

Policy Name: Health Informatics Program Policy and Procedure Manual **Program:** Health Informatics

Prepared by: Mohammad Faysel, PhD, FAMIA **Date:** 8/21/25

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Distribution to: Health Informatics Students, SOHP Dean's Office and posted on the program's website

Annually, we conduct a formal review and update as needed of our program policies and processes to ensure their ongoing relevance and for purposes of continuous improvement of our curriculum and the overall educational experience. As part of the program's annual review and update, feedback from students, faculty, accrediting body, and other stakeholders are utilized to inform these changes and to make data driven decisions.

**STATE UNIVERSITY OF NEW YORK
DOWNSTATE HEALTH SCIENCES UNIVERSITY
SCHOOL OF HEALTH PROFESSIONS**

**MASTER OF SCIENCE PROGRAM IN
HEALTH INFORMATICS
&
POSTBACCALAUREATE CERTIFICATE PROGRAM
IN HEALTH INFORMATICS**

**POLICY AND PROCEDURE MANUAL
2025-2026
(Applicable to traditional in-person and distance learning
students)**

The enclosed policies which relate to academic standing and promotion have been reviewed and approved by the Academic Policy Committee of the School of Health Professions in 202X

POLICY AND PROCEDURE MANUAL FOR HEALTH INFORMATICS STUDENTS

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**STATE UNIVERSITY OF NEW YORK DOWNSTATE HEALTH SCIENCES UNIVERSITY
SCHOOL OF HEALTH PROFESSIONS (SOHP)**

**HEALTH INFORMATICS PROGRAM
POLICIES AND PROCEDURES**

Students are responsible for reviewing and understanding the general Policies and Procedures for students in the School of Health Professions.

These policies and procedures are included in the Student Handbook which is available on the Program Website at <https://www.downstate.edu/education-training/student-affairs/student-handbook.html>

**RIGHT TO ALTER EXISTING RULES, REGULATIONS AND
PROGRAM COURSE OF STUDY**

SUNY Downstate and the Health Informatics program reserve the right to alter the existing rules and regulations, and the Health Informatics program of study as deemed necessary by the institution, School or program. SUNY Downstate expressly reserves the right, whenever deemed advisable to: 1) change or modify its schedule of tuition and fees; 2) withdraw, cancel, 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. Written notification will be provided to all students regarding any change.

Essential changes in information in this Health Informatics Program Manual and other University publications concerning new academic regulations, policies or programs will be published in emails, memos, newsletters, D2L Brightspace announcements or other University publications. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly regarding satisfaction of degree requirements by consultation with the student's advisor, the student's program, Office of the Dean of the School of Health Professions, the Office of Student Affairs, the Office of the Registrar, and other offices as appropriate.

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 in the Office of Student Affairs.

WELCOME TO THE HEALTH INFORMATICS PROGRAM!

Congratulations and welcome to the Health Informatics Program. The health informatics faculty is dedicated to educating the finest health informatics professionals. Our efforts are directed toward providing a caring and supportive learning environment, while ensuring that each student possesses competency appropriate for the professional health informatics practice upon graduation from the Program. We believe that an effective system of communication is an essential component of student success. This manual has been developed to provide general program information as well as to familiarize you with the professional principles, policies and procedures that govern our program within the School of Health Professions. You are expected to become familiar with, and abide by the policies and procedures described in this text, as well as the academic regulations and professional requirements published in SUNY Downstate Health Sciences University Student Handbook.

We welcome your questions and suggestions. We also look forward to developing a rewarding partnership with you and facilitating your academic and professional development. If you have any questions after reviewing the Health Informatics Program Policy and Procedure manual, please contact me, your faculty advisor or course instructor. Please fill out and sign the Statement of Understanding and return to the Program Administrator at the start of the academic year.

Welcome and best wishes!

Mohammad Faysel, Ph.D., FAMIA
Chair and Program Director
Associate Professor of Health Informatics

GENERAL INFORMATION

PROGRAM LOCATION

The Health Informatics Program is located in the Health Science Education Building (HSEB), 7th floor, room 7-056. The Health Informatics computer laboratory is also located in the HSEB on the 8th floor, room 8-027.

Program Telephone Number: 718-270-7770

Program Fax Number: 718-270-7739

Program Website: <https://www.downstate.edu/education-training/school-of-healthprofessions/programs/medical-informatics/index.html>

Health Informatics Program Directory

Name	Room #	Phone	Email
Mohammad Faysel, PhD, FAMIA Chair, Program Director, and Associate Professor	7-058	718-270-7693	mohammad.faysel@downstate.edu
David Kaufman, PhD, FACMI	7-055	718-270- 22275	david.kaufman@downstate.edu
Adiebonye Jumbo, PhD, ITIL Assistant Professor	7-048	718-270-7762	adiebonye.jumbo@downstate.edu
Shaneka John Program Administrator	7-056	718-270-7770	shaneka.john@downstate.edu

D2L BRIGHTSPACE Online Learning Management System

D2L Brightspace is SUNY Downstate's course Learning Management System (LMS), used for posting course materials, announcements, grades and other course related activities for both online and in-person course offerings. Students receive instruction on how to use D2L Brightspace during the orientation week. Students are required to check D2L Brightspace for their courses, assignments, quizzes, exams, and/or important program documents on a regular basis. D2L Brightspace includes an email communication system that forwards emails to students Downstate's Outlook email.

E-MAIL COMMUNICATION

Faculty and students at SUNY-Downstate are all assigned email addresses on the campus email system, Outlook. Students receive instruction on how to use Outlook including a required login credentials (such as NETID) from the Academic Computing department during the orientation. Email is the primary mode of communication between faculty, students, and administration. It is SUNY Downstate's policy that students must use Downstate's Outlook email account when communicating with faculty for all course and grade related matters.

All students are responsible to check their SUNY Downstate emails on a daily basis and in order to remain abreast of sudden scheduling modifications and other announcements. Additionally, students should be aware that faculty may utilize email to advise students of class assignments. All official email communication to HI students are sent to their email address provided by SUNY Downstate or to their D2L Brightspace accounts. This includes communication and important information from faculty members. Students are also advised to communicate any concerns or questions with faculty and other students through their Downstate email account. Students will be held responsible for not checking and responding to email instructions.

Current professional association announcements as well as employment opportunities are sent to students via the SOHP-HI mailing list. All incoming students are placed on the list by the Program Administrator.

