

**STUDENT  
HANDBOOK  
2010-2011**

STATE UNIVERSITY OF NEW YORK  
DOWNSTATE MEDICAL CENTER

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

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

Special thanks and acknowledgment to the following institutions for permitting the replication and use of sections from their student handbooks and publications: SUNY Upstate Medical University, SUNY Albany, and SUNY Binghamton.

Dear SUNY Downstate Student:

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

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

SUNY Downstate Medical Center reserves the right to alter the existing rules and regulations, and academic programs as deemed necessary by the institution. SUNY Downstate Medical Center expressly reserves the right, whenever deemed advisable 1) to change or modify its schedule of tuition and fees; 2) to withdraw, cancel, reschedule or modify any course, program of study, degree, or any requirement or policy in connection with the foregoing; and 3) to change or modify any academic or other policy. Essential changes in information in this Student Handbook concerning new academic regulations, policies or programs will be published in newsletters or other University publications. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly with regard to satisfaction of degree requirements by consultation with the student's advisor, the student's program, the office of the student's Dean, the Office of Student Affairs, the Office of the Registrar, and other offices as appropriate. In preparing this Student Handbook, efforts are made to provide pertinent and accurate information; however, SUNY Downstate Medical Center assumes no liability for Handbook errors or omissions.

If you find a section you don't understand or would like a statement clarified, please feel free to schedule an appointment with a staff member in the Office of Student Affairs (718 270-2187) or contact your individual academic program.

Sincerely,

Lorraine Terracina, Ph.D.  
Vice President of Student Affairs and  
Dean of Students



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# **GENERAL INFORMATION**



**WHO'S  
WHO  
ON  
CAMPUS**



<u>ADMINISTRATION</u>		<u>Building/Room</u>	<u>Box</u>	<u>Area Code 718</u>
President of Downstate Medical Center	John C. LaRosa, M.D.	BSB 1-67	1	270-2611
Senior Vice Pres. for Biomedical Educ. & Research & Dean, College of Medicine	Ian L. Taylor, M.D., Ph.D.	BSB 1-9	97	270-3776
Vice Pres. for Academic Affairs, and Executive Dean of Allied Health and Nursing	Jo Ann Bradley, Ed.D.	BSB OM-129	93	270-4418
<b>College of Health Related Professions</b>				
Dean	Dawn Morton-Rias, Ed.D., PA-C	HSEB 716	94	270-7701
Diagnostic Medical Imaging Program	Deveral Paterson, M.S., RDMS	HSEB 775	1192	270-7760
Medical Informatics Program	Isaac Topor, Ed.D.	HSEB 777	105	270-7770
Midwifery Education Program	Ronnie Lichtman, Ph.D.	HSEB 767	1227	270-7740
Occupational Therapy Program	Joyce Sabari, Ph.D.	HSEB 727	81	270-7730
Physical Therapy Program	Joanne Katz, PT, D.P.T., Ph.D.	HSEB 725	16	270-7720
Physician Assistant Program	Alexis Moore, MPH, PA-C	HSEB 875	1222	270-2325
Continuing Education Programs	Dorothy Waleski, MA, MPA	HSEB 739	94	270-1372
<b>College of Medicine</b>				
Senior Vice Pres. for Biomedical Educ. & Research & Dean, College of Medicine	Ian L. Taylor, M.D., Ph.D.	BSB 1-9	97	270-3776
Vice Dean	Roger Cracco, M.D.	UH A6-345	1213	270-2051
Associate Dean for Administration	Ross Clinchy, Ph.D.	BSB 1-9	97	270-3776
Senior Associate Dean for Education	Stanley Friedman, Ph.D.	BSB 1-96	39	270-1335
Associate Dean, Minority Affairs	Constance Hill, M.D.	BSB 2-72	1186	270-3033
Assistant Dean, Program & Faculty Develop.	Fredric Volkert, Ph.D.	BSB 3-124A	44	270-3923
Assistant Dean, Clinical Education	Sheldon Landesman, M.D.	BSB 1-9	97	270-3776
Dean of Students	Lorraine Terracina, Ph.D.	BSB 114	85	270-2187
<b>College of Nursing</b>				
Dean	Daisy Cruz-Richman, Ph.D., R.N.	HSEB 809	22	270-7600
Associate Dean for Graduate Programs	Laila Sedhom, Ph.D., R.N.	HSEB 823	22	270-7605
Associate Dean for Undergraduate Programs	Nellie Bailey, Ed.D., APRN, BC	HSEB 829	22	270-7617
Accelerated Nursing Program Director	Luzviminda Casapao, M.A., Ed.M, R.N.	HSEB881	22	270-7654
RN/BS Undergraduate Program Director	Maria Rosario-Sim, Ed.D., RNC, PN, BC	HSEB 830	22	270-7644
Nurse Practitioner Program Director	Patricia Kizilay, Ed.D., ARNP-BC, DCNAP	HSEB 808	22	270-7672
Nurse Anesthesia IProgram Director	Joseph Jennas, M.S., CRNA	HSEB 825	22	270-7657
<b>School of Graduate Studies</b>				
Dean, and Vice Dean for Basic Research	Mark Stewart, M.D., Ph.D.	BSB 3-114	41	270-2740
Secretary to the Dean	Sharon Reid-Spence	BSB 3-114A	41	270-2740
Registrar, School of Graduate Studies	Ed Throckmorton	BSB 3-114A	41	270-2739
Director of Graduate School Admissions	Denise Sheares	BSB 3-114A	41	270-2738
Dir. of Recruitment & Liaison for the Biomedical Engineering Program	Ellen Telesca	BSB 3-114A	41	270-1155
<b>School of Public Health</b>				
Dean	Pascal J. Imperato, MD, MPH&TM	B4-318	43	270-1056
Vice Dean for Academic and Student Affairs	Judith H. LaRosa, PhD, RN	B4-302	43	270-1056
Associate Dean for Community Public Health Affairs	Karen Benker, MD, MPH	B4-322	43	221-1056
Assistant Dean for Administration	Leslie Schechter, MA	B4-316A	43	270-1766
Department of Community Health Sciences	Judith H. LaRosa, Ph.D., RN Interim Chair	BSB4-302	43	270-1056
Department of Environmental & Occupational Health Sciences	Florence Kavalier, MD, MPH	BSB5-95	43	220-1056
Department of Epidemiology and Biostatistics	Emanuela Taioli, PhD, Chair	B4-323	43	613-8376
Department of Health Policy and Management	Howard Berliner, ScD, Chair	BSB4-32	43	613-8780
<b>Division of Student Affairs</b>				
Vice Pres. of Student Affairs & Dean of Students	Lorraine Terracina, Ph.D.	BSB 114	85	270-2187
Academic Development	Sol Magzamen, Ph.D., Director	HSEB 620	1190	270-7536
Admissions	Shushawna DeOliveira, DHA, Director	BSB 133	60	270-2446
Financial Aid	James Newell J.D., Director	BSB 114	110	270-2488
Institutional Research & Evaluation	Barbara Lawrence, Ph.D., Director	BSB 1-96	39	270-4315
Registrar	Anne Shonbrun, MA, Registrar	BSB 112	98	270-1107

