



DOWNSTATE
HEALTH SCIENCES UNIVERSITY

COLLEGE OF NURSING | SCHOOL OF HEALTH PROFESSIONS

GRADUATING STUDENT HANDBOOK 2024



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LETTER FROM THE DEAN

SCHOOL OF HEALTH PROFESSIONS

Dear Students:

On behalf of the faculty and staff of the School of Health Professions, it is my pleasure to welcome you to the next phase of your educational journey.

As a valued member of the health care team, you will make an important contribution to society at large, and to the countless individuals who rely on you for compassionate care and service. You have worked diligently to reach your goals. The faculty and I recognize your progress and wish you continued success as you enter the homestretch toward graduation.

This graduation handbook contains practical information to help guide you in the completion of your professional program and in preparation for graduation from the School. Please familiarize yourself with the information herein and contact a member of the faculty or staff if you have any questions.

The faculty and I wish you continued personal and professional success. We look forward to celebrating with you at Commencement in May.

Sincerely,

Allen Lewis, Ph.D, CRC

COLLEGE OF NURSING

Dear Class of 2024:

It is indeed a pleasure to extend my best wishes to you as we all anticipate and prepare for your graduation. This time represents another milestone in your personal and professional life.

The faculty and I are extremely proud that you have reached this stage in your nursing program. Your education in a field in service to humanity offers immense emotional rewards. There are so few other professions that can compete with the satisfaction of caring for people, with opportunities to contribute to the quality of life and well-being of others.

Each graduating class represents a renewal for the nursing profession — new perspectives, energy, knowledge and vision. You will soon share the fine reputation of those who have preceded you and the honor and high esteem they have earned.

In anticipation of your graduation, it is also time to inform you, through this handbook, about the many events and ceremonies planned to celebrate your achievement at Downstate. I hope that you will find this handbook useful and informative.

On behalf of the College of Nursing faculty and staff, I wish you continuing personal and professional success and look forward to celebrating your graduation.

Sincerely,

Lori A. Escallier, Ph.D., R.N., CPNP-PC, FAAN

GETTING READY

GRADUATION APPLICATION

The first step in preparing for graduation involves filing a Graduation Application on-line through Banner Self-Service, our student information system. We will send information to you by email in early-January 2024 about logging on to complete the Application. Please make sure you regularly check your Downstate email account. The information that you will be providing is used to order your diploma, and to collect information regarding your participation in Commencement Exercises. Only those who fill out the application, regardless of participation, will appear in the program. Upon completion of the Application, you will receive a confirmation and information about ordering your Commencement attire. The deadline to order Commencement attire is March 15th.



DIPLOMA

The diploma is ordered with your name **as it appears on your student record**. You may elect to use your middle name or initial on the Application without submitting official documentation.

If you anticipate formally changing your name before completing the requirements for the MD degree, and you wish your new name to be reflected on your diploma, you must present official documentation (e.g., marriage certificate, naturalization papers, etc.) to the Office of the Registrar by **March 15, 2024**. If your name becomes official after the March 15th deadline, you will be required to submit official documentation of the name change prior to receiving your diploma. Any questions regarding this procedure should be directed to the Office of the Registrar.

Please note: Diplomas are ordered in your official name at the **time of graduation**. Diplomas will not be ordered with a name that changes officially **AFTER** the graduation date.

PARTICIPATION IN COMMENCEMENT EXERCISES

You must fill out the on-line Graduation Application **whether or not you intend to participate** in the Commencement Exercises. Complete the sections *Curriculum Selection, Graduation Year Selection, Graduation Ceremony Selection, (or indication that you will NOT be attending), Academic Attire Order, and Diploma Name Selection* on the on-line Graduation Application. The Application must be completed on-line by **Friday, March 15, 2024**.

You will be able to print out a Graduation Application Summary following completion of the Application.

After this deadline, it may still be possible for you to participate in commencement, however:

- you will incur a late fee,
- you will not be listed in the Commencement Program, and
- you will not have access to tickets to the ceremony on May 15th.
- You will incur an additional late fee for your purchase of Commencement attire.