APPROPRIATE USE OF SOCIAL MEDIA

The Health Informatics Program requires all students and faculty to abide by SUNY Downstate's Social Media Policy available at <http://www.downstate.edu/policy/>. The Program maintains a LinkedIn social media page that is available to only current students and alumni of the program. Students are strongly encouraged to create a LinkedIn profile upon matriculation and subscribe to the program LinkedIn page. We employ LinkedIn as a strategic tool to support students in mapping out and advancing their career paths as well as to stay connected with our alumni.

VOICE MAIL

Email messages to faculty are preferred over voice mail messages. If you must leave your message via voice mail, be sure to call the individual faculty member. In addition, it might be helpful to send an email, alerting the faculty member that you have left a voicemail message.

SPECIAL NOTICES

Notices of part time jobs, scholarships and other items of interest are sent via email and posted on the bulletin boards in the hallway by the Health Informatics Program Office. For further information on tuition assistance or student loan, visit or call the Financial Aid Office at 718-270-2488.

ADVISEMENT

Each student is assigned a faculty advisor who is available for academic advisement as well as for special individual concerns over the duration of the student's enrollment. An advisement session between each student and their faculty advisor is required at least once each semester during course registration. The intent of the student/faculty advisement sessions is to provide regular individual communications with each student, assist in the supervision of their progress in the program, identify strengths and weaknesses of the student, and assist the program in appropriate course registration.

Advisor office hours are posted on their office doors as well as announced via email to advisees. Students should make an appointment in advance and meet with their advisors in-person or virtually (for online students) at least once every semester and more frequently if they are having academic problems or to address any issues that may impact their academic performance. An advisement summary is completed during each session and recorded in the student's Degree Works account. Subsequent advisement sessions will be documented in the same format.

COURSE EVALUATIONS

Student feedback is vital to the faculty's ongoing course modifications and improvements and to comply with accreditation requirements. Therefore, registered students are expected to submit an anonymous, on-line course evaluation survey for each course at the end of each semester. Many of the innovative features in our courses have been influenced by information collected from previous students through course evaluations.

MISSION

State University of New York (SUNY) and Downstate Health Sciences University

The mission of the State University of New York is proudly expressed in its motto: "To Learn – To Search – To Serve." The mission of the state university system is to provide the people of New York educational services of the highest quality, with the broadest possible access, fully representative of all segments of the population in a complete range of academic, professional and vocational postsecondary programs. The educational activities offered through a geographically distributed system of diverse campuses, which have differentiated missions, are designed to provide comprehensive programs of higher education, to meet the needs of both traditional and non-traditional students and to address local, regional, and state needs and goals. The State University of New York Downstate Health Sciences University is an academic health center committed to teaching, biomedical research and the delivery of health services, especially to urban communities.

School of Health Professions

The mission of the School of Health Professions is to educate health care professionals in the delivery of excellent health care service by developing their scientific competence and fostering their humane spirit. The School seeks to accomplish this by providing a challenging and supportive atmosphere for learning that offers opportunities for structured experiences as well as independent inquiry. The faculty contributes to knowledge in allied health through advancements in clinical practice, scholarly activities, basic and applied research. Collaboration is emphasized among students, faculty, clinicians and professionals in health care and related disciplines. Students are prepared for professional leadership roles through course work, professional and campus activities. The School fosters ongoing professional growth by sponsoring continuing education

opportunities in all disciplines. The School strives to serve the urban community in which it is located by providing health services and education to the population.

Health Informatics Program

In keeping with the mission of the School of Health Professions, the Health Informatics Program at Downstate Health Sciences University is designed to provide comprehensive knowledge and technical skills necessary in the practice of Health Informatics.

The mission of the Health Informatics Program in the School of Health Professions is to provide students with the key foundational knowledge needed to excel in a dynamic career in the Health Informatics field.

The program also provides students with the foundation to apply much needed informatics skills and knowledge to further their career goals in their chosen health profession.

With the support of faculty members who are experts in the field, students will have the opportunity to thrive in an engaging, creative and robust learning environment. Rigorous training opportunities will be provided to students, thus allowing them to face challenges that will enhance their abilities to succeed in the diverse communities they will work in.

Program Educational Philosophy

The Health Informatics Program strives to provide a high-quality education to students studying in the field of Health Informatics who will be prepared to be employed in an urban environment. This will be accomplished by:

1. Providing students with the knowledge, theories, and support to develop skills required in the field of Health Informatics
2. Providing students with a challenging and supportive learning environment
3. Providing students opportunities to collaborate with faculty from College of Medicine, College of Nursing, School of Public Health and the School of Health Professions
4. Providing extensive, hands-on clinical internship experiences that equip students with the skills and confidence to thrive across diverse healthcare settings, with a strong emphasis on serving urban communities.
5. Creating a culture of professionalism

The SUNY Downstate Health Sciences University Health Informatics Program is a member of International Medical Informatics Association (IMIA), Academic Forum of American Medical Informatics Association (AMIA), and Academic Organizational Affiliate of Healthcare Information and Management Systems Society (HIMSS).

American Medical Informatics Association (AMIA) is the main national organization that represents Health Informatics professionals. It offers student membership and various helpful resources for students.

Students in the Health Informatics Program are introduced to the role and responsibilities of the professional association and are encouraged to be student members of AMIA. There are various other local and national associations that are related to Health Informatics profession that host events and activities for students as well. We view membership and active participation in the activities of professional associations as an opportunity to impact the direction and future of the Health Informatics profession.

Please visit www.AMIA.org for student membership information.

HEALTH INFORMATICS PROGRAM FACULTY AND ADMINISTRATOR

Mohammad Faysel, Ph.D., FAMIA, joined the School of Health Professions in 2014 as Assistant Professor. Currently, he is serving as the Program Chair/Director of the Health Informatics Graduate Programs. He holds a PhD in Biomedical Informatics from University of Medicine and Dentistry of New Jersey.

Besides teaching and research, Dr. Faysel has been actively participating in various professional activities. Currently, he is serving as a member of the Health Informatics Accreditation Council (HIAC) of the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

His research interests include health care information system security, mobile health (mHealth), electronic health records (EHR), intelligent clinical decision support systems, reducing health disparities using health technologies, clinical research informatics, and public health informatics.

Adiebonye Jumbo, PhD, ITIL, joined the School of Health Professions in 2018 as Assistant Professor. Dr. Jumbo earned her bachelor's degree in Computer Information Systems from Lehman School, Master's in Health Informatics from SUNY Downstate Health Sciences University, and a PhD in Biomedical Informatics from Rutgers University.

