

**STATE UNIVERSITY OF NEW YORK
DOWNSTATE MEDICAL CENTER
COLLEGE OF HEALTH RELATED PROFESSIONS**

**MASTER OF SCIENCE PROGRAM IN
MEDICAL INFORMATICS**

**POLICY AND PROCEDURE MANUAL
2018-2019**

The enclosed policies which relate to academic standing and promotion have been reviewed and approved by the Academic Policy Committee of the College of Health Related Professions 2018

**STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER
COLLEGE OF HEALTH RELATED PROFESSIONS (CHRP)**

**Medical Informatics Program
POLICIES AND PROCEDURES**

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

These policies and procedures are included in the Student Handbook which is available on the Program Website at http://sls.downstate.edu/student_affairs/handbook.html

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

SUNY Downstate and the Medical Informatics program reserve the right to alter the existing rules and regulations, and the Medical Informatics program of study as deemed necessary by the institution, college 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 Medical Informatics Program Manual and other University publications concerning new academic regulations, policies or programs will be published in e-mails, memos, newsletters, blackboard 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 College of Health Related 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, CHRP Dean's Office and in the Office of Student Affairs.

POLICY AND PROCEDURE MANUAL FOR MEDICAL INFORMATICS STUDENTS

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STATEMENT OF UNDERSTANDING

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

I am aware of the additional policies, procedures, rules, and regulations of the College of Health Related Professions, State University of New York - Downstate Medical Center as published in the SUNY Downstate Medical Center 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 MI Program Administrator. This document will be filed in your student record and retained by the Program.**

WELCOME TO THE MEDICAL INFORMATICS PROGRAM

Congratulations and welcome to the Medical Informatics Program. The Program admitted its first class in September 2003. The faculty is dedicated to educating the finest health care professionals. Our efforts are directed toward providing a caring and supportive learning environment, while ensuring that each student possesses entry-level competency appropriate for the professional Medical 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 College of Health Related 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 Medical Center 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 Medical Informatics manual, please contact the Program Chair, your faculty advisor or course instructor. Please fill out and sign the Statement of Understanding at the beginning of the manual and return to the Program Administrator at the start of the academic year.

Welcome and we wish you all the best in this endeavor!

Mohammad Faysel, Ph.D.
Interim Chair and Assistant Professor

Message from Students of the Medical Informatics Association (SMIA)

Dear Incoming Class of 2018-2019,

Welcome and congratulations on your acceptance to the Medical Informatics (MI) Program at SUNY Downstate Medical Center. As part of the incoming class, you should feel proud of your accomplishments and excited for what lies ahead of you. Over the course of this program, you will undoubtedly be met with many challenges. However, the faculty and students will be here to offer both motivation and support during your time in the Program. There are a plethora of resources and opportunities available to you at Downstate and we hope that you will use them to gain the most out of your time here.

SMIA is here to offer resources for all MI students to help guide your academic pursuits and career. More importantly, you are now part of an academic and secular family that will contribute to your own personal growth. The faculty members in this program are experts in the field and will work tirelessly to ensure your success. Again, welcome to Downstate and we look forward to meeting you!

Erilande Silma
President of SMIA 2018-2019

Your Current SMIA Student Organization Officers

President – Erilande Silma

Vice President – Olu Adedapo

Secretary – Marites Estoque

Treasurer – Shawn Desince

GENERAL INFORMATION

PROGRAM LOCATION

The Medical Informatics Program is located in the Health Science Education Building (HSEB), 7th floor, room 7-056. The Medical 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: <http://www.downstate.edu/CHRP/informatics/index.html>

Medical Informatics Program Directory:

Name	Room #	Phone	Email
Mohammad Faysel, PhD Interim Chair and Assistant Professor	7-056	718-270-7693	mohammad.faysel@downstate.edu
Adiebonye Jumbo, PhD, ITIL Assistant Professor	7-056	718-270-7762	adiebonye.jumbo@downstate.edu
Shaneka John Program Administrator	7-056	718-270-7770	shaneka.john@downstate.edu

BLACKBOARD LEARN Online Course Management

Blackboard Learn is SUNY Downstate's Course Management System, used for posting course materials, announcements, and grades. Students receive instruction in logging onto and using Blackboard during Orientation Week. Students are required to check Blackboard for their courses, assignments, quizzes, exams, and/or important program documents on a regular basis. Although Blackboard includes a communication system, students should use Outlook rather than Blackboard when communicating with faculty.