COMMENCEMENT FEE

The graduation fee for all graduating students is \$90, non-refundable.

Students pay this fee whether or not they attend Commencement.

GRADUATION REQUIREMENTS

Students must meet all college and program requirements as established in the *College Bulletin, 2023-2024 Student Handbook* and other university, college or program publications. Degrees are conferred upon faculty recommendation and with the approval of the Committee on Admissions and Academic Standing (SOHP) or the Faculty Assembly (College of Nursing).

Candidates for graduation must:

- Complete all academic degree requirements for admission to the respective program;
- Complete the program of study for the appropriate degree or advanced certificate, including satisfactory completion of all required courses;
- Meet all attendance, course, credit and other stated requirements of the program and college;
- **Nursing:** Have a minimum cumulative grade point average (gpa) of 2.5 for the BS degree; 3.0 for the MS degree or Advanced Certificate with no more than 6 credits of “C” grades in core or supporting courses;
- **SOHP:** Have a minimum cumulative grade point average (gpa) of 2.0 for the B.S. degree (some program gpa requirements or academic requirements may exceed this minimum requirement); 3.0 for the M.S. degree, DPT degree, or Advanced Certificate;
- Be in good standing (i.e., not on academic, clinical or disciplinary probation at the time of graduation);
- Satisfy clinical course requirements;
- Meet program residency requirements;
- Satisfy all financial obligations due SUNY Downstate;
- Complete all mandatory financial aid exit interviews if you received financial aid while at SUNY Downstate;
- In the RN-BS program, pay all fees for the NACE exam prior to registering for the last semester of attendance
- Complete a Graduation Requirements Check List during the registration for spring semester prior to Commencement or the semester prior to your expected last semester of attendance;
- Have no disciplinary charges in progress or pending;
- Be aware of the requirements and register for the licensing examination to practice in your profession.

Undergraduate nursing students must satisfy the following requirements:

The State University of New York confers the degree of Bachelor of Science upon recommendation by the faculty and Dean of the College of Nursing. Candidates must be of good moral character, have satisfied all scholastic requirements of the College and Downstate Medical Center, and have paid all fees due to the College and Health Science Center. In addition:

- Students certified for a degree must have completed 125 semester credits approved by the College of Nursing;

- Candidates for the BS degree in Nursing must pay all fees for the NACE exam prior to enrollment in *Professional Nursing & Client Systems in the Community* (NRBS 4410), and *Professional Nursing & Transition into Practice* (NRBS 4510).

STATE LICENSURE/REGISTRY EXAMINATION

There is a \$15.00 fee payable to "SUNY" for the processing of State Licensure Applications. The Office of the Registrar is responsible for certification of State Licensure Applications.

GRADUATION HONORS

Upon faculty recommendation and with the approval of the Committee on Admissions and Academic Standing (SOHP), or the Faculty Assembly (College of Nursing), students with outstanding academic achievement may be awarded the degree of Bachelor of Science cum laude, magna cum laude or summa cum laude. The awarding of honors shall reflect the absence of deficiencies and a judgment of the total performance of the student.

- *Cum Laude* 3.50 – 3.74
- *Magna Cum Laude* 3.75 – 3.89
- *Summa Cum Laude* 3.90 – 4.00

Post-baccalaureate degree candidates are not eligible to graduate with Latin honors.

Master's candidates in the **College of Nursing** are eligible to graduate with distinction if they meet the following criteria:

- earn a cumulative grade point average of 3.8 or above;
- have earned no "C" or lower grades;
- have completed an outstanding research project using course evaluation criteria; and
- no record of disciplinary action or lack of professionalism while in the program.

Master's candidates in the **School of Health Professions** and Doctoral candidates in the **Physical Therapy Program** graduate with distinction if they meet the following criteria:

- earn a cumulative grade point average of 3.8 or above;
- have earned no "C" or lower grades.