Prior to joining Downstate, Dr. Jumbo held various positions in health care industry with expertise in large scale electronic medical records implementation.

Dr. Jumbo's research interest includes electronic medical record implementation, optimization, and usability, business intelligence, data analytics, using health technology to remediate public health issues, and application of machine learning and artificial intelligence in health care delivery.

David Kaufman, PhD, FACMI, joined the School of Health Professions as a Clinical Associate Professor in 2020. Dr. Kaufman earned a bachelor's degree in Psychology from McGill University, Masters and a PhD in Educational Psychology from McGill University.

Prior to joining Downstate, Dr. Kaufman was an Associate Professor at Arizona State University, Department of Biomedical Informatics, an Associate Research Scientist at Columbia University Department of Biomedical Informatics and a Lecturer at UC Berkeley in the Graduate School of Education. He is also a Visiting Professor at the University of Victoria, British Columbia, Canada.

Dr. Kaufman has worked in the area of human-computer interaction and human factors in healthcare for the last 20 years. He has extensive experience conducting cognitive research in relation to informatics initiatives and evaluating a wide range of health information technologies developed for clinicians, biomedical scientists, patients and health consumers. These include projects pertaining to the evaluation of electronic health records, computer-provider order entry systems, language learning systems for medical professionals and a large-scale telemedicine system for patients with diabetes. He has also worked extensively with patient and consumer populations of varying levels of literacy. In recent years, he has worked on projects related to EHR-mediated workflow in collaboration with Arizona State University and the Mayo Clinic. He is currently involved in a collaborative project studying emergency management response in relation to the COVID-19 pandemic.

Dr. Kaufman research interest includes EHR-mediated clinical workflow, human-computer interaction, eHealth literacy, consumer health informatics and medical decision making.

Shaneka John Shaneka John joined our team in June 2005 as the Program Administrator for the Health Informatics program. In this capacity, she plays a key role in the daily operations of the program, providing comprehensive administrative support to faculty, staff, and students. Ms. John serves as a primary point of contact for both prospective and current students, offering guidance on admissions, course requirements, and program policies. She is responsible for scheduling appointments, maintaining academic records, coordinating meetings and events, and ensuring the smooth flow of departmental communications. Her contributions are integral to the overall efficiency and success of the Health Informatics program.

ADJUNCT FACULTY

Adjunct faculty participates in teaching in the Health Informatics Program. The faculty are informatics practitioners that are experts from external academic institutions and industry.

RESOURCES

JOURNALS AND PRINT RESOURCES:

Students have on-line access to a wide array of Health Informatics, medical and health-related journals through the medical research library's web pages. Interlibrary loan is also available online. Student membership in the American Medical Informatics Association (AMIA) provides on-line access to the Journal of the American Medical Informatics Association (JAMIA) and other valuable resources for students and professionals in the field. Through HIMSS student membership, students can access various resources including white papers, best practice guidelines, emerging trends in health information technologies at no cost.

LETTER OF REFERENCE

Faculty members are often willing to write reference letters to support students' applications for scholarships, honors, special programs, or employment. Extra-curricular activities and professional behavior are key factors that faculty include in letter of reference. To protect students' rights to confidentiality, faculty will not provide oral or written references unless a student provides a written permission for the faculty member to share information about the student with others.

HEALTH INSURANCE

SUNY Downstate Health Sciences University requires health insurance for all matriculated students. Information on health-related services and health insurance is published in the Student Handbook.

EMERGENCIES

Notification of University closing due to an inclement weather emergency or other emergencies are broadcasted on local radio/news channels, posted on Downstate's Website, or available by calling 718-270-1000. Students should check the SUNY Downstate website periodically during inclement weather or emergencies for updated information. Students may also call the Health Informatics Program office (718-270-7770) for up-to-date information on class cancellation due to weather emergency, natural or man-made disasters. Instructors or the Program Administrator will also notify students via D2L Brightspace of any class schedule change or cancellation.

ACCOMMODATION STATEMENT

Students with disabilities who wish to request accommodation from their academic program are required to complete the appropriate disability information form prior to matriculation. The Office of Student Affairs coordinates arrangements for students with disabilities. Students should also refer to the Student Handbook for description of the procedures for requesting accommodations. The Office of

Student Affairs is located in the Basic Science Building, room 01-114, and the telephone number is 718-270-2187. Please visit Student Affairs webpage at http://sls.downstate.edu/student_affairs/handbook.html for further information.

STUDENT TECHNOLOGY FEE

The Student Technology Fee Committee decides how critical funds will be distributed each year to provide students with software and other technology-related materials that will enhance their educational experience at Downstate. All students pay a mandatory technology fee with their tuition. This is your money! You can play a role in how it is dispersed if you attend Student Technology Fee Committee meetings, which are open to all students.

CAMPUS EVENTS

You will receive frequent announcements via email, and you will see frequent postings announcing specific campus activities. Take advantage of the rich opportunities afforded by studying at a major urban health sciences university. Participation in these extra-curricular activities will augment what you are learning in your classes and provide you with a wider view about current issues facing health care professionals.

Student Center

The Student Center is the focal point of social, cultural and recreational activities that take place on campus, providing rooms for meetings and small lounges for reading and relaxing. All SUNY Downstate students are automatically members of the Student Center. Spouses and children may be included, call the Student Center for more information. We are the largest on-campus employer of students.

School of Health Professions Student Council

SOHP Student Council undertakes and supports projects, clubs, and activities that are in the general interest of the SOHP student body as well as interacts with other campus student organizations. The SOHP Student Council is open to all SOHP students. Interested students are encouraged to call 718-2702485 for further information.

OFFICIAL RECORDS

The Registrar office, located on the first floor of the Basic Science Building (BSB), Room 1-112 maintains each student's official academic records. Call the Office at (718) 270-1875 or visit Registrar Office webpage or go to the Registrar office for:

- a) letters certifying full time or part time status at the University
- b) letters regarding immigration status
- c) sending materials from your academic record to other institution
- d) any academic record related matters

Student Records

The Program maintains student academic and clinical performance records. These files are available for review, upon written request to the Program Chair/Director. Written assignments (i.e.

papers, case studies, project write-ups) are kept in the D2L Brightspace once performance has been assessed and recorded. Completed exams are available for review, up to one year, by students through an appointment with the course instructor with their supervision.

COUNSELING

The Counseling Service is not a part of the administration of the University. The Student Counseling Service is part of the Student Health Services and provides counseling and psychological services for students of all SUNY Downstate Schools.