		<u>Building/Room</u>	<u>Box</u>	<u>Area Code 718</u>
Student Affairs	Lorraine Terracina, Ph.D.	BSB 114	85	270-2187
	Sophie Christoforou, M.S.Ed. Assoc. Dean	BSB 114	85	270-2187
	Jeffrey Putman, Ed.M., Asst. Dean	BSB 114	85	270-2187
Alumni Affairs, College of Medicine	Jill Ditchik, Director	BSB 1-6	1204	270-2075
Bookstore	Ken Carlton, Manager	Stu Ctr 232	109	270-2486
Bursar	Charles Conway, Assoc. Bursar	BSB 1-130A	1206	270-1078
Community & Government Relations	Michael Harrell, Asst. Vice Pres.	BSB 1-101	2	270-1490
Facilities Management & Development	Alvin Berk, Ph.D., Interim Vice President for Facilities	BSB 1-15F	13	270-2345
Institutional Advancement	Ellen Watson, Asst. Vice Pres.	BSB 1-101	2	270-1176
Medical Research Library of Brooklyn Dean for Acad. Information Access & Technology, and Director of Libraries Library Library Access Services  Library Administration Reference/Information Desk	Richard Winant, Ph.D.	HSEB 209	14	270-7411
		HSEB 114	14	270-7400
		HSEB 114		270-7401
	Donald Lemke	HSEB 208	14	270-7410
		HSEB 114	14	270-7405
Office of Diversity	Kevin Antoine, J.D. Chief Diversity Officer	151 E. 34 <sup>th</sup> St.	1220	270-1738
Office of Pastoral Care	Sharon Codner-Walker, Rev. Director (Protestant Chaplain)	UH A1-347		270-2594
Parking	Mikhail Fishman	825 NYA	104	270-3163
Residence Halls Director, Res. Life & Services Asst. Director, Res. Life & Services	Harry W. Nadeau	811 NYA	115	270-1466
	Willis Chico	811 NYA	115	270-1466
Student Center Asst. Vice Pres. for Student Life Director of the Student Center Asst. Director of Student Activities Night Manager Administrator	Meg O'Sullivan	Stu Ctr 214	114	270-2487
	Kristen Diorio	Stu Ctr 209	114	270-2487
	Ashley Bigge	Stu Ctr 207	114	270-1174
	Vadim Chernov	Stu Ctr 106	114	270-2487
	Marilyn Petralia	Stu Ctr 211	114	270-2487
Student Counseling Service Director	Christine Saunders-Fields, Psy.D.	440 Lenox Rd, 1M Stu Health	1271	270-1408 or 270-4235
	after hours & weekends (urgent care only)	Emergency Services Unit at Univ. Hospital, SUNY Downstate, 470 Clarkson Ave.		
Student Health Service Interim Director	Sigrid Ulrich, M.D.	440 Lenox Rd., Apt. 1S	33	270-1995 270-4235
	after hours & weekends (urgent care only)	Emergency Services Dept.	UH, 1st floor	270-4577
University Police	Thomas Dugan, Chief	BSB 1-85A	1201	270-3161