E-MAIL COMMUNICATION

Faculty and students at SUNY-Downstate are all assigned email addresses on the campus e-mail system, Outlook. Students receive instruction in logging onto and using Outlook during Orientation Week. Email is the primary mode of communication between faculty, students, and administration.

All students are responsible to check their SUNY Downstate e-mails on a daily basis and the bulletin board regularly in addition to contacting their clinical coordinator, in order to remain abreast of sudden scheduling modifications. Additionally, students should be aware that faculty may utilize e-mail to advise students of class assignments. All official e-mail communication to SUNY Downstate Medical Center MI students are sent to their e-mail address provided by SUNY Downstate or to their Blackboard 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 stemming from not checking and responding to email instructions.

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

APPROPRIATE USE OF SOCIAL MEDIA

The Medical Informatics Program requires all students and faculty to abide by SUNY Downstate's Social Media Policy available at <http://www.downstate.edu/policy/>

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 voice-mail message.

SPECIAL NOTICES

Notices of part time jobs, scholarships and other items of interest are sent via e-mail and posted on the bulletin boards in the hallway by the Medical Informatics Program Office. For further information on tuition assistance, 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. Students should make an appointment in advance and meet with their advisors at least twice every semester and more frequently if they are having academic problems or to address any issues that may impact academic performance. An advisement document is completed during each session and placed in the student's file. Subsequent 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, students are expected to submit an anonymous, on-line course evaluation within the availability of course evaluation surveys. 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 Medical Center

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 post-secondary 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 Medical Center at Brooklyn is an academic health center committed to teaching, biomedical research and the delivery of health services, especially to urban communities.

College of Health Related Professions

The mission of the College of Health Related 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 College 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 College fosters ongoing professional growth by sponsoring continuing education opportunities in all disciplines. The College strives to serve the urban community in which it is located by providing health services and education to the population.

Medical Informatics Program

In keeping with the mission of the College of Health Related Professions, the Medical Informatics Program at Downstate Medical Center is designed to provide comprehensive theoretical and technical skills in the practice of Medical Informatics.

The mission of the Medical Informatics Program in the College of Health Related Professions is to provide students with the key foundational knowledge needed to excel in a dynamic career in the Medical Informatics field. 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 the 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 Medical Informatics Program strives to provide a high quality education to students studying in the field of Medical 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 skill required in the field of Medical 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, and the College of Health Related Professions;
4. Providing extensive relevant clinical experience, which will prepare students to practice in different health care facilities and in urban communities;
5. Creating a culture of professionalism.

The SUNY Downstate Medical Center Medical 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 Medical Informatics professionals. It offers student membership and various helpful resources for students.

MI students 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 medical 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 medical informatics profession.

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

FACULTY

Mohammad Faysel, PhD, joined the College of Health Related Professions in 2014 as Assistant Professor. Currently, he is serving as the Interim Chair of the Medical Informatics Program. He holds a PhD in biomedical informatics from University of Medicine and Dentistry of New Jersey.

Prior to joining Downstate, Dr. Faysel held a faculty position as an Assistant Professor of Health Informatics and Program Coordinator where he developed a health informatics program and taught various health informatics courses.

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

Adiebonye Jumbo, PhD, ITIL, joined the college of Health Related Professions in 2018 as Assistant Professor. Dr. Jumbo earned her bachelor's degree in Computer Information Systems from Lehman College, Master's in Medical Informatics from SUNY Downstate Medical Center, 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. She is also a Visiting Senior Lecturer at the Federal Polytechnic of Oil and Gas, Bonny, Nigeria.

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

Shaneka John joined our staff in July of 2005 as Program Administrator of the Medical Informatics program. She provides general program support as well as assisting students and potential students with inquiries related to the program. She also schedules appointments and is responsible for departmental communications.

ADJUNCT FACULTY

Adjunct faculty participates in teaching in the Medical Informatics curriculum. The faculty are informatics practitioners and experts from the external academic institutions and industry.