The Director of the Office of Student Counseling is available to provide psychological counseling. Further information is provided at Orientation. The Health Informatics Program encourages students to seek counseling services when needed. Services are private and confidential. Access to compassionate, professional support enhances students' well-being, resilience, and academic success, fostering a healthier and more productive learning environment. The Program faculty is not notified of the purpose or attendance for these services. All information revealed to the counselor is strictly confidential.

Academic Support Services and Advisement offers assistance to students who wish to improve academic strategies related to test performance, study skills or academic writing. This Office offers group and individual sessions to interested students. The Office is located in the Basic Science building (HSEB Room 6-027) and can be contacted via phone (718.270.7536) or email to the Office Coordinator (szying.lee@downstate.edu). Distance learning (online) students are also encouraged to contact this office for services provided. A list of services provided by this Office is available on the Academic Support Services and Advisement webpage at <https://www.downstate.edu/education-training/studentservices/academic-services/>.

STUDENT HEALTH SERVICES:

A full description of the student health services can be found in the SUNY Downstate Student Handbook and on the SUNY Downstate Student Health Services webpage at: <https://www.downstate.edu/education-training/student-services/student-health/>

Student Health and Safety

1. Medical Emergency Alert on Campus

The Student Health Services provides primary care for acute conditions, illnesses and injuries for students and employees while on campus. It also provides routine health clearances, immunization and tuberculin testing as needed. Health care services provided to students off campus or during clinical affiliation are covered under the student's individual insurance plan.

The following procedures should be followed in case of a medical emergency (for students present on campus):

- If individuals suddenly become ill and cannot be taken to Student/Employee Health Services, or if the Student Health Service is closed, telephone the Department of

Public Safety (extension 2626) to arrange for assistance.

- If students are in the vicinity of Downstate Health Sciences University and the Student Health Service is closed, and students have an urgent medical situation, they may visit the University Hospital of Brooklyn, Emergency Department.
- For life threatening emergencies, students should call 911.
- All visits to the emergency room should be subsequently reported to the Student Health Service.

For health-related emergencies while students are at any other hospitals or facilities while performing clinical internship, please contact your immediate supervisor and insurance to follow their procedures. You should contact the Health Informatics Program and notify the Clinical Coordinator as well.

2. Health Insurance and Clearance

The State University of New York/Downstate Health Sciences University requires health insurance for all matriculated students when applicable. Information about the health insurance plan currently available to all students can be obtained from the Office of Student Affairs, (BSB Room 114). A Health Insurance Form is included in the admission package sent to all new students admitted to the university if applicable. The information provided on the Health Insurance is screened by the Student Health Services to determine the health insurance status of each student. In-person and online students (if applicable) must obtain their health clearance prior to matriculation to the Program.

FINANCIAL AID:

Current information about financial aid and scholarship are made available to students by the Financial Aid Office located in room 01-114 of the Basic Science Building. Students can contact this Office via email (financialaid@downstate.edu) or phone (718.270.2488). A financial aid consultation can be scheduled online from the Financial Aid Office's webpage at <https://www.downstate.edu/education-training/student-services/financial-aid/index.html>.

REGISTRATION FOR CONTINUING STUDENTS:

Information about registration for continuing students (in-person and online) will be forwarded to the students by the Registrar via email and posted in the SOHP Academic Calendar. During the pre-registration period, students will meet with their assigned faculty advisor for selection of courses. Subsequently, students will register online using the Banner portal system.

ACADEMIC POLICIES SPECIFIC TO THE HEALTH INFORMATICS PROGRAM

Grading Scale: Letter grades are based on actual numeric values and assigned by the course instructor upon completion of each course. The grading policy of the Health Informatics program is as follows:

<u>Alphabetical Grade</u>	<u>Grade Point Value</u>	<u>Score</u>
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.7	80-82
F	0.00	< 80

WF (withdrew failing) carries a numerical value of zero (0.00), and is calculated in the grade point average (GPA)

I - Incomplete due to unforeseen circumstances i.e. illness (must be completed within the maximum allowed time listed in the Student Handbook)

IP - Clinical Course in progress (applicable only to Clinical Internship courses and must be completed within the maximum allowed time listed in the Student Handbook)

R- Borderline failure (re-exam pending; rarely assigned)

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. Withdrawal at failing level after completing one-third but prior to completing two-thirds of the course. A WF is an academic deficiency and counts as an "F" for the purposes of academic standing.

A student may withdraw from a course during the WP/WF period, upon written request and approval by the Program Chair. Withdrawal from a course during the WP/WF period is permitted only in conjunction with medical emergency, leave of absence or withdrawal from

the academic program. In the case of medical emergency, a note from the student's health care provider is required.

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

If a course in which the student has earned an "F" or "WF" is successfully repeated, the "F" or "WF" will appear on the transcript, but will not be counted in the GPA of the semester in which the course was repeated as well as in subsequent semesters. The original "F" grade will continue to affect the GPA up to the successful repeat.

To withdraw from a course, a student must:

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

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

A student may not officially withdraw from a course after the last official day for withdrawal (after two-thirds 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.

Examinations

Students are required to take all scheduled examinations online or in person. Unapproved lateness to a scheduled examination will result in a grade penalty at the instructor's discretion. In extenuating circumstances (such as a family crisis or medical emergency), the student must contact both the Program Chair and the course instructor before the scheduled examination to explain the reason for the absence. With valid reasons, alternate examinations may be administered. While faculty recognize the asynchronous nature of the online program and may show some flexibility around exam scheduling, failure to notify both the Program Chair and the course instructor in advance will result in a zero score for that examination.

Please consult the Student Handbook for additional information on guidelines for students during classroom examinations.

Exam Grade Appeal Procedures

A student must contact the course instructor for an appointment to review an assignment or a paper or test in question within two weeks of receipt of the grade to appeal an individual exam or assignment or paper grade. It is up to the course instructor to change his/her decision at this stage. If the student is not satisfied with the instructor's decision, he/she may at this stage submit an appeal in writing to the Program Chair. The written appeal should contain adequate background information about the course and the reason(s) for the student appeal. The Program Chair and HI faculty, not the course instructor, will review the student

appeal and a decision will be made and conveyed in writing to the student by the Program Chair.

Grade Reappraisal

Course grade reappraisal may be requested by the student within (3) business days following posting of course grades. The procedure is outlined in the SUNY Downstate Student Handbook under (Grade Reappraisal).

