review these bylaws annually with individuals affiliated with the organization.

(e) Distribution of the provisions of this Part which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled in each State-operated institution.

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, concerning the illegal sale of term papers, theses or dissertations:

§ 213-b. Unlawful sale of dissertations, theses and term papers.

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, 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. Nor shall this section prevent tutorial assistance rendered by other persons which does not include 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 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 or 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.

TOBACCO USE POLICY

The New York Public Health Law – Article 13E, "Clean Indoor Air Act", prohibits smoking in any indoor area of a place of employment. In compliance with these requirements and consistent with State University of New York (SUNY) Downstate Health Sciences University's (DHSU) goal of protecting patients, students, visitors and staff from harmful effects of tobacco smoke, SUNY DHSU is designated a smoke free environment.

The policy prohibits use of tobacco products including cigarettes and "spit tobacco" or e-cigarettes within the facilities or on the property of SUNY DHSU at any time. This pertains to all persons, patients, visitors, students and staff in any and all buildings of SUNY DHSU.

The policy includes all hospital and academic buildings at SUNY Downstate, and also includes the general access, common, non-residential and public areas, and office space of 440 Lenox Road and the 811 and 825 New York Avenue Student Residence Halls (e.g., hallways, stairways, elevator entrances, bathrooms and offices).

Smoking is also prohibited in all outdoor areas, including:

- Within 25 feet of the building entrances
- Within 25 feet of the ambulance and emergency receiving areas.
- Loading docks and service yard
- Within 50 feet of the bulk oxygen storage facility
- Within 50 feet of fuel oil storage (filling and venting)

Smoking is prohibited in all SUNY Vehicles.

Definition

No use of tobacco products including cigarettes and "spit tobacco" or e- cigarettes is permitted within the facilities or on the property of SUNY Downstate Health Sciences University at any time.

Responsibility

UNIVERSITY POLICE

- The Chief of University Police is designated as SUNY DHSU's "Clean Indoor Air Act Agent".
- The Chief of University Police will direct University Police staff to monitor the buildings for compliance with policy
- Shall enforce the "No Smoking" policy
- Shall document violators and refer violators to appropriate department heads.

LABOR RELATIONS

The Director of Labor Relations shall take the appropriate disciplinary action(s) when employees are referred with two (2) or more infringements of the policy.

FACILITIES MANAGEMENT AND DEVELOPMENT

- Will provide the universal "Smoking Prohibited" signs (symbol of a red circle around a cigarette with a diagonal red line through the cigarette).
- Signage shall be posted at all entrances and prominent locations inside and outside of all buildings.

DEPARTMENT HEADS/CHAIRS/DIRECTORS/SUPERVISORS

Will institute procedures, which inform employees of and ensure that all personnel in their areas comply with this policy.

EMPLOYEES

Employees may request information on smoking cessation programs

THE PUBLIC

- Will comply will all sections of this policy
- Any person who fails to comply with the requirements of this policy will be in violation of Article 13 of the New York State Health Law and subject to the impositions of civil fines and in addition to any disciplinary actions imposed by SUNY DHSU.

Cessation Programs:

SUNY Downstate will assist employees or students in their effort to stop smoking by providing information on external programs. Further information on such programs will be distributed on an ongoing basis or by request. For employees, attendance at such programs must be done on the employee's own time.

Procedures/Guidelines:

1. University Police will make all violators aware of the "No Smoking" policy
2. University Police will confiscate cigarettes, matches, and lighters from patients who refuse to comply.
3. Employees or students who refuse to obey the "No Smoking" policy will be documented.
4. The Chief of University Police will forward a copy of the violations to the employee's Department Head or to Student Affairs for students.
5. Employees who receive two (2) or more violations will be referred to Labor Relations.
6. Students who receive two (2) or more violations will be referred to the Student Judiciary.
7. Anyone who observes a patient, visitor, employee, or student violating the "No Smoking" policy can call University Police at ext. 2626.
8. The Chief of University Police will provide the Safety Committee with monthly reports on the number of smoking violations issued, their locations and status of violators.
9. Patients in violation will be instructed that SUNY Downstate will not tolerate smoking. Penalties could include, but not limited to confiscation of smoking articles, denial of visiting privileges and other types of restrictions.
10. Visitors who ignore smoking regulations or refuse to extinguish smoking articles may be escorted off hospital property.

STUDENT ORGANIZATION ALCOHOL & EVENT POLICY

SUNY Downstate Health Sciences University 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 Health Sciences University 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 Health Sciences University will assume that all members of the SUNY Downstate Community, including members of student organizations are aware of, and agree to abide by and uphold, all SUNY Policies, as well as all local, state and federal laws. Questions should be immediately referred to the Department of Student Life.

ONLY REGISTERED STUDENT ORGANIZATIONS ARE PERMITTED TO HAVE EVENTS OR ACTIVITIES ON THE SUNY DOWNSTATE CAMPUS.

Registration/Planning

a) All student organization events, whether on campus or off, whether alcohol will be present or not, must be registered with the Department of Student Life. Depending on the nature and scale of the event, Registration may require completion of the "Event Request & Registration Form." The "Event Request & Registration Form" is required for events that: involve alcohol or have attendance over 60 people; the form may be required for other events or activities at the discretion of the Department of Student Life. Forms must be completed and turned in to the Office of Student Life no later than 2 weeks prior to the event. It is the responsibility of the hosting Organization(s) to make sure that all paperwork is completed on time.

b) All publicity, including, but not limited to electronic communications, flyers, posters, and invitations must be approved by the Department of Student Life.

c) Additional University Police coverage may be required for events. This will be determined by the Department of University Police in consultation with the Department of Student Life. Additional coverage will be charged to the Student Organizations at current rates established the Department of University Police.

d) Events with alcohol will need to complete an "Alcohol Policy Form;" available from the Department of Student Life.

Food

a) When a student organization would like to provide beverages and/or food to individuals outside of their organization, catered food services must be arranged with a Department of Health licensed food service provider. Due to health and liability issues, students may not cook or otherwise provide any homemade food at events.

Alcohol

The serving of alcoholic beverages at student organization events is limited to spaces within and adjacent to the Student Center and Residence Halls.

a) **Individual Responsibility**

No persons under the age of 21 may bring alcoholic beverages into or consume such beverages within the facilities of the SUNY Downstate and adjacent patios, courtyards, and exterior properties.

The consumption of alcoholic beverages by those of legal age is limited to officially approved events. Consumption must be confined to the area specifically designated in the approval form.

Students living in the Residence Halls, who are 21 years of age or older, may consume and serve alcoholic beverages in the privacy of their own rooms, within the limits of applicable state laws and university policies. The serving of alcoholic beverages in lounges and other public areas must be registered in advance as described. Parties in private rooms need not be registered.

b) **Approval Process**

Recognized student organizations wishing to serve alcoholic beverages at functions within the Student Center and Residence Halls must follow the procedures as described herein. Alcoholic beverages are limited to beer and wine. Hard liquor is prohibited.