RESOURCES

JOURNALS AND PRINT RESOURCES:

Students have on-line access to a wide array of medical 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.

LETTER OF REFERENCE

Faculty members are often willing to write letters of reference to support students in their 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 the student has provided written permission for the faculty member to share information about the student with others.

STUDENTS of the MEDICAL INFORMATICS ASSOCIATION (SMIA)

The Students of the Medical 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 social events.

HEALTH INSURANCE

SUNY Downstate Medical Center requires health insurance for all matriculated students. Information on health related services and health insurance is published in the Student Handbook.

EMERGENICES

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 Medical Informatics Program office (718-270-7770) for up-to-date information on class cancellation due to weather emergency, natural or man-made disasters.

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 see the Student Handbook 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 SUNY 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 e-mail, and you will see frequent postings announcing specific campus activities. Take advantage of the rich opportunities afforded by studying at a major urban medical center. 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.

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 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 departmental and clinical performance records. These files are available for review, upon written request to the Program Chair. Written assignments (i.e. position papers, clinical case write-ups) are returned to students 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 colleges.

Dr. Christine Saunders-Fields, a licensed psychologist, is available to provide psychological counseling. Further information is provided at Orientation. The Medical Informatics Program encourages students to meet with Dr. Saunders-Fields when needed. Services are private and confidential. The MI Program faculty is not notified of the purpose or attendance for these services. All information revealed to the counselor is strictly confidential

The Office of Academic Development offers assistance to students who wish to improve academic strategies related to test performance or academic writing. Dr. Sol Magsamer, a psychologist, and Ms. Lotus Jones, an academic counselor, offer group and individual sessions to interested students.

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 counseling webpage at:
http://sls.downstate.edu/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 the case of a medical emergency:

- If individuals suddenly becomes 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 Medical Center and the Student Health Service is closed, and students have an urgent medial situation, they may visit the University Hospital of Brooklyn, Emergency Department.
- For life threatening emergencies, students should go to the Emergency Room at Kings County Hospital Center and inform the physician that you are students at Downstate. Transportation to an emergency room may be obtained by calling 911.
- All visits to the emergency room should be subsequently reported to the Student Health Service.
- If an injury occurs during the evenings, nights, weekends or holidays, students should go the University Hospital of Brooklyn, Emergency Department.

For any other hospital, please contact your immediate supervisor and insurance to follow their procedures. You should contact the Medical Informatics Program and advise your Course Instructor/Clinical Coordinator immediately as well.

2. Health Insurance and Clearance

The State University of New York/Downstate Medical Center requires health insurance for all matriculated students. 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. The information provided on the Health Insurance is screened by the Student Health Services to determine the health insurance status of each student. Proof of recent health clearance from the Student Health Services, or from a private physician is required upon enrollment and before starting the clinical clerkships. Students must submit a photocopy of their Health Clearance Form 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.

REGISTRATION FOR CONTINUING STUDENTS:

Information about registration for continuing students will be forwarded to the students by the Registrar via email. 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.

ACADEMIC POLICIES SPECIFIC TO THE MEDICAL 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 Medical Informatics program is as follows:

<u>Alphabetical Grade</u>	<u>Grade Point Value</u>	<u>Score</u>
A	4.00	93 and above
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	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

IP -- Clinical Course in progress

R- Borderline failure (re-exam pending)

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. Unapproved lateness to a scheduled examination will result in a grade penalty at the instructor's discretion. In extenuating circumstances (family crisis, or medical emergency), the student must call the Program Chair and the course instructor before the scheduled examination to notify them of the reason for absence. With valid reasons, alternate examinations may be administered but documentation of the cause of absence, such as funeral notice, medical note etc. must be presented to the course instructor. Failure to notify the Program Chair and the course instructor about an absence from a scheduled examination 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

The student must contact the course instructor for an appointment to review a paper or test in question within two weeks of receipt of the grade to appeal an individual exam 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 MI 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 taught once during the academic year. Course repetition can only occur annually.
- d) A student is placed on academic probation at the end of any semester in which his/her grade point average, cumulative or for that semester, is below 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 Medical 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.