Academic Regulations

- a) A minimum cumulative grade point average (GPA) of 3.0 is required and must be maintained to be in good academic standing.
- b) If a student fails a course (grade below B), the student must repeat the course the next time that course is offered. If a student fails the same course a second time, the faculty will present the student to the Admissions and Academic Standing Committee for dismissal from the program.
- c) Due to the sequential structure, pre- and co-requisite requirements, the didactic courses are usually taught once during the academic year. Course repetition may only occur annually.
- d) 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 3.0.
- e) Students are not permitted to continue in the program if they fail more than one course in the curriculum. If a student fails more than one course, the Health Informatics faculty will recommend to the Admissions and Academic Standing Committee that the student be dismissed from the program.
- f) Opportunities are provided to ensure that students' rights are protected and that students are afforded due process. The procedures for appeal of academic standing decisions are outlined in the University Student Handbook and Bulletin located at <https://www.downstate.edu/education-training/student-affairs/student-handbook.html>.

Professional Etiquette

Students are expected to actively maintain a classroom environment conducive to learning, in both in-person and online environments. Engaging in activities or demonstrating behaviors that either distract or disrupt the learning environment will not be tolerated. This includes but is not limited to: loud ring tones/calls, using electronic devices without instructor's permission, walking into or out of class after it has started, destroying school property, interrupting students and instructors, monopolizing the class time during instruction, disrespectful behavior to instructor, disrespectful behavior to fellow student(s), and sleeping during class. Students who fail to respond to advisement by the Program may be asked to withdraw or be dismissed.

Food/Drinks (for in-person setting): Eating meals is prohibited in the classrooms. Light snacks, water and other beverages are permissible in the classroom (not in the computer lab) but must be in a closeable container.

Breaks: Students should take advantage of formal breaks if offered by instructor during lengthy classes. Only in rare instances, should it be necessary for a student to leave and return to the classroom.

Punctuality: Students should be on time to class and stay the entire session. If a student is going to be late or needs to leave early, arrangements should be made with the instructor prior to class.

Visitors: The program has a no guest policy. This is in keeping with the SUNY policy on students who are not enrolled in a course, not being eligible to audit or attend classes.

Conversations: If students have questions, they should ask them at appropriate times, and should avoid talking and participating in other conversations during classes.

Electronic devices: The use of laptops, voice recording and picture taking devices must be done with permission of instructor and with respect for the educational environment and protection of intellectual property rights.

Penalty for Violation

The HI Program and instructional faculty have the right and authority to counsel any student who is deemed to be in violation of the above standards. Any such student may be asked to leave the class if his or her appearance and behavior do not meet above set professional standards. Sessions and exercises missed by the student as a result of enforcing the standards will be marked as an unexcused absence, which will result in an attendance penalty set forth by the course instructor.

CLINICAL INTERNSHIP

The Clinical Coordinator will assign each student to the optimal site available. It is the responsibility of the student to arrange transportation to their assigned clinical site. Requests for assignment to specific clinical sites may be accepted depending on availability and a first-come, first-served basis in the semester prior to the clinical internship. Requests must be submitted in writing at least two months prior to the start of that semester. Assignment to a requested site is not assured; however, all requests will be carefully considered and granted if they meet the needs of the student and the Health Informatics Program.

Students evaluate healthcare information and their integration in the clinical facility. Students will review the types, use, integration, and clinical value of healthcare information systems in assigned clinical facilities. As a team, students assigned to a clinical site will devise evaluation criteria and tools, interview stakeholders, evaluate system interfaces, perform data analysis, and analyze the integration of the systems in the overall patient care effort of the clinical facility if approved by the site preceptor.

Students are required to submit deliverables (i.e. attendance sheets, preceptor evaluations, evaluations of the clinical site, reports etc. during the Health Informatics Clinical Internship) via Brightspace. The Clinical Coordinator will validate these submissions at the end of the Internship assignment. In addition, students must adhere to the clinical sites policies and instructions mentioned in the Clinical Internship Guidelines provided by the Clinical Coordinator. **All clinical internship activities are usually scheduled during normal business hours, Monday thru Friday.**

Clinical Internship Placement

In-Person Students

Students will be placed at an available affiliated clinical site by the program.

Distance Learning (Online) Students

Student must consult the Clinical Coordinator at least one semester prior to intended registration for the clinical internship course. Students may be placed:

- At an available clinical site (mostly in NYC or Long Island area) that has an active clinical affiliation agreement (in-person or remote if available).
- At a clinical site that is convenient to student but a clinical affiliation agreement must be established before placement. Student will be responsible for identifying such a clinical site and notify the Clinical Coordinator at least 3-6 months in advance of intended placement so that a communication for clinical affiliation agreement can be initiated with the proposed clinical site.
- In the Health Informatics Program to complete an approved project remotely to fulfill the clinical internship requirements.

Course grading criteria: **PASS/FAIL**

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 his or her capacity to demonstrate high levels of professional performance during clinical internships. The criteria for evaluation of professional performance require that during clinical internship, a student:

- Demonstrates professional knowledge and skill,
- Works competently and in a timely way,
- Adheres to recognized safety procedures and protocols if any,
- 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,
- Adheres HIPAA laws and maintains patient privacy and confidentiality (including de-identification of any and all patient information used in clinical case presentations, team meetings, in-services, research, etc.),
- Exhibits sensitivity, compassion, empathy and respect for all patients, caregivers, families, and members of the health care community,

- Wears attire consistent with expectations of the practice setting and maintains a professional appearance,
- Accepts feedback without defensiveness and manages conflict in a constructive way,
- Documents accurately and in an ethical manner, and
- Completes and complies with assignments that are provided by clinical instructors in a timely and competent way.
- If a student is unable to attend the clinical internship, it is the student's responsibility to call the clinical coordinator and the clinical preceptor, before the scheduled session.
- Absences may only be excused through notification and approval of the Program Chair or course instructor.
- Use of cell phones, smart phones and other devices, along with texting in the clinical setting is considered unprofessional behavior, unless approved by the clinician or supervisor or in the case of personal emergency. Habitual use of personal cell phone or smart phone devices while on site is a violation of this policy.

SCHOOL-WIDE ACTIVITIES

The activities implemented during the semester are in line with the mission of the School of Health Professions (SOHP) to promote cultural and professional interaction amongst the culturally diverse students and faculty. The date of the events will be announced prior to each semester. Attendance (in-person or virtually) of selected School-wide educational activities (e.g. Ethics Day, Interprofessional Case Study, SOHP Research Day, Dean's Lecture Series) is required for Health Informatics Students.