1. The person (who must be at least 21 years of age) assuming responsibility for the event must reserve the requested facility and complete and return a "TERMS AND CONDITIONS FOR SERVING ALCOHOLIC BEVERAGES" form a minimum of 3 weeks in advance of the event and provide proof of age. These forms are available from the Department of Student Life.
2. The form will be reviewed by the Department of Student Life who will set the limits on amounts of alcohol and duration of the event. Upon approval the form will be returned to the applicant.
3. The applicant completing the form assumes responsibility for insuring that all state laws and institutional policies are enforced and adhered to.

4. Advertising should focus on the social, cultural or educational aspects of the events rather than the types and amounts of alcohol to be served. Advertising may not suggest or imply that the general public is invited. Advertisement of alcoholic beverages in may not be the primary focus of publicity. All advertisements for events where alcohol is to be served must be reviewed by the Department of Student Life and may be prohibited for any reason.
5. Parties in the Residence Halls and Student Center are limited to 4 hours in length. Parties in the Residence Halls will be limited to a four-hour time limit ending no later than the following time requirements: Sunday - Thursday from 8pm-12am, and Friday and Saturday from 9pm-1am.

c) **Responsibility For Administering The Event**

1. Student and staff must present their proper identification as legal proof of age. Guests at events where alcohol is served must be 21 years of age and must present two forms of identification [at least one a photographic ID (i.e. student ID or driver's license)] to be issued a hand stamp. No individuals may be served without a hand stamp indicating legal age. Student organizations must provide a minimum of 2 people to work the door at all times at all events where alcohol is to be served.
2. Any student or person (student, faculty or staff) who invites a guest assumes responsibility for the behavior of the guest and must be present for the duration of the guest's stay. Guests who arrive in the absence of their host or hostess may not be admitted to the function and/or building. Management reserves the right to deny access to any guest. No guests under the age of 21 are permitted at any event where alcohol is served. Guests in the Residence Halls must be officially signed-in by their host. No guest will be admitted to the Residence Halls without their host.
3. All alcoholic beverages must be served. There is no self-service of any alcoholic beverages and alcoholic beverages may not be served in original containers (i.e. beers must be served in cups, not in their can). Bottles, kegs, and beer balls are prohibited. Only 1 drink is to be served per person at a time. All servers of alcoholic beverages must be a minimum of 21 years of age. They may not consume alcoholic beverages before or during an event. They must be fully briefed as to means of identifying those who can be served as well as to not serve anyone whom they consider to be intoxicated. The Department of Student Life reserves the right to refuse service to any person at any time.
4. Appropriate, sizeable and visible quantities of food and nonalcoholic beverages will be available at all functions where alcohol is served. Failure to provide adequate quantities will result in termination of the event.
5. Drinking games and devices that encourage intoxication are not permitted. Beverages of any type with unusually high alcoholic content are not permitted.
6. Gambling of any type is prohibited on campus at organized student organization events.
7. The serving of alcoholic beverages must end 1/2 hour prior to the ending time established on the "TERMS AND CONDITIONS" form.
8. Events will be visited and monitored by Department of Student Life staff during the event and may be ended at any time.

d) **Procedures for Obtaining Alcohol for Events**

1. Beer and wine are the only approved alcoholic beverages for student organization events. All alcoholic beverages must be ordered through the Department of Student Life.
2. Alcoholic beverages obtained by groups through the above procedure can only be served on the premises. It may NOT be taken to an off-campus location. It is illegal to sell alcohol at any function unless a special permit is obtained from the New York State Liquor Control Board. The charging of an admission fee to an event where alcohol is served or any revenue-generating activity at such an event constitutes the sale of alcohol and as such, is prohibited.
3. No alcoholic beverages may be obtained from the institution for use by individuals or groups for private functions.

e) **Violations of the Alcohol Policy**

Violations of the State law and/or of SUNY or Downstate policy by any persons will result in their removal from the event. Students will be referred to their appropriate Dean for disciplinary action. Staff will be referred to their supervisors. Groups (staff or students) whose representatives responsible for supervising an event fail to insure that the policies enumerated above are enforced, may have the privilege of sponsoring further on-campus events withdrawn. Students who reside in the Residence Halls are subject to disciplinary action through the Office of Residential Life and Services and may jeopardize their housing eligibility. AT THE DISCRETION OF MANAGEMENT, ANY EVENT MAY BE SHUT-DOWN IMMEDIATELY.

DRUG FREE SCHOOL AND COMMUNITIES ACT AMENDMENT OF 1989

The New York State Penal Law, Article 220, prohibits the unlawful use of controlled substances. The penalties for the illegal use, possession, or distribution of controlled substances are clearly spelled out by law and include prison terms ranging from one year to life in prison on conviction. The mere giving or offering to give another person any controlled substances is defined by law to mean "sell" and is a felony. Possession alone of a controlled substance constitutes a felony.

As a student of SUNY Downstate Health Sciences University, 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 Health Sciences University 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 Health Sciences University premises, except at approved social functions. Also see Appendix: SUNY Downstate Health Sciences University Alcohol Policies and Procedures; and the Drug Free School and Communities Act of 1989.
2. The use of alcoholic beverages at SUNY Downstate Health Sciences University 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 Health Sciences University disciplinary system.
3. Other Violations of the Law and College Policy (ABC Article 5, Section 65) Persons under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage. Exceptions are provided for consumption in an instructional setting and in cases where the alcoholic beverage is provided by the parents or guardian.
4. Violators are subject to a fine of up to $50.00 per offense, but are not subject to arrest. Alcoholic beverages involved in alleged violation of this law may be seized by authorized law enforcement officials, including campus safety officers. Disposal and destruction of the seized alcoholic beverage are also authorized but cannot be carried out until three days after the initial appearance date, unless otherwise ordered by the court.
5. Persons under the age of 21 who falsify or fraudulently alter proof of age for the purpose of purchasing or attempting to purchase alcoholic beverage are guilty of a violation punishable by a fine of up to $100.00 and a community service requirement of up to thirty (30) hours.
6. A person under the age of 21 who presents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to ninety (90) days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver's license following the suspension.