Professional Etiquette

Students are expected to actively maintain a classroom environment conducive to learning. 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: 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 closable 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 classroom environment can be enhanced by the utilization of laptops and recordable devices. However, 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 MI 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 does 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 his or her assigned clinical site. Requests for assignment to specific clinical sites may be accepted depending on availability 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 Medical 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, and analyze the integration of the systems in the overall patient care effort of the clinical facility.

Students are required to submit deliverables (i.e. attendance sheets, preceptor evaluations, evaluations of the clinical site for the three components during the Medical Informatics Clinical Internship) to the coordinator at the end of the Internship assignment.

Grading Criteria: **PASS/FAIL**

Clinical Competence and Professionalism

The College recognizes the necessity of students demonstrating superior clinical competence as well as academic excellence. Therefore, each student will be evaluated on his or her capacity to demonstrate high levels of professional performance during 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,
- 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.

COLLEGE-WIDE ACTIVITIES

The activities implemented during the semester are in line with the mission of the College of Health Related Professions (CHRP) 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 of college-wide educational (e.g. Ethics Day) activities is strongly encouraged for Medical Informatics Students.**

COMPUTER ACCESS

Didactic and Clinical coursework are frequently posted on Blackboard. Regular access to a computer is required. Computers are 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 through the Program Administrator. 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 Medical Center 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 Medical Informatics Program Chair.

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

HOUSEKEEPING – CLASSROOM

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, college-wide orientation is traditionally held at the start of the program. At orientation, new students are required to present documentation of University health clearance 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 Medical Informatics Program, students are required to:

- Obtain health clearance and present documentation to the Program
- Document current university HIPAA training completion

During orientation, new students are also introduced to the supportive services available in the University and provided with additional information concerning the Medical Informatics Program.

Registration is completed on the day of orientation. In addition, new students participate in an orientation to the Library and computer network system.

Students of the Medical Informatics Association (SMIA)

Students of the Medical Informatics Association (SMIA) at SUNY Downstate is entirely student based and incorporates student-chosen activities, funded in part by student fees. Officers are elected annually. Each class is encouraged to elect their officers during the first fall semester. 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 College of Health Related 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 CHRP 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 MI Program (or assign student designee(s) on their behalf) to various campus events that require student representation from the MI Program.

The Program has the discretion to appoint faculty to supervise the election of class officers.

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 Medical 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 Medical 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 MI curriculum. Students must be able to speak, hear, 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 effectively and sensitively with stakeholders including members of the health care team and be able to convey appropriate information. Communication includes not only speech but also reading and writing. They must also be able to communicate effectively and efficiently in oral and written form with all members of the health care team including support staff and IT staff.

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

These abilities include measurement, memorization, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of medical informaticians, requires all of

these intellectual abilities. At appropriate times, students must be able to understand, accept and communicate the limits of their knowledge to others, including patients, peers and supervising preceptors, clinicians or administrators.

Behavioral and Social Attributes

Students must be able to fully utilize their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to informatics work. Students must also be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the field. Students must be able to demonstrate compassion, integrity, concern for others from all levels of society, and ethnic backgrounds. These and the students' interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Conclusion

The SUNY Downstate Medical Center Medical Informatics Program and its sponsoring institution will attempt to develop creative ways of opening the Program to competitive, qualified individuals with disabilities. In doing so however, the Program and sponsoring institution must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of an informatician. The Program and sponsoring institution cannot compromise the health and safety of patients. An applicant or student who is unable to meet the minimum academic and technical standards is not qualified for the practice of the profession.

Student Responsibilities

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

In addition to the "*Responsibilities of Incoming Students*" as outlined in the CHRP 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 Medical Informatics Program faculty intervention.
- Utilize all resources available through the University.
- Initiate academic support.
- Abide by the Code of Ethics of the College of Health Related Professions, Medical Center 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 provision of safe, professional services by informaticians relies not only on factual knowledge, but also on non-cognitive, personal factors including the ability to relate to stakeholders, the ability to integrate information and the ability to apply theory to practice. The faculty is charged with the responsibility of evaluating student's performance objectively, utilizing methods such as written examinations, observation in laboratories and discussion groups, and observation of practical performance.