COMPUTER ACCESS

Didactic and Clinical Internship course contents are frequently posted on D2L Brightspace. Regular access to a computer with stable Internet connection is required for both in-person and Distance Learning (online) students. Access to computers is available at a variety of locations on campus.

FACULTY/STUDENT RELATIONS

Academic challenges tend not to diminish with time, but rather to multiply if left unattended. Any academic problem should be addressed as soon as possible according to the following sequence:

- Instructor
- Faculty Advisor
- Program Chair

Appointments with the Program Chair are to be scheduled directly via email. In addition, students are invited to forward their suggestions to the Program Chair directly.

GRIEVANCE PROCEDURE

The procedure for addressing and filing grievances arising out of 'equal opportunity, sexual harassment or academic issues', is clearly enumerated in the SUNY Downstate Health Sciences University Student Handbook.

Specific issues involving specific faculty members, specific students, or individual student

grades should be addressed in individual sessions as outlined below:

- Grievances with a specific faculty member should initially be addressed directly with the faculty member unless the nature of the complaint is such that the student feels uncomfortable doing this.
- Complaints should be expressed using a diplomatic, reasoned approach with the goal of quick amicable conflict resolution, if possible.
- If the student feels uncomfortable approaching the involved faculty member for whatever reason, or if they have not been successful at resolution of the conflict with the faculty member, they should register the grievance with the Health Informatics Program Chair.

If the grievance is with the Health Informatics Program Chair, or if they have not been able to resolve a conflict at that level, they should contact the Dean of the School of Health Professions.

HOUSEKEEPING – CLASSROOM (for in-person classroom setting)

Students are required to maintain a clean classroom environment. Students are expected to put away their waste materials in the garbage containers in the classrooms. Day to day arrangement of the classroom Chairs, tables and equipment is the responsibility of each student.

NEW STUDENTS

A mandatory, School-wide orientation is traditionally held at the start of the program. At orientation, new students are required to present documentation of University health clearance if applicable and satisfactory completion of all prerequisite course work, i.e., transcripts. Students are afforded an opportunity to meet their professors and the University administrative leadership.

Prior to entry to the Health Informatics Program, students are required to:

- Obtain health clearance if applicable and present documentation to the Program
- Document current university HIPAA training completion
- Obtain other clearances (such as admission clearance) before registering for courses

During orientation, new students are also introduced to the supportive services available (including IT support from the Academic Computing, Library services etc.) in the University and provided with additional information concerning the Health Informatics Program.

Registration is completed on the day of orientation. Online students are required to complete the orientation course hosted in Brightspace. The program also holds a virtual advising and registration session for incoming online students.

HEALTH INFORMATICS STUDENT ASSOCIATION (HISA)

The Students Health Informatics Association is an organization formed and run by students in the Program. Depending on the availability of financial support, the Association invites speakers, works with local Informatics associations, participates at national conferences, and organizes various events. All matriculated students (In-person or Distance Learning) are eligible to participate and run for an office position. As a student run organization, SHIA and

its officers must follow the Operational Guidelines for Student Clubs/Organizations (see below).

Officers are elected annually. Officer roles are as follows:

Class President

1. Develops agenda for class meetings
2. Monthly meetings with faculty member(s) if needed
3. Class organization/evaluation meetings
 - a. Organize fund raising projects
 - b. Set objectives for the year (Class dues, educational meetings)
4. Periodic meetings with classmates
 - a. Class president develops agenda
5. Represents the class to the program faculty when the need arises on the School of Health Professions Student Council

Class Vice-President

1. Represents the class *in the absence of the President.*
2. Monitors and evaluates student support systems.
3. Works with the President in implementing class programs.

Class Secretary

1. Records and makes available minutes of class meetings.
2. Responsible for class correspondence as directed by the President or Program Chair.

Class Treasurer

1. Responsible for all class-monies.
 - a. Manages the class funds in coordination with the SOHP council student account
 - b. Gives periodic financial report on class funds during class meetings and with the other class officers.
 - c. Manages all funds raised and received and maintains an accounting of all funds
 - d. Arranges for payment of all approved indebtedness of the class.
2. Assists in fundraising efforts
 - a. Works with secretary to communicate with fundraising organizations.
 - b. Works with the class to organize fund-raising efforts.

The class may elect students to serve on ad hoc committees for any class events such as but not limited to volunteer activities or social events. The officers are responsible for representing the HI Program (or assign student designee(s) on their behalf) to various campus events that require student representation from the HI Program. The Program has the discretion to appoint faculty to supervise the election of class officers.

Operational Guidelines for Student Clubs/Organizations

In addition to what is laid out in the Student Leadership Presentation by SOHP Council, the following must also be adhered to:

(Note that you will see the *Organizations/Clubs advisor* referred to on many occasions in the following guidelines. The advisor, the Assistant Dean of the College of Health-Related Professions, strives to make a positive contribution to the functioning of the Organization/Club by, among other things, prevent undesirable situations that may develop. Therefore, it is imperative that the Organizations/Clubs leaders seek his/her advice. It is not the role of an advisor to "impose" himself or herself on an organization, but to be an available resource to the leadership and members.)

- The President of the Organization/Club provides leadership and direction to the said organization
- Organizations/Clubs leaders should use the wisdom, experience and knowledge of their advisor when in doubt, as well as to get reaffirmation and clarification, on any and all initiatives, policies, and procedures.
- Organizations/Clubs leaders must keep the advisor informed of all organizational activities, events, meetings and related issues.
- Organizations/Clubs leaders should take some time to read the SDMC Handbook and become familiar with the important information covered in the handbook.
- Organizations/Clubs should list what it wants out of an advisor and share that list with the Dean of the college, the AVP for Student Life, the Director of Student Activities, and the Faculty Student Association president.
- Student Organizations/Clubs or its members are not to engage in any action or situation, which recklessly or intentionally endangers their mental or physical health, on or off campus, for the purpose of initiation with the club or organization.
- Student Organizations/Clubs or its members are not to engage in, or encourage sexual harassment, in any physical, written or verbal way on campus.
- Student Organizations/Clubs or its members are not to engage in gender-based harassment (*Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in school or work, on campus.*)
- Student Clubs/Organizations and their representatives/elected officers are prohibited from involving themselves in academic or faculty matters.
- It is the responsibility of the student leaders to see that the advisor is copied on all minutes of meetings.