SUNY DOWNSTATE SANCTIONS FOR VIOLATIONS OF THE ALCOHOL AND DRUG POLICIES

Violations	1st Offense	2nd Offense	3rd Offense
Section 1 Alcohol Beverages Policies			
1.01 b) Students 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.	Probation and referral to an in-house or community substance abuse program.	Suspension for one semester; reinstatement subject to completion of a certified substance abuse program.	Suspension for one year or expulsion if circumstances warrant.
1.02 b) Students Unlawful manufacturing of alcohol is prohibited.	Penalties range from a formal warning through suspension for one semester and referral for criminal prosecution.	Suspension for one year and referral for criminal prosecution.	Expulsion and referral for criminal prosecution.
1.03 b) Students The sale of alcohol on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited, except as authorized by SUNY Downstate policies and procedures. 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.	Penalties range from a formal warning through suspension for a semester and possible referral for criminal prosecution.	Suspension for one year and possible referral for criminal prosecution.	Expulsion and possible referral for criminal prosecution.
1 Students The use of alcoholic beverages for pledging or qualifying for membership in any organization is prohibited.	Individuals: Suspension from the University for a semester. Organization: Privileges and status are revoked for a period not to exceed two years.	Individuals: Expulsion Organization: Privileges and status may be revoked indefinitely.	
Section 2 Drug Policies			
2.01 b) Students Students are prohibited from unlawful possession of substances or consumption of any substance on SUNY Downstate property or as part of any SUNY Downstate activity. Students are prohibited from being under the influence of substances on SUNY Downstate property or as part of any SUNY Downstate activity.	Probation and participation in an in-house or community substance abuse program and possible referral for criminal prosecution.	Suspension for one semester; reinstatement subject to completion of a certified substance abuse program and possible referral for criminal prosecution.	Suspension for one year or expulsion and possible referral for criminal prosecution.
2.02 b) Students Unlawful possession of any substance** with intent to sell or in quantities sufficient to constitute a felony under the Penal Law of New York State on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited.	Expulsion and referral for criminal prosecution.		
2.03 b) Students Unlawful distribution, dispensing, sale, attempted sale, or purchase of any substance** on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited.	Expulsion and referral for criminal prosecution.		
2.04 b) Students Unlawful possession of drug paraphernalia on SUNY Downstate property, or as part of any SUNY Downstate activity is prohibited.	Probation and participation in an in-house or community substance abuse program and possible referral for criminal prosecution.	Suspension for one semester; reinstatement subject to completion of a certified substance abuse program and possible referral for criminal prosecution.	Suspension for one year or expulsion and possible referral for criminal prosecution.

** As used in this document, "substance(s)" is any drug listed in Attachments A or B to the Policy Statement.

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 the above chart.

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 Center 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.

POLICY ON DRUGS & DRUG TESTING

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

Although the State of New York passed a law legalizing the use of recreational marijuana in New York for those age 21 and older, the use and possession of marijuana on SUNY Downstate's campuses remains prohibited under federal law. State University of New York campuses are bound by the federal requirements under the Drug-Free Schools and Communities Act. Under this requirement, the use, possession, cultivation, and sale of marijuana remains prohibited on all SUNY campuses and subject to disciplinary action. This prohibition covers all SUNY property in public as well as campus residence halls, University apartments, and offices, University-owned and leased buildings, housing, parking lots, and all SUNY events.

Although SUNY Downstate's drug testing program no longer tests for the presence of marijuana, students may be required to take a drug test at a clinical site or facility that does, especially if they visit a clinical site in another state that has not legalized marijuana. Regardless of where the student takes the test or the reason for the test, if a student takes a drug test that does include a test for marijuana and has a positive result, the policy described below still applies, even if the recreational use of marijuana was otherwise legal. The student will not be able to participate in clinical activities, even at a site that doesn't test for marijuana, until the student no longer tests positive.

In addition to other policies and procedures identified in the Student Handbook, the following policies will also be instituted when a student has a positive drug test (either from an academic or clinical site or from a drug test that may have been voluntarily undertaken by the student, such as in preparation for a clinical affiliation):

1. The student will be notified by Office of Student Affairs or the Academic Dean of their School or College (or their designee) that a positive drug test report has been received. The student will be informed that they must take another drug test (within one week of our receipt of the original drug test report) through CastleBranch.com, or another accepted vendor, at the student's expense.
2. The student will be immediately suspended from their academic/clinical program until clearance (fitness for duty) has been obtained.
3. If the second drug test is negative, then the student will be reinstated and warned that any subsequent positive drug tests will lead to possible disciplinary action and/or possible external reporting.
4. If the second drug test is positive or if the student declines to take a second drug test, then the student will be continued on suspension, will be reported to the appropriate academic or disciplinary committee for evaluation, and possible disciplinary action and/or external reporting.
5. Resources can be found in the Student Handbook for students who violate state and federal regulations and/or college policies on alcohol or controlled substance abuse.

Specific policies regarding drug testing and clinical activities, which may have additional requirements, may also be found in individual college or school policies in this handbook.

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.

If you are interested in getting involved with the Committee, please contact Adam Burgman at 718 270-3293.

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 or 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 SOHP students (who are already licensed by the State of New York), **The Professional Assistance Program** at **518-474-3817, Ext. 480**
- For SOHP students (who are unlicensed), please utilize our on-campus resources

SUBSTANCE ABUSE TREATMENT PROGRAMS IN NEW YORK CITY WITH TRACKS FOR IMPAIRED PROFESSIONALS

In-Patient Treatment Programs

Holliswood Hospital, 87-37 Palermo Street, Holliswood, NY 11423: Most insurances, sliding scale for self pays, adults 17 and above; dual diagnosis program. HOLLISWOODHOSPITAL.COM (800) 486-3005.

Smithers Alcoholism Treatment Center (St. Luke's Roosevelt Hospital), 2 Park Avenue, Yonkers, NY 10703: Most major medical insurances; Medicaid/Medicare; Adults 18 and over; gay and lesbian tracks (914) 964-7873

South Beach Alcoholism Treatment Center, 777 Seaview Avenue, Bldg. #1, Staten Island, NY 10305: Most private insurances, Medicaid/Medicare, sliding scale for self-pay, no charge; adults 18 and over. (718) 667-5202

Out-Patient Treatment Programs

Arms Acres Manhattan Outpatient Services, 80-02 Q Garden Road, Q Garden, NY, 11415; 3584 Jerome Avenue, Bronx, NY 10467. Most private insurance, sliding scale for self-pay; adults 18 and over; 3 months-1 year program; day, evening and intensive care programs. ARMSACRES.COM/OUTPATIENT (888) 227-4641

Bedford Stuyvesant Alcoholism Treatment Center, 1121 Bedford Avenue, Brooklyn, NY 11216: Most private insurance, Medicaid/Medicare, sliding scale for self-pay, no charge; adults 18 and over; dual diagnosis program; alcoholism treatment only. (718) 636-4200

Bellevue Hospital Outpatient Clinic 462 1st Avenue at 30th Street, New York, NY 10016: Most private insurance, sliding scale for self-pay Medicaid/Medicare; adults 18 and over; alcoholism treatment only. G/I 212 562-4141, App 212 562-5555

Cumberland Neighborhood Family Care Center-Alcoholism Treatment Center, 100 North Portland Avenue, Brooklyn, NY 11205: Most private insurance, Medicaid/Medicare, sliding scale for self-pay, no charge; adults 21 and over; alcohol and other drugs; dual diagnosis program; length of program varies. (718) 260-7500

Montefiore North Medical Center (718) 920-9000

South Bronx Mental Health Council, 1241 Lafayette Avenue, Bronx, NY: Most private insurance, sliding scale for self-pay, no charge; adults 18 and over; alcohol and other drugs; dual diagnosis program; Spanish speaking services; length of program 12-18 months; gay and lesbian program. (718) 993-1400

St. John's Episcopal Hospital, 327 Beach 19th Street, Far Rockaway, NY 11691: Most private insurance, sliding scale for self-pay, Medicare/Medicaid; adults 18-65; dual diagnosis program; average length of program 18 months. EHS.ORG (718) 869-7000.