KEY:

BSB Basic Sciences Bldg., 450 Clarkson Avenue

UH University Hospital  
HSEB Health Science Education Building, 395 Lenox Road  
NYA New York Avenue  
StuCr 394 Lenox Road

# **ACADEMIC CALENDARS**



STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER  
COLLEGE OF HEALTH RELATED PROFESSIONS AND COLLEGE OF NURSING  
ACADEMIC CALENDAR 2010-2011

**SUMMER SEMESTER 2010 (8 AND 12 WEEK SESSIONS)**

**TENTATIVE SUMMER 2011**

Mon.	May	17	First Day for MW, OT & PA Clinical Courses	May 16
Mon.	May	24	Web Registration Re-opens for Summer	May 23
Mon/Tues.	May 24/25		In-Person Registration Non-Matriculating Students (Course sections may be closed having reached maximum enrollment)	May 23/24
<b>Thurs.</b>	<b>May</b>	<b>27</b>	<b>Commencement – No Classes</b>	May 26
<b>Mon.</b>	<b>May</b>	<b>31</b>	<b>Memorial Day – No Classes</b>	<b>May 30</b>
<b>Tues/Wed.</b>	<b>June 1/2</b>		<b>Orientation &amp; Registration for Entering OT, PT, PA, PH and Accelerated Nursing Students</b>	<b>May 31/June 1</b>
<b>Tues.</b>	<b>June</b>	<b>1</b>	<b>First Day of Classes</b> (Session A, 8 and 12 week sessions) <b>Continuing Students</b>	May 31
June 1 – June	June	7	Add/Drop Period (All sessions) (No “W” grade posted)	May 31-June 6
<b>Wed.</b>	<b>June</b>	<b>2</b>	<b>First Day of Classes</b> (Session A, 8 and 12 week sessions) <b>New CHRP and Nursing Students</b>	<b>June 1</b>
Wed.	June	2	Nursing Academic Standing Committee Meeting	June 1
Thurs.	June	3	CHRP Academic Standing Committee Meeting	June 2
<b>Mon.</b>	<b>June</b>	<b>7</b>	<b>Registration/Tuition Payment Deadline / Last Day to Drop Courses Without Tuition Liability (All sessions)</b>	<b>June 6</b>
Mon.	June	14	Last Day to Withdraw from a Course with a Grade of “W” (Session A)	June 13
Mon.	June	21	Last Day to Withdraw from a Course with a Grade of “WP” or “WF” (Session A)	June 20
Fri.	June	25	Last Day to Withdraw from a Course with a Grade of “W” (8 and 12 week sessions)	June 24
<b>Mon.</b>	<b>July</b>	<b>5</b>	<b>Independence Day Observed – No Classes</b>	<b>July 4</b>
Fri.	July	9	Last Day of Classes (Accelerated BS Nursing Courses Session A) Last Day to Withdraw from a Course with a grade of “WP” or “WF” (8 week session)	June 8
TBA			Accelerated BS Nursing Course Exams – Session A	TBA
Mon.	July	12	First Day of Classes (Accelerated BS Nursing Courses Session B)	July 11
Tues.	July	20	Last Day of Classes (8 week session)	July 19
Thurs.	July	22	Final Exams Begin (8 week session)	July 21
Fri.	July	23	Last Day to Withdraw from a Course with a grade of “W” (Session B) Last Day to Withdraw from a Course with a grade of “WP” or “WF” (12 week session)	July 22
Mon.	July	26	Final Exams End (8 week session)	July 25
Fri.	July	30	Last Day to Withdraw from a Course with a grade of “WP” or “WF” (Session B) / Last Day to apply for New York State Residency for the Fall Semester	July 29
Thurs.	Aug.	5	Deadline to Submit Grades on Banner System (8 week session and session A)	Aug. 4
Wed.	Aug.	11	Fall Registration Packets & Tuition Bills mailed to Continuing Students	Aug. 10

(continued)