Technical Standards for Entry, Continuation and Graduation

INTRODUCTION

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act require that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of SUNY Downstate services, programs or activities or be subjected to discrimination by SUNY Downstate.

The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of

architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or for participation in programs or activities. Standards set forth in this proposal as standards necessary for admissions, continuance and successful completion of the program.

Technical Standards

The candidate for the MS degree in Health Informatics must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for the MS Degree in Health Informatics must be able to consistently, quickly, and accurately learn, integrate, analyze, and synthesize data.

Performing in a reasonably independent manner is an essential function of the program and the profession.

Observation and Sensation

Students must have sufficient visual, auditory and tactile sensation to be able to observe and participate in lectures, demonstrations, experiments, and laboratory exercises in the HI curriculum. Students must be able clearly communicate and use senses of touch in the performance of appropriately manipulating computer or related equipment during such interactions.

Communication

Students should be able to communicate, understand and observe healthcare situations in order to elicit information, and perceive nonverbal communications. They must be able to communicate both orally and in writing to effectively convey information and discuss their work within the academic and healthcare community

Motor Coordination and Strength

Students should be sufficiently mobile to execute movements required to provide appropriate intellectual services including the manipulation and understanding of IT equipment.

Intellectual: Conceptual, Integrative and Quantitative Abilities

Students must be able to understand and learn factual information from readings and didactic presentations, gather information independently, analyze and synthesize learned material and apply that information. In addition, an applicant must possess the ability to understand and work with measurements, carry out calculations and engage in reasoning, analysis and synthesis based on the calculations. An applicant must be able to draw on all these abilities to be an effective problem solver.

Behavioral and Social Attributes

Students must possess the emotional and mental health required to fully utilize their intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities inherent in managing a health care setting, the ability to function under the

stress inherent in a health care environment, and the ability to understand and comply with ethical standards.

Conclusion

Reasonable accommodations may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, and/or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified. Qualified students with a disability who wish to request accommodations should provide the appropriate documentation for disability and submit a request for accommodation to the SUNY Downstate Health Sciences University's Office for Accessibility Services and Resources.

Student Responsibilities

It is the responsibility of each student to be familiar with the contents of the School Academic Regulations, Professional Requirements and the Academic Integrity Policy. These documents can be found in the School Bulletin and the University Student Handbook.

In addition to the "*Responsibilities of Incoming Students*" as outlined in the SOHP Bulletin, it is the student's responsibility to:

- Realistically assess personal development and recognize problems which demand intervention.
- Communicate academic, clinical or individual needs which may require Health Informatics Program faculty intervention.
- Utilize all resources available through the University.
- Initiate academic support.
- Abide by the Code of Ethics of the School of Health Professions, Health Sciences University and informatics profession.
- Inform the Program Administrator of any changes in their correspondence address, telephone and cell phone number.
- Follow the assigned class and internship schedules and learning experiences as outlined by the program faculty.
- Maintain professional behavior and decorum.

Student Performance Evaluation

The delivery of safe, professional services by informaticians depends not only on factual knowledge, but also on non-cognitive personal attributes—such as the ability to engage effectively with stakeholders, synthesize information, and apply theoretical concepts to practical settings. Faculty are responsible for evaluating students' performance objectively, using a range of methods including written examinations, observation in laboratory and discussion settings, and assessment of practical skills.

Methods of evaluation and length of examination are at the discretion of the course instructor and are described in the course syllabi. The Health Informatics courses are competency based and as such, appraise the individual's performance according to a given standard (competency).

Examinations

The following are the prevailing policies and procedures for exam administration:

- Students are expected to be present and sit for all examinations at the scheduled dates and times.
- Each student is responsible for properly marking the answers on the computer and/or on the scantron answer sheet if applicable, and submitting the exam as appropriate.
- Students cannot challenge a low grade resulting from failure to mark answers on the computer and/or answer sheet.
- During examinations in the in-person setting and online, cellphones, food, recording devices, and written materials of any kind, laptop computers or any other electronic device are strictly prohibited by the instructor.
- For an in-class closed book exam, if a student needs a bathroom break; he or she must inform and obtain permission from the faculty or exam proctor prior to exiting the exam hall. To avoid distractions to the rest of the class, students are highly advised to take care of their personal needs, before the start of the exam.
- If students complete their exam before the end of the exam period, they may turn in all papers/submit the exam and leave the room quietly, so as not to disturb other students still completing the examination. After exiting the room, students are not allowed to gather outside the door of the examination room or to re-enter the examination room for any reason.
- All students are required to demonstrate competency in both the theoretical as well as practical components of each course/internship. **Comprehensive re-examinations** are only offered at the discretion of the course instructor and as outlined in the course syllabus.
- Students discovered cheating or violating any testing policy will be expelled from the exam room and will receive a score of "0" for the exam or activity. In addition, they will be brought up for academic dishonesty to the Program Chair/faculty committee.
- In the event of an illness or other emergencies leading to an absence from an exam (family crisis, or medical emergency), the student must inform the Program Chair and the course instructor, before the scheduled examination begins, or within 24 hours after the scheduled exam to notify them of the reason for absence.
- A student's failure to notify faculty about an absence from a scheduled exam within 24 hours will result in a zero (0) grade for that examination.
- Examinations will not be re-scheduled for individual students except when extraordinary circumstances demand such.

POLICY ON ACADEMIC INTEGRITY

Students in the School of Health Professions are expected to demonstrate ethical and professional behavior, be mature and responsible individuals of good moral character, and be

accountable for their behavior while in the 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 Chair. Academic dishonesty (i.e. cheating on exams, passing off someone else's work as your own, plagiarism) is grounds for dismissal. The Health Informatics students must adhere to the following Artificial Intelligence (AI) policy statement below. See School of Health Professions Policy on Academic Integrity. Acceptance of these academic regulations is assumed with registration (see SOHP Bulletin).

SCHOOL OF HEALTH PROFESSIONS

AI Policy Statement

Introduction

The mission of SUNY Downstate Health Sciences University is, "To provide outstanding education of physicians, scientists, nurses and other healthcare professionals; to advance knowledge through cutting edge research and translate it into practice. To care for and improve the lives of our globally diverse communities. To foster an environment that embraces cultural diversity."

The School of Health Professions (SOHP) acknowledges the growing presence of Artificial Intelligence (AI) in health care and education. Therefore, SOHP recognizes the need to address AI in the context of the education of students and promote responsible use of this technology. SOHP is developing policies to teach our students how to use AI responsibly. The development of AI literacy is increasingly important for health professionals. We anticipate that students with proper preparation will be able to discern the difference between improper, appropriate, and ethical use of AI.