CRIMINAL BACKGROUND CHECKS AND CRIMINAL CONVICTIONS POLICY

State University of New York (SUNY) policy states that campuses are prohibited from inquiring into an applicant's prior criminal history in making a decision on admission. SUNY policy states that, "Higher education plays a critical role in promoting good citizenship, expanding economic opportunity and improving the quality of community life. The State University of New York was founded to provide the people of the State of New York with broad based access to high quality educational services. It is in the interest of the State to facilitate the admission of individuals with previous criminal convictions because improved access to higher education can enhance public safety by reducing recidivism and facilitating successful reintegration into society. Such efforts must be balanced with reasonable actions to protect the safety of the campus community."

In compliance with SUNY policy, SUNY Downstate Health Sciences University sets the following policy regarding criminal background checks and criminal convictions both prior to and during enrollment at SUNY Downstate:

Pre-Admission Inquiry

SUNY Downstate does not use prior criminal history in making any decisions on admission to SUNY Downstate. Some programs at SUNY Downstate use third party applications, such as the College of Medicine, that do ask and collect this information, but this information is not used in the review of applications or in decisions on who is invited to submit supplemental applications (when required), invited to campus for interviews (if applicable), or in final decisions on admission.

Post-Admission Inquiry

Since all SUNY Downstate programs involve either clinical or field experiences, all students who have been accepted to SUNY Downstate are required to complete a criminal background check prior to enrollment, at your expense. Background Checks will be conducted post-admission and are not used by the Admissions Committee to determine admissibility. If you are accepted, instructions for completing this requirement will be sent to applicants during the semester prior to enrollment. Once you receive these instructions, you must successfully complete the background check no later than one month prior to your enrollment at SUNY Downstate (or as soon as possible if there is less than one month remaining prior to enrollment). (Please note that some applicants, such as those to the College of Medicine, have a background check completed as part of their third party application process. These applicants do not have to complete an additional background check.)

SUNY Downstate has identified a vendor who can be used to conduct a criminal background check, currently CastleBranch.com. You do not have to use CastleBranch, but must complete an equivalent check within the past year prior to your first day of classes.

The background check completed must include the following:

- County Criminal Records Search (for every county you have lived in, except as indicated below under New York State)
- National Criminal Records Search
- Nationwide Sexual Offender Index
- Social Security Alert
- Residency History
- New York State-wide Criminal Records Search (note: Because New York State does not permit a county records search in the five boroughs of New York City or the counties of Nassau and Suffolk, this additional search is required. All counties in the State of New York are included in this search.)

Currently Enrolled Student Inquiry

On occasion, a clinical site may conduct their own criminal background check or require you to get a new background check, at your expense. Students who are requested to do so should contact the Office of Student Affairs for instructions on how to complete this background check.

Criminal Convictions which occur after Enrollment

Because all SUNY Downstate programs involve either clinical or field experiences, students who are convicted of a crime after the completion of their initial background check are required to report any new convictions which did not appear on their initial background check to the Vice President for Student Affairs (or their designee). The Office of Student Affairs will conduct a confidential review, similar to the review conducted post-Admission as described below. Criminal activity that occurs while a student is in attendance at SUNY Downstate may also result in disciplinary action, and will be addressed through SUNY Downstate's academic and/or disciplinary policies as described in Appendix V of the Student Handbook.

Falsification or Omission of Information

Falsification of information, including omission of relevant information, in the completion of a background check or a background check review is a severe violation of SUNY Downstate policy and will result in disciplinary action, including possible dismissal or rescinding of your acceptance for an applicant who was previously accepted.

Review of Background Checks

In compliance with SUNY policy, SUNY Downstate has established a standing campus committee, chaired by the Vice President for Student Affairs, and including the Academic Dean of the program the student is enrolled/will enroll in, and the Chief of University Police (or their designees), to decide whether an applicant who has made a post-admission disclosure of a prior felony conviction shall be permitted access to campus housing, clinical or field-work experiences, internships or study abroad programs, and any conditions on such access. New York State Corrections Law [sections 750, 752 and 753] forbids discrimination against individuals previously convicted of criminal offenses. As a result, the committee will carefully evaluate the relevance of an individual's previous felony convictions to the activities/services requested consistent with the legal standards articulated in the NYS Corrections Law.

In order to facilitate this evaluation, the committee may request the following:

1. The specifics of all prior felony convictions and dates of occurrence;
2. For students in parole or probation status, references must be provided from the Department of Correctional Services Division of Parole or the Office of Probation and Correctional Alternatives, including the name and addresses of parole or probation officers. Parole and probation officials should be questioned as to whether the individual's admission as a student or participation in the activities/services requested are consistent with the student's parole or probation conditions or would pose a threat to the safety of the campus community;
3. A personal interview to either clarify or verify information may be conducted if desired by the committee.

After reviewing all available information, the committee will decide whether to grant or deny the individual's participation in the activities/services requested or to grant such participation subject to articulated conditions. Admission and/or participation in requested activities/services may only be denied if such admission/participation would pose an unreasonable risk to property or the safety or welfare of specific individuals or the general public.

SUNY Downstate advises students that a prior conviction may impede their ability to complete the requirements of certain academic programs and to meet the licensure requirements for certain professions. SUNY Downstate cannot advise a prospective applicant or student on how their prior conviction may impact their ability to meet licensure requirements, and thus the individual must contact the licensing agency directly. Regardless of the individual's ability to meet requirements of the academic program or licensure, once the individual is notified of their potential inability to meet these requirements, SUNY Downstate will not prohibit them from pursuing a particular course of study if they are otherwise able under this policy.

Confidentiality and Record Keeping

Background check reports conducted by SUNY Downstate and other submitted information are confidential and may only be reviewed by SUNY Downstate officials as part of the formal review process described above and will be maintained by the Office of Student Affairs in accordance with the Family Educational Records and Privacy Act (FERPA). The records will be maintained for a period of time in accordance with the State University of New York's record retention policy for student records. SUNY Downstate will only report to clinical or other affiliates, when required, if a student has successfully "passed" a criminal background check and, if required, the date the check was last completed. If a site requires additional information, or if the student has not successfully "passed" the background check, the student will have to give permission for release of that information, in compliance with FERPA.

Background checks conducted by other clinical sites will be reviewed and maintained by those sites in accordance with their rules.

SOCIAL MEDIA GUIDELINES

Social networking offers the opportunity to interact, keep in contact, and develop longstanding professional and social interactions. As a student in a medical related field, you must be aware of the special obligations that your identity as a medical professional has and the public and potentially permanent nature of your postings in these forums. Although the use of social media provides the great potential to interact with a worldwide audience, it also provides the potential for significant lapses in professional behavior. Although sites may give the promise of privacy, anything posted on-line should be considered in the public realm and potentially visible by many people.