STOLES AND CORDS:

The Departments of Student Life and Student Affairs at SUNY Downstate Health Sciences University supports the wearing of honors cords, medallions, stoles, and insignia at Commencement ceremonies only by students who have earned these privileges at SUNY Downstate through any of the following achievements:

- membership in a college-recognized honor society
- membership in good standing in a college-recognized professional or service organization
- military service

Funding for honors cords and accessories is the responsibility of the sponsoring program, honor society, office, or organization, as deemed appropriate by that program. Any honors program/society, scholarship fund, or recognized student professional, cultural or service organization that

wishes honor a student with a stole or cords to wear during Commencement must receive approval from the Department of Student Life and administer the process for ordering, distributing, and identify funding sources.

Student Activity Fees cannot be used to fund these accessories.

ISSUANCE OF DIPLOMAS

Upon faculty recommendation and with the approval of the Committee on Admissions and Academic Standing (SOHP) or the Faculty Assembly (College of Nursing), students are approved for degree/certificate completion and are awarded diplomas three times each year. Each student's degree/certificate conferral date is the next official graduation date after the degree/certificate requirements are completed. The three official graduation dates are May 31 (Spring), August 31 (Summer), December 31 (Fall). However, there is only **one** Commencement ceremony each year in May. Your permanent academic record notes the actual date upon which your degree/certificate requirements were completed.

All diplomas will be mailed to students at the address provided to us in the Commencement Application.

In order for a diploma to be ordered:

- you must not have a hold on your account
- all grades must be submitted to the Office of the Registrar

Students who are expected to fulfill graduation requirements after the Commencement date, but before December 31, 2024, are permitted to participate in the spring Commencement Exercises.

STUDENT ACCOUNTS

All graduating students must satisfy all financial obligations owed to SUNY Downstate.

LIBRARY FINES

Unpaid fines will result in a borrower being blocked from checking out additional materials and may cause a delay in graduation. Overdue fines may be paid by cash or check at the Bursar's Office.

The deadline to clear library fines is the last day of the semester prior to graduation.

Any student who has not met all financial and administrative obligations to the institution will not receive his or her diploma until cleared by the appropriate office.

STUDENT LOAN EXIT INTERVIEWS

Office of Financial Aid

The following information applies to students who have borrowed Federal Loans during their attendance at Downstate. Prior to graduation, you must complete the Student Loan Exit Interview. If you have had a Nursing Student Loan, you must complete an exit interview for that loan according to instructions you will receive from the Office of the Bursar. More information can be found here: <https://slsc.albany.edu/borrowers/>

You must be aware of the total dollar amount of Federal Student Loans you have accumulated before you begin the Student Loan Exit Interview.

1. To access your student loans data on the NSLDS, visit here:

- <https://studentaid.gov>
- Choose Log In
- Enter your FSA ID & Password
- Accept the Terms and Conditions
- After you've entered the system, hover over your name which is in the top right of the screen.
- Select My Aid
- Next, select Download My Aid Data which is to the right.
- Select Continue.

2. Then click on the Exit Counseling tab and complete the Exit Interview.

The Financial Aid Office at Downstate, your lender, and your guarantor will all automatically be notified that you have completed the Exit Interview. No further paperwork is required. However, if you have further questions, please make an appointment to talk to someone in the Financial Aid Office.

- financialaid@downstate.edu
- 718-270-2488

Bursar's Office

All loans (Perkins & NSL) borrowed through campus-based loan programs are exited by Bursar's Office.

NSL Borrowers — are required to go through the exit interview process prior to graduation. You will be notified by email to come into our office to complete the NSL exit interview. If you have not heard from us via email by the end of March, or you will not be on campus during the Spring semester, call (718) 270-1078 to arrange for an appointment.

Perkins Borrowers — are exited electronically by the Bursar's Office. No appearance or further paperwork is required by you... the student.

SCHOOL EMAIL ACCOUNT

Graduating students School email account will remain active for a period of six (6) months following your graduation date.