COLLEGE OF HEALTH RELATED PROFESSIONS AND COLLEGE OF NURSING  
**ACADEMIC CALENDAR 2010-2011**  
 (CONTINUED)

**SUMMER SEMESTER 2010 (8 AND 12 WEEK SESSIONS)**

**TENTATIVE SUMMER 2011**

Tues.	Aug.	17	Last Day of Classes (12 week session)	Aug. 16
Thurs.	Aug.	19	Final Exams Begin (12 week session)	Aug. 18
Fri.	Aug.	20	Last Day of Classes (Session B)	Aug. 19
TBA			Accelerated BS Nursing Course Exams – Session B	TBA
Mon.	Aug.	23	Final Exams End (12 week session)	Aug. 22
Fri.	Aug.	27	Last Day for DMI, MW, OT, PA & PT Clinical Courses	Aug. 26
Thurs.	Sept.	2	Deadline to Submit Grades on Banner System (all sessions)	Sept. 1
Mon.	Sept.	13	Nursing Academic Standing Committee Meeting	Sept. 12
Tues.	Sept.	14	CHRP Academic Standing Committee Meeting	Sept. 8

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

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

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

STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER  
 COLLEGE OF HEALTH RELATED PROFESSIONS AND COLLEGE OF NURSING  
 ACADEMIC CALENDAR 2010-2011

**Fall Semester 2010**

**Tentative Fall 2011**

Mon.	Aug. 30	Web Registration Re-opens for Fall	Aug. 29
Mon-Thurs.	Aug 30 -Sept. 2	In-Person Registration for Non-Matriculating Students	Aug. 29-Sept. 1
<b>Mon.</b>	<b>Sept. 6</b>	<b>Labor Day - No Classes/Holiday</b>	<b>Sept. 5</b>
Tues.	Sept. 7	Mandatory New Student Orientation & Registration	Sept. 6
Wed.	Sept. 8	First Day of Fall Classes	Sept. 7
Wed-Tues.	Sept. 8 - 14	Add/Drop Period (No "W" grade posted).	Sept. 7-13
Mon.	Sept. 13	Nursing Academic Standing Committee Meeting	Sept. 12
Tues.	Sept. 14	CHRP Academic Standing Committee Meeting	Sept. 13
Tues.	Sept. 14	Last Day to Drop Courses Without Tuition Liability. Web Add/Drop Ends.	Sept. 13
Tues.	Sept. 14	Registration/Tuition Payment Deadline	Sept. 13
<b>Thurs/Fri.</b>	<b>Sept. 9/10</b>	<b>Rosh Hashanah – No Classes</b>	<b>Sept. 29/30</b>
<b>Sat.</b>	<b>Sept. 18</b>	<b>Yom Kippur - No Classes</b>	<b>Oct. 8</b>
Fri.	Oct. 8	Last Day to Withdraw from a Course with a Grade of "W"	Oct. 7
<b>Mon.</b>	<b>Oct. 11</b>	<b>Columbus Day - No Classes</b>	<b>Oct. 10</b>
<b>Mon.</b>	<b>Oct. 25</b>	<b>Spring Academic Advising &amp; Web Registration begins</b>	<b>Oct. 24</b>
<b>Tues.</b>	<b>Nov. 2</b>	<b>Election Day - Classes in Session</b>	<b>Nov. 8</b>
<b>Fri.</b>	<b>Nov. 5</b>	<b>Spring Academic Advising &amp; Web Registration ends</b>	<b>Nov. 4</b>
Fri.	Nov. 5	Last Day to Withdraw from a Course with a grade of "WP" or "WF"	Nov. 4
<b>Thurs.</b>	<b>Nov. 11</b>	<b>Veterans' Day - No Classes/Holiday</b>	<b>Nov. 11</b>
Fri.	Nov. 19	Spring Registration Packets & Tuition Bills mailed to Continuing Students	Nov. 18
<b>Thurs/Fri</b>	<b>Nov. 25/26</b>	<b>Thanksgiving Holiday - No Classes</b>	<b>Nov. 24/25</b>
Mon.	Dec. 6	Last day to apply for New York State Residency for Spring Semester	Dec. 5
Tues.	Dec. 14	Last Day of Classes	Dec. 13
Tues.	Dec. 14	Last Day to Make-Up Incomplete Grades from Spring & Summer 2010	Dec. 13
<b>Wed.</b>	<b>Dec. 15</b>	<b>Study Day</b>	<b>Dec. 14</b>
Thurs.	Dec. 16	Final Exams Begin	Dec. 15
Wed.	Dec. 22	Final Exams End	Dec. 21
Thurs.	Dec. 23	Last Day for DMI, MW, OT, PA & PT Clinical Courses	Dec. 22
Tues.	Dec. 28	Deadline to Enter Grades on Banner System	Dec. 27
Tues.	Jan. 4	Nursing Academic Standing Committee Meeting	Jan. 3
Thurs.	Jan. 6	CHRP Academic Standing Committee Meeting	Jan. 5

Students in clinical courses should check with their individual programs regarding specific clinical schedules and time off. All students in clinical courses will be expected to adhere to the holiday schedules of the department (and hospital site) to which they are assigned. Clinical students completing clerkship, fieldwork,

practicum or other clinical assignments may have clinical obligations that extend throughout semester vacation periods but clinical training experiences are not permitted to take place between academic semesters.

STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER  
COLLEGE OF HEALTH RELATED PROFESSIONS AND COLLEGE OF NURSING  
**ACADEMIC CALENDAR 2010-2011**

**SPRING SEMESTER 2011**

**TENTATIVE SPRING 2012**

Mon.	Jan.	3	First Day for DMI, MW, OT, PA & PT Clinical Courses	Jan. 2
Tues.	Jan.	4	Web Registration Re-opens	Jan. 3
Tues/Wed.	Jan.	4/5	In-Person Registration for Non-Matriculating Students	Jan. 3/4
Tues.	Jan.	4	Nursing Academic Standing Committee Meeting	Jan. 3
Thurs.	Jan.	8	CHRP Academic Standing Committee Meeting	Jan. 7
<b>Mon.</b>	<b>Jan.</b>	<b>10</b>	<b>First Day of Spring Classes</b>	<b>Jan. 9</b>
Jan. 10 -	Jan.	14	Add/Drop Period (No "W" grade posted)	Jan. 9-Jan. 13
Fri.	Jan.	14	Registration /Tuition Payment Deadline	Jan. 13
Fri.	Jan.	14	Last Day to Drop Courses Without Tuition Liability	Jan. 13
<b>Mon.</b>	<b>Jan.</b>	<b>17</b>	<b>Martin Luther King Jr. Day – No Classes</b>	<b>Jan. 16</b>
Fri.	Jan.	28	Last Day to File for May Graduation	Jan. 27
Fri.	Feb.	11	Last Day to Withdraw from a Course with a Grade of "W "	Feb. 10
<b>Mon.</b>	<b>Feb.</b>	<b>21</b>	<b>Presidents' Day - No Classes</b>	<b>Feb. 20</b>
Fri.	Mar.	18	Last Day to Withdraw from a Course with a grade of 'WP' or 'WF'	Mar. 16
<b>Mon.</b>	<b>Mar.</b>	<b>21</b>	<b>Spring Recess Begins</b>	<b>Apr. 2</b>
Mon.	Mar.	28	Classes Resume	Apr. 9
<b>Mon.</b>	<b>Apr.</b>	<b>4</b>	<b>Summer and Fall Academic Advising &amp; Course Pre-registration begins</b>	<b>Apr. 9</b>
<b>Fri.</b>	<b>Apr.</b>	<b>15</b>	<b>Summer and Fall Academic Advising &amp; Course Pre-registration ends</b>	<b>Apr. 20</b>
Tues.	Apr.	19	Passover Begins	Apr. 7
Fri.	Apr.	22	Good Friday	Apr. 6
<b>Sun.</b>	<b>Apr.</b>	<b>24</b>	<b>Easter</b>	<b>Apr. 8</b>
Tues.	Apr.	26	Passover Ends	Apr. 14
Mon.	May	2	Summer Registration Packets & Tuition bills mailed to Continuing Students	Apr. 30
Mon.	May	2	Last Day of Classes	Apr.30
Mon.	May	2	Last Day to Make Up Incomplete Grades from Fall 2010	Apr.30
<b>Tues.</b>	<b>May</b>	<b>3</b>	<b>Study Day</b>	<b>May 1</b>
Wed.	May	4	Final Exams Begin	May 2
Wed.	May	11	Final Exams End	May 9

(continued)

COLLEGE OF HEALTH RELATED PROFESSIONS AND COLLEGE OF NURSING  
**ACADEMIC CALENDAR 2010-2011**  
 (CONTINUED)

**SPRING SEMESTER 2011**

**TENTATIVE SPRING 2012**

Fri.	May	13	Last Day for DMI, MI, MW, OT, PA & PT Clinical Courses	May 11
Tues.	May	17	Deadline to Submit Grades on Banner System	May 15
Thurs.	May	26	Commencement – No Classes	TBA
Wed.	June.	1	Nursing Academic Standing Committee Meeting	TBA
Thurs.	June	2	CHRP Academic Standing Committee Meeting	TBA

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

STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER  
COLLEGE OF MEDICINE AND SCHOOL OF GRADUATE STUDIES  
ACADEMIC CALENDAR 2010-2011