On social media, the lines between public and private, personal and professional are significantly blurred. Just by identifying yourself as SUNY Downstate student, you create a perception about Downstate by those who have access to your social network profile or weblog. Be sure that all content associated with you is consistent with your position at the school and with SUNY Downstate's values and professional standards.

As such, the following guidelines should be used when interacting with social media as a student, whether using the networks personally or professionally or whether using personal or college-owned equipment. (Note: These policies apply only to students. For policy guidelines for faculty, staff, and for use of official SUNY Downstate Social Media accounts, contact the Office of Communications and Marketing.)

1. Social network postings are subject to the same professionalism standards as any other personal interactions. For a definition of professionalism, see the appropriate school or college Honor Code or Policy on Professionalism. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. Students are subject to disciplinary actions within the school for postings that are either unprofessional or violate patient privacy.
2. You should not use SUNY Downstate logos or logos of our clinical affiliates without permission of the Office of Communications & Marketing (at SUNY Downstate) or the appropriate office at an affiliate.
3. Avoid giving specific medical advice on-line, and remember that any medically related site or site that contains medically related opinions should contain the disclaimer that "The posts on this site are my own and do not necessarily represent the position or opinion of SUNY Downstate." Remember to always differentiate the difference between medical opinions and medical facts.
4. Use of Social Media can have legal ramifications. Comments made regarding care of patients or that portray you, colleagues, or a SUNY Downstate department in an unprofessional manner can be used in court or other disciplinary proceedings.
5. Always be aware of what others post on your social media sites and how they may reflect on you. It may be useful to use controls that either block or require your approval before others can post directly onto your social media. Remember that you can be held responsible for photos or content which others post about you, especially if you are "tagged" in them.
6. Keep in mind that statements and photos posted on Social Media sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires, and there are many examples of people not being offered a job because of findings on social networking sites.
7. Be mindful of your privacy settings and check them often. Be sure to use settings which optimize your privacy and security and avoid sharing personal information about yourself such as addresses, phone numbers, or data (such as license numbers or identification numbers) which may be used to gain access to your records.
8. Confidentiality regulations apply on-line as they do in person. Posting pictures of patients (including photos depicting the body parts of patients), patient names, or any information about patients is NEVER permitted under any circumstance, and can subject you not just to disciplinary action, but legal ramifications as a violation of HIPAA.
9. Maintain the privacy of fellow students, colleagues, medical professionals, and other hospital or clinical employees unless they have given you permission for their name or likeness to be used.
10. Interaction with patients on social media is prohibited for students (unless the person was known in another capacity prior to them becoming a patient).
11. Relationships online with faculty, preceptors, attending physicians, fellows, supervising residents, interns, and other medical students are all governed by the SUNY Downstate policy against sexual harassment and violations of that policy are not tolerated. Cyber stalking, requests from those who supervise you to engage in activities outside of work, and inappropriate postings to social networking sites can all be considered forms of sexual harassment and should be reported immediately to the Office of Student Affairs or to the Title IX Coordinator.

Students are strongly encouraged to alert colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to these guidelines. Students should also be aware of Social Media or Networking policies at the Clinical Site which you may be assigned as they may be more restrictive than this policy.

BUSINESS AND COMMERCIAL ACTIVITIES ON CAMPUS, DISTRIBUTION OF PRINTED INFORMATION, AND MARKETING OF CREDIT CARDS

In accordance with SUNY policy 5605 (last updated 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; legal beverages; campus bookstore; vending; linen supply; laundry; dry cleaning; banking; barber and beautician services; 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 President of Downstate Health Sciences University or their designee.

All student organizations engaged in selling a product or services on campus MUST get approval from the Office of 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 Office 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.

Marketing of Credit Cards to Students

In accordance with the legal requirements of NYS Education Law §6437, SUNY Downstate prohibits the advertising, marketing, or merchandising of credit cards on campus to students, unless expressly authorized and registered by the Faculty Student Association and approved by the Vice President for Student Affairs. Registrants will be limited to specified dates and areas and are prohibited from offering gifts to a student in exchange for completing a credit card application. Students are cautioned that external commercial entities may inappropriately solicit services and/or information from students for the purpose of inappropriately or illegally conducting business on the campus and/or the marketing of credit card services to other students. Students are urged to reject such solicitations or if uncertain of its validity to consult in advance with the Office of Student Affairs about the specific activity. *Improper solicitations to market credit card services to students should be reported to the Office of Student Affairs.*

APPENDIX V: RULES OF STUDENT CONDUCT

SPECIAL NOTE REGARDING TITLE IX RELATED POLICIES

SUNY Downstate is in full compliance with current regulations issued by the United States Department of Education related to Title IX. The printed version of this handbook contains the regulations in effect at the time of publication, however, the United States Department of Education has issued new regulations which become effective on August 1, 2024. For the most up to date regulations, and any changes to our policies, including the Rules of Student Conduct, which may be impacted by these changes, visit the Student Policies Web Site at: https://www.downstate.edu/education-training/student-affairs/student-policies/ where the most up to date policies are located.

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 Appendices III & IV), 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 – see also *Policy on Transcript Notations* later in this section

Expectations

Every member of the SUNY Downstate community has a right to feel secure in person and property and has a responsibility to respect and protect the rights of others.

Conduct which interferes with or threatens the operation of the University or the rights of others, either in or out of the classroom is not condoned.

All members of the University are expected to conduct themselves lawfully, maturely, and responsibly, and to share the responsibility of maintaining standards of behavior which are essential to the smooth functioning of the institution.

Violations of the Rules of Student Conduct on or off-campus by any full-time or part-time student may lead to administrative and/or disciplinary action and/or criminal prosecution. Campus judicial action for inappropriate student conduct at off-campus locations may be taken whenever the student's conduct adversely affects the campus community or undermines the interests and/or mission of the institution.

Students are expected to abide by the rules of the University and by state, local, and federal laws.

Furthermore, all students are responsible for the behaviors of their guests and the behaviors and activities which occur within any space which is assigned to them by the College (including, but not limited to, on-campus residence halls, apartments, or work spaces within academic buildings). All guests must comply with all SUNY Downstate policies. As a host, the student will be held personally responsible for any violation of College Policy committed by their guest(s), regardless of whether the guests are appropriately registered.

Abuse

Physical harm or verbal abuse, intimidation, or harassment of another person or persons is prohibited. Reckless actions which could endanger the safety of others or which result in harm to another person or persons are prohibited and may lead to University disciplinary action and/or criminal prosecution.

Address and Change of Address

Providing a correct address is part of the registration process. If this information is missing, registration can be declared incomplete.

Changes of address, telephone, or home address which occur during the year must be reported immediately to the Registrar's Office.

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 campus without permission. 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 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 SUNY Downstate Health Sciences University 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. SUNY Downstate 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 themselves 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 SUNY Downstate Health Sciences University. Campus visitors who commit any act which interferes with the educational process and/or the daily operation within SUNY Downstate Health Sciences University shall be dealt with through campus and/or civil authorities.

(See also "*Policy on Campus Disorder*" in Appendix IV.)

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.

Compliance with University Officials

Students are expected to comply 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.