STUDENT HEALTH INSURANCE

Any student who currently has health insurance through the SUNY Downstate School plan, and will not have other coverage through a job on August 1, 2023, is eligible to purchase continuing coverage from the broker who handles our insurance. You only have 30 days from the end of coverage (July 31, 2023), to complete your enrollment. Please contact:

Ms. Paula Hyman
 HSA Consulting, Inc.
 2477 Stickney Point Road, Suite 207B
 Sarasota, Florida 34231
 1-888-978-8355 Fax: 1-941-925-2001
 E-mail: paula@hsac.com

CEREMONIES & CELEBRATIONS

CONVOCATION CELEBRATIONS

- **SOHP** Monday, May 13th, 5 pm
- **College of Nursing** July 2024 and December 2024, actual dates to be announced.

These celebrations will be held in the Alumni Auditorium.

At the annual Convocation, each College will recognize outstanding graduating students with a variety of College and program awards.

All graduating students are encouraged to attend. Families of students receiving awards are also invited.

COMMENCEMENT EXERCISES

Wednesday Morning
May 15, 2024
11:00 am
The Amphitheater at Coney Island
3052 W. 21st Street B
Brooklyn, NY 11224

The College of Nursing and the School of Health Professions will honor the Class of 2024 at its Commencement Exercises. The ceremony includes the academic procession, greetings from the President, and Commencement speakers. Each graduating student walks across stage and is recognized by name. Academic attire is required.



TICKETS

Tickets are required for all guests.

All participating students will receive 5 tickets for general admission into the Amphitheater. Requests for additional tickets must be submitted through the on-line Graduation Application and will be accommodated based on availability. All guests, including infants/toddlers who do not require their own seat, must have a ticket.

Ticket pick-up information will be available in mid-January.

ACADEMIC ATTIRE

Degree candidates who wish to participate in the Commencement Exercises **are required to wear SUNY Downstate academic attire** and to march with members of the faculty and honored guests in the academic procession.

Once you submit your Commencement Application, you will receive confirmation that it has been received. That confirmation will include a link to Oak Hall who is our contracted provider of academic attire. Click on the link and order your own attire which will be sent to an address that you provide. Each degree level has a drop-down menu displaying each program at Downstate. Find your degree/program which will have the appropriate attire. You will pay Oak Hall directly and they will ship to you. Oak Hall's site will close on March 31st for guaranteed delivery by Commencement.

Please note: Academic attire will NOT be available at the Coney Island Amphitheater. You must bring your attire with you to graduation. You will not be allowed to march without attire.

WHAT TO EXPECT ON COMMENCEMENT DAY

Graduation will begin promptly at 11:00 am and should last approximately **two hours**. This information will be important to you if you are making luncheon reservations.

The Amphitheater at Coney Island is located at 3052 West 21st Street, Brooklyn. You will enter the venue from the Coney Island Boardwalk. There is a stairway and ramp to the Boardwalk at the end of 21st Street.

The closest parking is at the Cyclones Baseball field, Maimonides Stadium. Enter at 1904 Surf Avenue. Park at the back of the lot, closer to the Boardwalk, (near the famous Parachute drop ride.) You can get to the Boardwalk from the lot and walk about a block west. You will see the Amphitheater sign from the parking lot.

The venue is also accessible by public transit. Take the D,F,N, or Q train to the last stop: Coney Island – Stillwell Avenue. It is about a 15-minute walk on the Boardwalk from the station, or you can take the B36 bus two stops west from Stillwell Avenue to 21st Street.

Graduates

All graduates must report with their academic attire no later than **10:00 a.m.** to the Boardwalk “Park” entrance to line up in the park behind the amphitheater. You will not be returning to this robing area. Do **not** carry personal belongings with you. Leave your belongings with one of your guests.

Promptly at 10:15 am, the staff will begin to line you up alphabetically for the processional. At 10:45, the line will be moved to the back of the arena.

If you arrive late, you will not be sitting with your classmates and will cross the stage at the end of the graduates also receiving your degree.