**FALL SEMESTER 2010**

**TENTATIVE FALL 2011**

Thur.	July	1	MS IV Clinical Courses begin & Registration deadline	July	1
Sun.	July	4	Independence Day	July	4
Mon.	July	5	Independence Day Observed – No Classes	July	4
Tue-Fri.	July	6-9	MS III Transition to Clerkships – Mandatory Orientation	July	5,6,7,8
Mon.	July	12	MS III Clerkships begin & Registration deadline	July	
		5,6,7,8			
Mon.	Aug.	16	MS I Orientation & Registration	Aug.	15
Mon.	Aug.	23	MS I Classes Begin	Aug.	22
Mon.	Aug.	23	MS II Registration Deadline & Classes Begin	Aug.	22
Mon.	Aug.	23	Graduate School Registration Period Begins	Aug.	29
Mon.	Sept.	6	Labor Day - No Classes®	Sept.	5
Wed.	Sept.	8	Graduate School Registration Period Ends	Sept.	2
Thurs./Fri	Sept.	9/10	Rosh Hashanah	Sept.	29/30
Sat.	Sept.	18	Yom Kippur	Oct.	8
Mon.	Sept.	13	Graduate School Classes Begin	Sept.	12
Mon.	Oct.	11	Columbus Day - No Classes®	Oct.	10
Tue.	Nov.	2	Election Day - Classes Meet (Medical School) - No Classes (Graduate School)	Nov.	8
Thur.	Nov.	11	Veterans' Day – (Administrative Offices will be closed)	Nov.	11
			Classes Meet (Medical School) - No Classes (Graduate School)	Nov.	11
Fri.	Nov.	19	Spring 2011 Registration Packets mailed to Returning Students	Nov.	18
Thur/Fri.	Nov.	25/26	Thanksgiving Holiday - No Classes®	Nov.	24/25
Thur.	Dec.	23	MS III & Graduate School Semester Ends	Dec.	23
Thur.	Dec.	23	MS I, II Semester Ends	Dec.	23
Thur.	Dec.	23	Last Day to Apply for New York State Residency for Spring 2011 semester	Dec.	23
Wed.	Dec.	29	Deadline to Submit Fall Semester Grades (MS I & II) to Registrar	Dec.	28

**SPRING 2011 SEMESTER**

**TENTATIVE SPRING 2011**

Mon.	Jan.	3	MS I, II, III Classes & Clerkships Resume	Jan.	2
Mon.	Jan.	3	Spring Semester Registration Deadline - All Medical Students	Jan.	2
Mon.	Jan.	3	Graduate School Registration Period Begins	Jan.	2
Fri.	Jan.	7	Graduate School Registration Period Ends	Jan.	6
Mon.	Jan.	17	Martin Luther King Jr. 's Birthday - No Classes®	Jan.	16
Tue.	Jan.	18	Graduate School Spring Semester Classes Begin	Jan.	17
Fri.	Jan.	28	Last Day to file for <b>May 2011</b> Graduation	Jan.	27
Mon.	Feb.	21	Presidents' Day - No Classes®	Feb.	20

(Continued)

STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER  
COLLEGE OF MEDICINE AND SCHOOL OF GRADUATE STUDIES

**Academic Calendar 2010 -2011**

**SPRING 2011 SEMESTER (CONTINUED)**

**TENTATIVE Spring 2011**

Thurs.	Mar.	17	MS IV Residency Match Day	Mar.	16
Mon.	Mar.	28	MS I & II Spring Vacation Begins	Mar.	26
Mon.	Apr.	4	MS I & II Classes Resume	Apr.	2
Tue.	Apr.	19	Passover Begins	Apr.	7
Fri.	Apr.	22	Good Friday	Apr.	6
Sun.	Apr.	24	Easter	Apr.	8
Tue.	Apr.	26	Passover Ends	Apr.	13
Thurs.	May	5	Fourth Year Grades Committee (MS IV) Meeting at 1 p.m.	May	3
Fri.	May	6	Last Day of Classes & Exams - MS II	May	4
Tue.	May	10	Academic Promotions Committee Meeting at 1 p.m. (Review of 4 <sup>th</sup> Year Class)	May	8
Thurs.	May	12	Deadline to Submit Second Year Grades (MS II) to Registrar's Office	May	10
Mon.	May	16	Second Year Grades Committee (MS II) Meeting at 1 p.m.	May	14
Thurs.	May	19	Academic Promotions Committee Meeting at 1 p.m. (Review of 2 <sup>nd</sup> Year Class)	May	17
Fri.	May	20	Deadline to Submit MS IV Spring Grades to Registrar's Office	May	18
<b>Thurs.</b>	<b>May</b>	<b>26</b>	<b>Commencement</b>	<b>TBA</b>	
Mon.	May	30	Memorial Day Observed - Holiday (No Classes)	May	28
Thurs.	June	9	Third Year Grades Committee Meeting at 1 p.m.	June	7
Fri.	June	10	Last Day of Classes & Exams - MS I	June	8
Fri.	June	10	Graduate School Spring Semester Classes End	June	8
Tue.	June	14	Academic Promotion Committee Meeting at 1 p.m. (Review of 3 <sup>rd</sup> Year Class)	June	12
Tue.	June	14	Deadline to Submit First Year (MS I) Spring Grades to Registrar's Office	June	12
Thurs.	June	16	First Year Grades Committee Meeting at 1 p.m.	June	14
Tue.	June	21	Academic Promotions Committee Meeting at 1 p.m. (Review of 1 <sup>st</sup> Year Class)	June	19
Fri.	June	24	Last Day of Spring 2011 Enrollment - MS II & III	June	22
Fri.	July	29	Last Day to Apply for New York State Residency for Fall 2011 Semester	July	27