Compliance 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.

Computer Usage Policies

See "Student Computing" section in the General Information section of the Student Handbook.

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 SUNY Downstate Health Sciences University. 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*. (See *Campus Disorder Policy* in Appendix IV).

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.

Facilities: Locked

All unauthorized persons must leave University buildings at the time they are closed (unless special arrangements have been made).

Propping open exterior or interior doors, which allows access to a locked facility, is prohibited. Forcible entry into any building or facility is prohibited. Failure to observe these rules may lead to University disciplinary action and/or criminal prosecution.

Facilities: Use of

Individuals may not reserve University facilities for personal reasons. Student organizations, except when holding an initial organizational meeting, must be officially registered and recognized by the University to be eligible to use University facilities.

1. Reserving of Rooms: Most facilities for non-class use with arrangements for set-ups, sound systems, and other equipment, and the personnel to operate it, should be made as far in advance as possible with the Director of Student Life. Events should be planned to conform to the building hours. Information regarding reserving of facilities may be obtained from these offices. Use of facilities without appropriate permission may lead to University discipline.
2. Regulations: Students using facilities which are open to their use (i.e. library, computer facilities, study carrels, Student Center, etc.) are expected to abide by the rules in effect for those areas and are expected to cooperate with those in charge. Failure to do so may lead to University discipline.

False Information

Knowingly giving false information to the University or misrepresenting oneself, on or off-campus, may lead to disciplinary action.

Falsification of admissions or financial aid information may lead to dismissal from the institution.

False Reports

Persons who initiate or circulate a false report of impending occurrence of an explosion, fire, crime, or other emergency are subject to University discipline and to criminal prosecution.

Fire and Safety Regulations

Persons found tampering with fire or life-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.

Persons intentionally interfering with or failing to follow emergency procedures, including fire or other emergency 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.

Hazing

Respect for the dignity and right of other students is a basic tenet of the SUNY Downstate Health Sciences University community. Hazing has no place in the SUNY Downstate Health Sciences University 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 and display them on their person at all times when on campus. Students must not lend their ID cards to any other persons.

Students may be asked by University Police officers or other University personnel acting within their authority, including student managers, resident advisors, desk assistants and security personnel, to show their ID cards. When such requests are made by authorized personnel, students are required by policy to comply 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 center, gymnasium, library, etc. Any person not wearing on their person while on campus or producing an updated, validated ID card when requested, is assumed not be a member of the campus community; and if the situation warrants, may be asked to leave campus, be charged with trespassing, or charged with a violation of SUNY Downstate policy.

If you lose your ID card, report it at once to University Police and promptly make arrangements to obtain a replacement from the University Police Department. It is important to report such a loss as soon as possible. A charge is made for the replacement of lost or mutilated ID cards.

Misuse of ID cards may lead to University disciplinary action.

Loitering/Trespassing

As determined by the University, unauthorized persons are forbidden to loiter or trespass in University buildings or on campus grounds. In terms of enforcement, it should be noted that students are required to present identification upon request of University personnel (see ID cards), and overnight guests in the residence halls must be registered. While all University personnel are expected to be aware of this regulation and to assist in its enforcement; suspected loiterers or trespassers should be reported to Public Safety.

Noise

The academic nature of the University requires all persons to respect the rights of others to conduct classes without disturbance and to study, sleep, and fulfill academic responsibilities without interruption from excessive noise. Students must comply with reasonable requests to lower the noise level.

Obstruction or Disruption

Obstructing or disrupting SUNY Downstate activities, including but not limited to teaching, research, administration, disciplinary procedures, or other authorized activities including public service functions is prohibited.

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.)

SUNY Downstate Health Sciences University recognizes that students have within the law, the right of free expression and advocacy. SUNY Downstate Health Sciences University seeks to encourage and preserve freedom of expression and inquiry within the entire University. SUNY Downstate Health Sciences University does not permit the use of its name in announcements, advertisements, publications, or reports that imply SUNY Downstate endorsement of any commercial products or services or for personal business. Furthermore, students are advised against using the name of SUNY Downstate Health Sciences University 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 their designee. If any doubt exists in matters of this kind, specific clearance should be obtained from the President or their 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. Although a person may possess such a device in New York State (unless they are less than 18 years of age, or has been convicted of a felony in or outside New York State), as a healthcare institution, SUNY Downstate prohibits the possession of such a device on campus. It also may be prohibited in many of our partner clinical sites, both in and outside New York State.

The possession of a self-defense spray on campus is prohibited and persons possessing such a device, even if legal in New York State, will have the device confiscated by University Police.

Sexual Violence

Sexual assault is prohibited. Sexual assault is defined as forced, manipulated, or coerced sexual acts, which include but are not limited to unwanted touching of an intimate part of another person such as sexual organ, buttocks, or breast; sodomy; oral copulation; and rape.

Under New York State Law, Affirmative Consent is required and is defined as follows:

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Please note that to comply with the above definition of Affirmative Consent, you should remember the following:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choosing to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

The State University of New York and Downstate Health Sciences University (Downstate) are committed to providing options, support and assistance to survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in Downstate University-wide and campus programs, activities and employment. Policies regarding Sexual Violence appear in Appendix III of the Student Handbook and include resources, information about the student conduct process, the policy for alcohol and/or drug use amnesty in sexual violence cases, and a Students' Bill of Rights.

In cases of Sexual or Interpersonal Violence, all students have a right to:

1. Make a report to local law enforcement and/or the New York State Police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestions that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the University.

In accordance with the Students' Bill of Rights, a respondent or reporting individual shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below (note that additional options are also mentioned in Appendix III):

- When either party is a student, to have the college issue a "No Contact Order," consistent with SUNY Downstate policy, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with SUNY Downstate policies. Parties may submit evidence in support of their request.
- To have assistance from University Police or other college officials in initiating legal proceedings in family court or civil court, including, but not limited to, obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused's responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from University Police in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of University Police.
- When either party is a student and presents a continuing threat to the health and safety of the community, to have the student subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When either party is not a student, but is a member of the college community and presents a continuing threat to the health and safety of the community, to have the individual subject to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and SUNY Downstate policies and rules.
- When either party is not a member of the college community, to have assistance from University Police or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following offices can serve as a point to assist with these measures: Office of Institutional Equity – (718) 270-1738 or Office of Student Affairs – (718) 270-2187.

- To request that student conduct charges be filed. Conduct proceedings are governed by the procedures set forth in the Downstate Health Sciences University Student Handbook, https://www.downstate.edu/education-training/student-affairs/student-handbook.html, as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
  - The same opportunity to be accompanied by an advisor of their choice who may assist and advise the partied throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
  - The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
  - The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
  - The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
  - The right to offer evidence during and to review available relevant evidence in the case file (or otherwise held by SUNY Downstate).
  - The right to present evidence and testimony at a hearing where appropriate.
  - The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
  - The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings may be admissible in the disciplinary stage that determines sanction.
  - The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
  - The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
  - The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
  - The right to know the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding and the reason for the actual sanction imposed. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
  - Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
  - The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
  - Contact the Office of Student Affairs for more information about the student conduct process = (718) 270-2187, Basic Sciences Building, Room 1-112.
  - The right to choose whether to disclose or discuss the outcome of a conduct hearing.
  - The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

Sexual Harassment

Sexual harassment is prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other unwelcome verbal or physical conduct of a sexual nature, which interferes with a student's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment is a violation of the law (Section 703 of Title VII of the Civil Rights Act of 1964) and SUNY Downstate policy and may result in disciplinary actions or criminal prosecution.