Definitions

Artificial Intelligence (AI) is computer-based technology that uses algorithms to drive computers and robots to react; mimic, and work like humans. AI is also assistive technology that provides quick and easy access to information, facilitates decision-making, and supports creative endeavors.

Generative AI is AI that is capable of generating images, text, and other media in response to prompts. It is capable of producing output that extends well beyond the material students have been trained on, it is often inaccurate, and is to be used with extreme caution only as a supplement to traditional scholastic effort.

Privacy and Security

At this time generative AI does not assure privacy. Therefore generative AI is not to be used in HIPPA regulated data either in research or clinical charts or practice. This will ensure data security and privacy are not compromised.

Responsible use of AI in SOHP (Please read very carefully) :

- AI tools may be used to enhance learning of new concepts and ideas. AI generated information is not to be used to replace student and faculty analytical thinking or in place of completing one's own assignments.
- Students should refer to individual course syllabi for policies regarding use of AI for specific assignments.
- AI tools may be used to improve writing at the sentence level. This is predicated on students generating the sentences first and using the tools to offer a point of view for consideration in enhancements. Inclusion of an AI generated paragraph is prohibited and is not considered original student work. Inclusion of an AI generated paragraph is improper use of the technology.

Here are some general guidelines for AI usage:

- Improper use of AI in assignments or exams may constitute plagiarism and is subject to the same penalties. Taking credit for AI-generated content without appropriately assigning attribution is a case in point.
- Verify accuracy and validity of all AI generated information.
- Use proper citation of sources and check that the sources are appropriate (follow discipline-specific citation guidelines).
- Students must follow policies in place during clinical rotations.
- Do not enter protected information or health record data into AI tools.
- Instructors have discretion to use AI tools in creative ways.
- Instructors have discretion to limit or prohibit the use of AI tools for particular purposes and as needed as per instructor prerogative and consistent with academic freedom.
- Ultimately, students are fully responsible for the content of work they submit.

SOHP Honor Code and AI

- Individual assessments, assignments and examinations must be original work and not AI-generated unless otherwise stated by the instructor of the course.
- Students are responsible for assuring their work adheres to all other policies and procedures in regard to academic integrity and policies on course syllabi.

To ensure a student understands the information above when turning in an assignment each student is to attest to the following:

I, (sign name electronically), pledge that I have neither received nor provided unauthorized assistance during the completion of this work.

Or

I, (sign name electronically), acknowledge that I have received or used the following tools during the completion of this work.

List tools including but not limited to grammar checking programs, academic support services, outside tutoring services etc.

PROMOTION AND GRADUATION

Upon completion of each semester, the Program Chair reviews student performance. Promotion to the next semester is contingent upon successful completion of all required course.

Graduation

Requirements for graduation from the Health Informatics program:

- Successful completion of all courses;
- Meet all School and Program requirements as established in the Bulletin and Student Handbook of the University.

Students are eligible for the degree of Masters of Science. Degrees are awarded from the Office of Registrar on May 31st, August 31st, and December 31st.

AWARDS OFFERED BY THE HEALTH INFORMATICS PROGRAM AT SOHP CONVOCATION

- ***Award for Excellence in Research***

Presented to a graduating student in recognition of excellence in student research work.

- ***Award for Outstanding Student Involvement***

Presented to a graduating student for demonstrating outstanding leadership qualities.

- ***Award for Academic Excellence***

Presented to a graduating student for outstanding academic performance.

- ***Award for Clinical Excellence***

Presented to a graduating student for outstanding clinical performance.

- ***Clinical Preceptor Award***

Presented to a clinical site preceptor for their outstanding preceptorship.

Appendix 'A'

SOHP ACADEMIC CALENDAR

<https://www.downstate.edu/education-training/academic-calendars/academic-calendars/index.html>

Appendix 'B'

PROGRAM OF STUDY AND CURRICULUM

Master of Science in Health Informatics Program is a 39-credit program designed for full-time or part-time study. The curriculum is designed to meet the needs of students with a wide range of backgrounds. The courses are sequenced to encompass an overview of the discipline of Health Informatics and to develop competencies and skills required by the discipline. The program curriculum can be completed in traditional classroom setting (in-person) or via distance learning (online) modality.

The required courses include basic programming and data science concepts, database systems, artificial intelligence, research methods, health informatics standards and interoperability, healthcare information systems, medical decision making, human computer interaction, and clinical internship. Students are required to conduct an independent research study or approved project as part of the master's essay course requirements. In addition, students are required to take elective courses from a list of variety of courses that include topics in human factor engineering, health data analytics and visualization, public health informatics, consumer health informatics, special topics such as, information retrieval and medical imaging systems.

Postbaccalaureate Certificate in Health Informatics (also known as Advanced Certificate) is a completely online 15-credit program offered by the Health Informatics program.

Updated program of study, curriculum and course descriptions can be found on the Program's website at <https://www.downstate.edu/education-training/school-of-health-professions/programs/health-informatics/>.

Appendix 'C'

School of Health Professions Health Informatics Program 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, And staff with whom we interact on a daily basis, and
- Sensitivity toward the disabled or anyone who is different.

Because integrity is the cornerstone of our education and our community of trust, we will not tolerate actions such as the following: cheating on assignments, falsifying data, plagiarism, bullying (face to face or online), disrespect for one's sexual orientation, unprofessional communications with faculty and/or preceptors (face to face or online), and disregard for patients' privacy. Each aforementioned action is considered a violation of the 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.

I, _____, have read and completely understand the SOHP Honor Code. I will abide and uphold the values listed. I also understand that I must comply with these policies in every way and that failure to comply at any time may result in disciplinary actions.

Student's Signature: _____ Date: _____

STATEMENT OF UNDERSTANDING

I, _____, have read and completely understand the policies and procedures of the **Health Informatics Program** as set forth in this Policy and Procedure Manual.

I am aware of the additional policies, procedures, rules, and regulations of the School of Health Professions, State University of New York - Downstate Health Sciences University as published in the SUNY Downstate Health Sciences University Student Handbook.

I also understand that I must comply with these policies in every way. I further understand that failure to comply at any time may result in disciplinary actions.

Student's Signature: _____ Date: _____

***After reviewing this Policy and Procedure Manual, endorse and submit this page to the Health Informatics Program Administrator. This document will be filed in your student record and retained by the Program.**