Guests

All guests will enter through the main amphitheater entrance off the Boardwalk. They will go through a metal detector. All seating is **general admission**, and available on a first-come, first-served basis.

Guests will not be permitted to enter the venue before 10:00 am, please keep this in mind if you want your guests to hold any personal belongings.

As the venue fills up, areas will be closed off and guests arriving will be directed to seating that is available. Please plan accordingly. To maintain the dignity of the ceremony, guests will be asked by the ushers to keep the aisles clear.

Once the faculty and student processions begin, guests who are not already in the venue will not be permitted to enter the venue until the graduates and the faculty are seated.

AWARDING OF DEGREES

During the ceremony, each candidate will have his/her name read aloud, walk across the stage, shake hands with the President and the Dean and be hooded on stage. Graduates will not be permitted to bring or carry children with them on stage.

PHOTOGRAPHY INFORMATION

The event will be livestreamed and recorded for the pleasure of your friends and family who are not able to attend. A link will be sent in early May to

share. The recorded ceremony will be available on the Downstate website soon after May 11th.

It is recognized that many of the guests wish to have photographs showing their student during the time that they are on stage receiving their diplomas. We have contracted a professional photographer to be on stage to photograph each candidate as s/he shakes hands with the President, and again with their diploma cover. All graduates will be required to fill out a photograph information sheet on-line prior to May 11th. Guests may wish to take their own photographs as well, *from their seats*. Guests are permitted to use hand-held cameras and self-contained home video equipment using **only** the natural lighting from their seats. (No flash.)

Guests may not stand in the aisles at any time to take pictures or videos.

The ceremony is also being sign-language interpreted.

FOLLOWING THE CEREMONY

Audience members will remain at their seats as faculty and students recess out of the venue onto the Boardwalk. Following the recessional, you can meet your guests on the Boardwalk.

VENUE RULES

Please alert your guests to the following important venue rules:

- **Every individual entering must have a ticket.** Infants and toddlers who will be sitting in laps must have a ticket.
- **No balloons.** You can tie them on a railing on the Boardwalk, or present them to your graduate at home.
- **No weapons AT ALL – including pocket-knives, even if you are off-duty law enforcement.** If you have a relative coming who is an off-duty police officer, they will not be allowed in with a weapon. If you have a relative who has a pocket-knife on their keychain, they will not be allowed in.
- **All attendees will have a bag check and will pass through a metal detector.** WE RECOMMEND YOU NOT BRING LARGE PURSES OR BAGS.

Please be sure to share all Commencement information with your guests and make arrangements where you will meet after the ceremony.

CALENDAR OF EVENTS

January

23 Spring Fling tickets available for purchase

February

March

15 Deadline to complete the on-line Graduation Application

15 Deadline to order academic attire from Oak Hall

APRIL

1 Spring Fling

1-30 Schedule Exit Interviews with Bursar and/or Financial Aid (if applicable)

MAY

1 Lavender Commencement

13 SOHP Convocation

15 Commencement Exercises

JULY

tbd CON Convocation for August graduates

DECEMBER

tbd CON Convocation for December graduates

QUESTIONS?

Bursar.....	Avion Ambrose	(718) 270-1078
Exit Interviews for Campus-Based Loans		
Deans Offices		
School of Health Professions.....(718) 270-7701		
College of Nursing..... (718) 270-7600		
Financial Aid		
.....Farah Burnett (718) 270-2488		
Financial Aid Exit Interviews		
Library.....	Juannetta Le Gree	(718) 270-7401
Library Fines		
Registrar	Edward Graciano	(718) 270-4551
Attendance at Commencement		
Completion of Graduation Requirements		
Graduation Honors		
Ordering and Receiving Diploma		
Health Insurance.....Student Affairs (718) 270-2187		
Student Center.....	Info Desk	(718) 270-2487
Student Life	Schuyler Hooke	(718) 270-2484
Commencement Ceremony		
Guest Issues		