<u>Sexual Harassment Complaint Procedures</u>

1. Any student of the SUNY Downstate Health Sciences University 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 Institutional Equity at 270-1738. (Additional information in Appendix III.)
2. Together, the person who believes s/he is being harassed and the Chief Diversity Officer will examine the available options.
3. Recognizing the highly sensitive nature of sexual harassment, the Office of Student Affairs and/or the Office of Institutional Equity 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 SUNY Downstate Health Sciences University community but must conform to the following:

1) All notices must be hung on the designated bulletin boards ONLY;
2) All notices must be date stamped with the date they are hung or the date of the event. The notice must be removed within one month of posting (e.g. apartment rentals, book sales) or within 48 hours of the event;
3) Only masking tape may be used to post signs on University property and only masking tape and thumb tacks on bulletin boards;
4) All posters/flyers must conform to public standards of "good taste" and may not be discriminatory or offensive.

Any violation of this policy will result in the removal of the posting; any damages to University property from the posting will be charged back to the sponsoring group or individual.

Smoking

Article 13-E of the New York State Public Health Law prohibits smoking in areas open to the public. The law provides that violations are punishable with civil fines up to $1,000.

Smoking is prohibited in all indoor areas opened to the public, unless an area is designated a public smoking areas by appropriate signs or if, in private rooms, apartments and duly designated areas of the residence halls. In private rooms/apartments shared by more than one person, smoking will not be allowed unless all occupants agree.

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 & 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 guest, regardless if the guest is registered or not**.** Anyone who is not registered as a student or employed by the University and is not a guest of an individual student, faculty, or staff member is considered a visitor. Visitors and guests to the campus are expected to abide by the University's rules and regulations. Visitors or guests failing to do so may be asked to leave campus and may be declared persona non grata, and/or subject to arrest.

Weapons

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 cause discomfort to a person, is prohibited at any time for any purpose at any place on the campus and affiliated or associated properties. Specifically, possession or keeping of a deadly weapon or dangerous instrument on campus, including, but not limited to, firearms, explosive devices, knives, blackjacks, etc. is prohibited. Possession or use of fireworks, firecrackers, or any explosive devices, 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)

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 SUNY Downstate Health Sciences University 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.

Written charges must be filed with the Vice President for 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 for 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 for 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 for 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 their best effort to notify the student(s), and the student(s) are responsible for keeping the institution informed of any changes in address necessary for receipt of charges. (Notification will be made to the student's current local address as on file with the Registrar's Office unless otherwise requested by the student.) The hearing may be held in the absence of the student(s) accused only if a reasonable effort has been made to notify the student(s).

The chairperson will concurrently notify the accused, the party (is) bringing charges, and all members of the ad hoc committee of the date, time and location for the formal hearing of charges. Notification shall be mailed to the student at least five business days in advance of the hearing.

The hearing shall not be governed by the formal rules of evidence. The committee shall examine all relevant facts and circumstances and reach its decision based upon a preponderance of the evidence. The recommendation of the committee may include, but is not limited to:

a) dismissal of charges
b) disciplinary warning letter
c) disciplinary probation
d) loss of privileges
e) fines, restitution or community service
f) suspension for all or part of the year
g) dismissal from the college
h) permanent transcript notation –See *Policy on Transcript Notation* at the end of this section.

Hearings are regarded as confidential and closed to all but the principals of the case, unless all parties agree to the presence of others. The student has the right to consult with an advisor* of his or her choice. The advisor may speak privately with the student, but may not participate in the hearing.

The chairperson will read the written charges to those assembled. At the hearing, the student has the right to present oral and written evidence on his or her behalf and to call his or her own witnesses. The student shall also have the opportunity to question any witnesses who appear, and to comment on any written documents or other evidence, submitted in support of the charges.

In student disciplinary proceedings involving domestic violence, dating violence, stalking, or sexual violence, several additional protections and requirements apply. (See policies on Sexual Violence Prevention in Appendix III.) During such disciplinary hearings, SUNY Downstate will allow involved parties to review available evidence held by the campus in accordance with college/university policy. Parties can also present available evidence as appropriate under campus policies.

In cases of domestic violence, dating violence, stalking, or sexual violence, the ad hoc committee shall make a written recommendation to the Academic Dean of the College who shall decide whether to modify or uphold the recommendation of the committee. The Dean shall notify all parties of their decision in writing. The decision can be appealed under the "Appeal Procedures" listed below.

In all other cases, 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 their 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 for Student Affairs.

** If one party elects to be represented by an attorney, they are obligated to notify all other parties, allowing reasonable time for all parties to retain counsel prior to the hearing. Attorneys who attend the hearing may not participate in the hearing, but may only advise the client.*

Appeal Procedures (In cases of domestic violence, dating violence, stalking, or sexual violence only)

In cases of domestic violence, dating violence, stalking, or sexual violence only, the following procedure shall be used following the issuance of a decision from the Academic Dean of the College (as described above). An appeal in these cases can be filed by either the accused student or the reporting student. During the period of appeal, the sanction imposed by the ad hoc disciplinary committee will be held in abeyance pending the outcome of the appeal, except in the cases where an Interim Suspension has been issued, that status will remain in effect.

To file an appeal to an Appeals Board:

1. File a request stating the intention to appeal the decision, in writing, to the Vice President for Student Affairs, within three working days of receipt of the discipline finding letter.
2. The letter must cite the specific ground(s) for the appeal, which can include:
   a. fair consideration was not provided to the student, (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious);
   b. new and significant information, not reasonably available at the time of the initial hearing, has become available; or
   c. that the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense)

   The letter must provide information which substantiates the ground(s) on which the appeal is being made.

3. The Vice President for Student Affairs shall appoint a three-member panel to serve as the Appeal Board. Members of the Appeal Board will be selected from faculty who are not in the same program as the involved parties and may include up to one student. The Vice President for Student Affairs shall serve as an ex-officio member of the Appeal Board.
4. The materials outlined above and all relevant documentation from the ad hoc hearing committee, whose decision is being appealed, will be presented to a meeting of the Appeal Board within three weeks from date the written appeal is received by the Office of the Vice President for Student Affairs.
5. On the basis of a review of this information only, the Appeal Board will determine if grounds for an appeal exist and will issue a written decision.
6. If the Appeal Board determines that no grounds for the appeal exist, the student will be notified in writing and the sanction assigned at the initial hearing will take effect immediately.
7. If the Appeal Board determines that an appeal should be granted the Appeals Board may recommend to the Vice President for Student Affairs a modification of the decision, including a modification of the original sanction.
8. After hearing all information and evidence, the Appeal Board will deliberate in private. The board will prepare its finding on the matter and forward it, in writing, within two working days of completing its deliberations, to the Vice President for Student Affairs, who shall issue the final decision to all parties. The decision of the Appeal Board is final and shall not be subject to further appeal.