® Students in clinical courses should check with appropriate departments regarding time off. With the exception of Thanksgiving Day, Winter and Spring Recesses as listed in the academic calendar, all 3<sup>rd</sup> and 4<sup>th</sup> year students will be expected to adhere to the holiday schedules of the department (and hospital site) to which they are assigned. Fourth year students completing subinternships will have clinical obligations which may extend throughout vacation periods. Refer to the [2010-2011 Course Selection Book](#) on the web for curriculum information pertaining to the Clinical Years.

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

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

@Tentative

▲ The 2010-2011 calendar is tentative and is generally not finalized until September due to curriculum adjustments.

Office of Student Affairs REVISED 8/3/2010

STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER  
SCHOOL OF PUBLIC HEALTH  
ACADEMIC CALENDAR 2010-2011

**SUMMER SEMESTER 2010**

**TENTATIVE SUMMER 2011**

Mon.	May	24	Web Registration Re-opens for Summer	May 23
Mon.	May	24	In-Person Registration for Non-Matriculating Students	May 23
Tues.	May	25	In-Person Registration for Non-Matriculating Students	May 24
<b>Thurs.</b>	<b>May</b>	<b>27</b>	<b>Commencement – No Classes</b>	<b>May 26</b>
<b>Mon.</b>	<b>May</b>	<b>31</b>	<b>Memorial Day – No Classes</b>	<b>May 30</b>
<b>Tues.</b>	<b>June</b>	<b>1</b>	<b>Orientation &amp; Registration Entering SPH Students</b>	<b>May 31</b>
<b>Mon.</b>	<b>June</b>	<b>14</b>	<b>First Day of Classes – All SPH Students</b>	June 13
June 14–	June	18	Add/Drop Period (No “W” grade posted but See Student Handbook for Tuition Liability)	June 13-June 17
Fri.	June	18	Registration Tuition Payment Deadline	June 17
Fri.	June	18	Last Day to Drop Courses Without Tuition Liability	June 17
Fri.	June	25	Last Day to Withdraw from a Course with a Grade of “W”	June 24
Mon.	July	5	Independence Day Observed – No Classes	July 4
Fri.	July	23	Last Day to Withdraw from a Course with a grade of “WP” or “WF”	July 22
Fri.	July	30	Last Day to apply for New York State Residency for the Fall Semester	July 29
Fri.	Aug.	6	Last Day of Classes and Exams	Aug. 5
Tues.	Aug.	10	Deadline to Submit Grades to the Office of the Registrar	Aug. 9
Wed.	Aug.	11	Fall Tuition bills mailed to Students	Aug. 10
Mon.	Aug.	30	Web Registration Re-opens	Aug. 29

**NOTES: 1. SPH Final Exams are given during class hours.**

**2. All SPH classes require 45 contact hours. Due to holidays which fall on Mondays, Monday classes may be extended or additional dates may be scheduled to ensure the 45 hours.**