Methods of evaluation and length of examination are at the discretion of the course instructor and are described in the course syllabi. The Medical 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, students are only allowed their pencils and those resources specified by the instructor for that exam. 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 College of Health Related 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 College. It is expected that students' academic work will be their own. Students will actively uphold these standards and report any misconduct to the Program Chair. Academic dishonesty (i.e. cheating on exams, passing off someone else's work as your own, plagiarism) is grounds for dismissal. (See College of Health Related Professions Policy on Academic Integrity.) Acceptance of these academic regulations is assumed with registration (CHRP Bulletin).

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 MI program:

- Successful completion of all courses;
- Meet all College 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 Medical Informatics Program at College Convocation

Award for Excellence in Research

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

Award for Outstanding Leadership

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.

Appendix 'A'

CHRP ACADEMIC CALENDAR 2018-2019

http://sls.downstate.edu/registrar/calendars/chrp_nursing_2018-19.html

Appendix 'B'
PROGRAM OF STUDY

Medical 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 medical informatics and to develop competencies and skills required by the discipline.

The courses include, database systems, research methods, network architecture, medical imaging systems, healthcare information systems evaluation, medical decision support systems, user interface design, information retrieval, and clinical internship. Students will also be required to conduct an independent research study or clinical system evaluation as part of the master's essay course requirements.

MEDICAL INFORMATICS

Master of Science

Program of Study

Curriculum

First Year

Fall Semester		Credit
MIMS 5001	Computer Science for Medical Informatics*	3
	OR	
ADMN 5400	Health Care Delivery in the US** AND	1.5
MIMS 5103	Health Care Delivery Professional Seminar **	1.5
MIMS 5100	Introduction to Medical Informatics	3
MIMS 5110	Healthcare Computer Network Architecture	4
	<u>Total Credits</u>	<u>10</u>

Spring Semester

MIMS 5205	Evaluation of Healthcare Information Systems*	3
	OR	
MIMS 5102	Health Care across the Lifespan**	3
MIMS 5101	Database System Applications in Biomedicine	3
MIMS 5111	Research Methods	3
	<u>Total Credits</u>	<u>9</u>

Summer Semester

MIMS 5201	Topics in Medical Informatics	2
MIMS 5204	Medical Imaging Systems	3
	<u>Total Credits</u>	<u>5</u>

Second Year

Fall Semester

MIMS 5202	User Interface in Medical Informatics	3
MIMS 5112	Medical Decisions Support Systems	3
MIMS 5203	Information Retrieval & Digital Libraries	3
MIMS 5206	Independent Study (Elective)	1-3
**MIMS 5208	Clinical Internship in Medical Informatics I	1.5
**MIMS 5209	Clinical Internship in Medical Informatics II	1.5
	<u>Total Credits</u>	<u>9-15</u>

Spring Semester

MIMS 5121	Master's Essay in Medical Informatics	3
MIMS 5206	Independent Study (Elective)	1-3
**MIMS 5208	Clinical Internship in Medical Informatics I	1.5
**MIMS 5209	Clinical Internship in Medical Informatics II	1.5
	<u>Total Credits</u>	<u>6-9</u>