POLICY FOR ALCOHOL AND/OR DRUG USE AMNESTY IN SEXUAL AND INTERPERSONAL VIOLENCE CASES

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Downstate recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Downstate strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Downstate officials or law enforcement will not be subject to SUNY Downstate's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

[*This policy applies to students and refers to the student conduct code, not to academic or external policies and requirements. Further, students in clinical programs may also be subject to professional standards beyond the campus conduct code. In a clinical setting, being under the influence of alcohol or drugs while performing patient care cannot be overlooked.*]

OTHER ADMINISTRATIVE ACTIONS

A. No Contact Order

A No Contact Order is a formal directive issued by SUNY Downstate requiring parties in any interpersonal conflict to have no direct or indirect interaction, meaning that attempts to contact the protected individual is a violation of college policy subject to additional disciplinary action. No contact orders can contain specific restrictions on use of specific campus facilities, or a schedule for all parties to assure that all parties have access to campus facilities. No contact orders can be enforced by reporting violations to the Office of Student Affairs, Residence Life, Student Life, or University Police Department.

Students who are involved in such a conflict may request a No Contact Order be issued from the Office of the Vice President for Student Affairs. No contact orders can also be issued following the filing of a report, regardless of whether the reporting individual has requested the order. While no contact orders are normally issued by the Office of the Vice President for Student Affairs, they can also be issued by the University Police Department or Office of Student Life/Residence Life during hours that the Office of Student Affairs is not open.

It is standard procedure in all cases for no contact orders to be issued to all parties in a conflict, including the reporting individual, accused individual, and any other involved individuals. A no contact order remains in effect until it is officially removed in writing by the Office of the Vice President for Student Affairs.

The Office of the Vice President for Student Affairs will promptly review any existing no contact order at a party's request, including requests to modify the terms of or discontinue the order. The parties can submit evidence to support their requests. If the campus finds it appropriate, it can even make a schedule for parties who seek to use the same facilities without running afoul of the no contact order.

B. Interim Measures

In cases of sexual or other Violence, SUNY Downstate may require and/or provide reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangement in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Interim measures may also apply if an individual accused of sexual or other violence is not a student, but is a member of the SUNY Downstate community and presents and continuing threat to the health and safety of the community, subject to applicable collective bargaining agreements, employee handbooks, and SUNY Downstate policies and rules.

SUNY Downstate will promptly review existing interim measures and accommodations at the request of the party who is affected by that interim measure or accommodation. The parties can submit evidence to support their request to the appropriate campus official who issued the interim measure.

C. Change in Student Status/Interim Suspension

When in the judgment of a Student Affairs Dean (Associate Dean, or Assistant Dean) the continued presence of a student charged with a violation of SUNY Downstate Health Sciences University policy presents an immediate danger to the fulfillment of the educational mission of the institution, to the life, health, welfare, safety or property of any member(s) of the SUNY Downstate community, the student may be subject to a change in student status including immediate denial of campus residency and/or suspension from the College pending the outcome of a disciplinary hearing (see Rules of Student Conduct in Appendix V of the Student Handbook), which shall be scheduled as expeditiously as possible.

Such a recommendation would be communicated to the Vice President for Student Affairs or designee, who will review the recommendation and gather and consider whatever additional information may be needed; and will determine if any change in status, such as interim suspension, is warranted. Notification of any change of the student's status and the reasons for it will be communicated to the student, in writing, within 24 hours of the decision. The student will be provided with a formal charge letter and the terms of the immediate action changing student status.

SUNY Downstate will promptly review an existing interim suspension at a party's request, including requests to modify the terms or discontinue it. Parties can submit evidence to support their request. To request a review, submit a request, in writing, to the Vice President for Student Affairs.

This action may be taken, but is not limited to, situations which occur on or off campus, involving physical violence, drugs and other controlled substances, criminal or other illegal acts.

D. Involuntary Medical Leaves of Absence

Requiring a student to take a leave of absence is rare and only happens when current medical knowledge and/or the best available objective evidence indicates to the designee of the President of SUNY Downstate Health Sciences University that there is a significant risk to the student's health or safety, or the health or safety of others in the SUNY Downstate community, or the student's behavior severely disrupts the educational environment, where no reasonable accommodations can adequately reduce that risk or disruption. The designee of the President of SUNY Downstate Health Sciences University, for the purpose of this policy, shall be the Vice President for Student Affairs or their designee.

A leave of absence is an administrative process; it is not a disciplinary process.

The policy on the Involuntary Medical Leave of Absence is located in Appendix IV.

POLICY ON TRANSCRIPT NOTATIONS

New York State Law states that:

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

SUNY Downstate is in full compliance with New York State Law and will note on the academic transcript of students found responsible for violations of SUNY Downstate policy which are equivalent to the Clery Act Part I crimes (as updated by the Violence Against Women Act) that a student was "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." (If the student receives either of those sanctions after a finding of responsibility.) The crimes which would require this notation currently include: murder; rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; manslaughter; and arson. SUNY Downstate will also place a notation on the transcript "withdrew with conduct charges pending" if the student withdraws prior to the completion of a hearing and determination of responsibility.

In addition, under SUNY Policy, 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.

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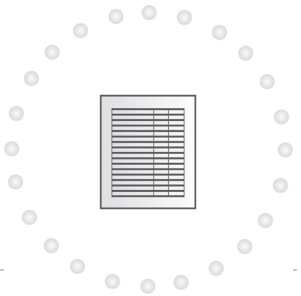

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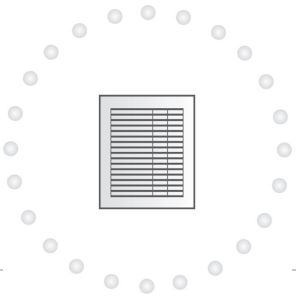

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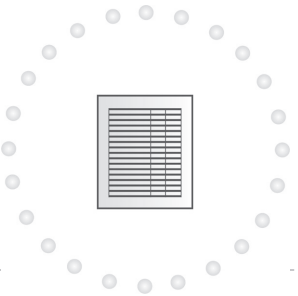

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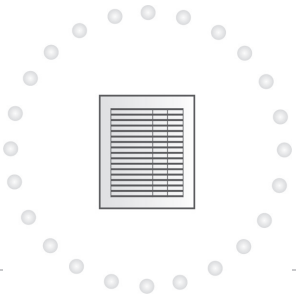

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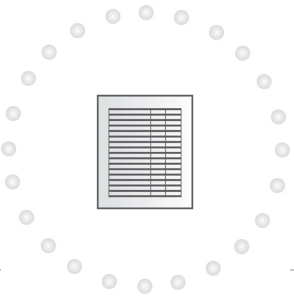

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