Total Credits required for graduation: 39

* To supplement computer background.
 ** To supplement health care background

Course Descriptions

Course Title	Course Description
MIMS 5001: Computer Science for Medical Informatics	An overview of computer science as a science of abstraction. The course will introduce computer programming as the way of thinking. Students will create models and implement abstractions using data structures and algorithms. Intended for students with limited computer background.
MIMS 5100: Introduction to Medical Informatics	An overview of the Medical Informatics field, combining perspectives from medicine, computer science and social science. The course will cover the organization of medical information, the effective management of information using computer technology, and the impact of such technology on medical research, education, and patient care.
MIMS 5101: Database System Applications in Biomedicine	An introduction to the fundamentals of database system. The evolution of hardware and software for storing medical data is covered. Current database structures such as hierarchical, network, relational, and object-oriented are described and compared in terms of their applications in the health field.
MIMS 5002: Internet Integration in Healthcare	An overview of the Internet and WWW integration into healthcare. Course covers legal, social, and ethical issues as well as various techniques for creating attractive and functional web documents.
MIMS 5111: Research Methods	Basics for participating in the development, implementation, and evaluation of research studies in Medical Informatics.
MIMS 5110: Healthcare Computer Network Architecture	An introduction to computer networks and their use in medicine. An overview of topologies of computer networks. Network security as it applies to HIPAA regulations are explored.
MIMS 5112: Medical Decision Support System	An introduction to methods of medical decision making in the face of uncertainty. The course surveys a number of techniques for qualitative reasoning, including probabilistic reasoning, decision analysis, ROC analysis, and meta-analysis, as well as comparisons of different qualitative and quantitative methods.
MIMS 5201: Topics in Medical Informatics	Analysis and discussion of various topics in the Medical Informatics literature under the direction of a faculty advisor
MIMS 5202: User Interface in Medical Informatics	An overview of theoretical, development, design and assessment models and techniques in the field of intelligent user interfaces under an interdisciplinary approach (Computer Science, Psychology, Cognitive Science and Artificial Intelligence).
MIMS 5203: Information Retrieval and Digital Libraries	An overview of information retrieval methods with an emphasis on library information systems.
MIMS 5204: Medical Imaging Systems	An introduction to computer graphics and medical imaging techniques. Methods of digital image processing are explored and 2-D and 3-D imaging modalities are reviewed and demonstrated through use of on-site medical equipment.
MIMS 5205: Evaluation of Healthcare Information Systems	This course is an overview of methods used to evaluate the use of information and information systems in health care. Issues specific to information systems in health care usability, checklist effect, difficulty blinding, knowledge base evaluation, etc., will be highlighted. Case studies are used to illustrate concepts.
MIMS 5121: Master's Essay in Medical Informatics	Students will be expected to develop a proposal for a research project in Medical Informatics to be carried out with the supervision of a faculty advisor, and conduct the research. A written report on the result of a research project in Medical Informatics must be presented.
MIMS 5102: Health Care Across the Lifespan	This course is designed to examine health care from infancy to old age. Selected models are presented for understanding developmental processes as individual ages. These models will be drawn from disease states as they evolve across the lifespan. That knowledge will be applied to issues of health maintenance and disease prevention. Introduction to public health topics related to human health and disease, including a review of anatomy, physiology, and pathology of selected organ systems and associated diseases will be discussed.
MIMS 5103: Health Care Delivery Professional Seminar	This course provides Medical Informatics students with an opportunity to integrate systems-based principles of health care organization and delivery with the professional roles and responsibilities of medical informatics practitioners in the care and protection of patients. This course also emphasizes the importance of respectful care for patients, protection of patient confidentiality and professionalism.
MIMS 5208: Clinical Internship in Medical Informatics I	This course is designed to prepare students to meet the challenges of integrating computer systems into the framework of hospital administration, patient care and medical practice. Students evaluate healthcare information systems 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. This course consists of the first 60 hours of a total 120 hours of clinical internship required for the program.

<p>MIMS 5209: Clinical Internship in Medical Informatics II</p>	<p>This course is designed to prepare students to meet the challenges of integrating computer systems into the framework of hospital administration, patient care and medical practice. Students evaluate healthcare information systems 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. This course consists of the second 60 hours of a total 120 hours of clinical internship required for the program.</p>
<p>ADMN 5400: Health Care Delivery in the US</p>	<p>This foundational course introduces the US health care system, its historical roots, current features, and evolving changes. This course will explore the health status and needs of national and local populations. Students will also explore the legal and ethical issues for healthcare institutions and for providers. A focus of discussion will be the emerging roles and skills needed for new models of care.</p>



College of Health Related Professions Medical Informatics Program Honor Code

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

- Integrity,
- Honesty,
- Ethically and morally sound behavior (including social media behavior),
- Respect,
- Sensitivity toward personal values, beliefs and morals of classmates, professors, staff and patients with whom we interact on a daily basis, 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 CHRP Student Honor Code. We, the students of the CHRP, pledge to contribute to an environment of professionalism and respect and adhere to the highest levels of moral and ethical conduct.

I, _____, have read and completely understand the CHRP 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: _____