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

STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER  
SCHOOL OF PUBLIC HEALTH  
ACADEMIC CALENDAR 2010-2011

**Fall Semester 2010**

**Tentative Fall 2011**

Mon.	Aug.	30	Web Registration Re-opens	Aug. 29
Mon-Thurs. Aug.30-Sept.2			In- Person Registration for Non-Matriculating Students	Aug. 29-Sept. 1
<b>Mon.</b>	<b>Sept.</b>	<b>6</b>	<b>Labor Day - No Classes/Holiday</b>	<b>Sept. 5</b>
Tues.	Sept.	7	Mandatory Orientation & Registration	Sept. 6
Wed.	Sept.	8	First Day of Fall Classes	Sept. 7
Sept. 8 - Sept. 14			Add/Drop Period (No "W" grade posted). Web Add/Drop Ends Sept. 14	Sept. 7-Sept. 13
Tues.	Sept.	14	Last Day to Drop Courses Without Tuition Liability	Sept. 13
Tues.	Sept.	14	Registration/Tuition Payment Deadline	Sept. 13
<b>Thurs/Fri. Sept. 9/10</b>			<b>Rosh Hashanah – No Classes</b>	<b>Sept. 29/30</b>
<b>Sat.</b>	<b>Sept.</b>	<b>18</b>	<b>Yom Kippur - No Classes</b>	<b>Oct. 8</b>
Fri.	Oct.	8	Last Day to Withdraw from a Course with a Grade of "W"	Oct. 7
<b>Mon.</b>	<b>Oct.</b>	<b>11</b>	<b>Columbus Day - No Classes</b>	Oct. 10
<b>Mon.</b>	<b>Oct.</b>	<b>25</b>	<b>Spring Academic Advising &amp; Web Registration begins</b>	Oct. 24
<b>Tues.</b>	<b>Nov.</b>	<b>2</b>	<b>Election Day - Classes in Session</b>	<b>Nov. 8</b>
<b>Fri.</b>	<b>Nov.</b>	<b>5</b>	<b>Spring Academic Advising &amp; Web Registration ends</b>	Nov. 4
Fri.	Nov.	5	Last Day to Withdraw from a Course with a grade of "WP" or "WF"	Nov. 4
<b>Thurs.</b>	<b>Nov.</b>	<b>11</b>	<b>Veterans' Day – No Classes</b>	<b>Nov. 11</b>
Fri.	Nov.	19	Spring Registration Packets & Tuition Bills mailed.	Nov. 18
Thurs/Fri. Nov. 25/26			<b>Thanksgiving Holiday - No Classes</b>	Nov. 24/25
Mon.	Dec.	6	Last day to apply for New York State Residency for Spring Semester	Dec. 5
Tues.	Dec.	14	Last Day of Classes	Dec. 13
Tues.	Dec.	14	Last Day to Make-Up Incomplete Grades from Spring & Summer 2010	Dec. 13
Wed.	Dec.	15	Study Day	Dec. 14
Thurs.	Dec.	16	Final Exams Begin	Dec. 15
Wed.	Dec.	22	Final Exams End	Dec. 21
Tues.	Dec.	28	Deadline to Enter Grades on Banner System	Dec. 27

- NOTES:**
1. SPH Final Exams are given during class hours.
  2. All SPH classes require 45 contact hours. Due to holidays which fall on Mondays, Monday classes may be extended or additional dates may be scheduled to ensure the 45 hours.

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STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER  
SCHOOL OF PUBLIC HEALTH  
ACADEMIC CALENDAR 2010-2011

**SPRING SEMESTER 2011**

**TENTATIVE SPRING 2011**

Tues.	Jan.	4	Web Registration Re-opens	Jan. 3
Tues/Wed.	Jan.	4/5	In-Person Registration for Non-Matriculating Students	Jan. 3/4
<b>Mon.</b>	<b>Jan.</b>	<b>10</b>	<b>First Day of Spring Classes</b>	<b>Jan. 9</b>
Jan. 10 - Jan. 14			Add/Drop Period (No "W" grade posted)	Jan. 9–Jan.13
Fri.	Jan.	14	Registration /Tuition Payment Deadline	Jan. 13
Fri.	Jan.	14	Last Day to Drop Courses Without Tuition Liability	<b>Jan. 13</b>
<b>Mon.</b>	<b>Jan.</b>	<b>17</b>	<b>Martin Luther King Jr. Day – No Classes</b>	<b>Jan. 16</b>
Fri.	Jan.	28	Last Day to File for May Graduation	Jan. 27
Fri.	Feb.	11	Last Day to Withdraw from a Course with a Grade of "W "	<b>Feb. 10</b>
<b>Mon.</b>	<b>Feb.</b>	<b>21</b>	<b>Presidents' Day - No Classes</b>	<b>Feb. 20</b>
Fri.	Mar.	18	Last Day to Withdraw from a Course with a grade of "WP" or "WF"	Mar. 16
Mon	Mar.	21	<b>Spring Recess Begins</b>	<b>Apr. 2</b>
Fri.	Mar.	28	<b>Classes Resume</b>	<b>Apr. 9</b>
<b>Mon.</b>	<b>Apr.</b>	<b>4</b>	<b>Summer and Fall Academic Advising &amp; Web Registration begins</b>	<b>Apr. 9</b>
<b>Fri.</b>	<b>Apr.</b>	<b>15</b>	<b>Summer and Fall Academic Advising &amp; Web Registration ends</b>	<b>Apr. 20</b>
Tues.	Apr	19	Passover Begins	Apr. 7
<b>Fri.</b>	<b>Apr.</b>	<b>22</b>	<b>Good Friday</b>	<b>Apr. 6</b>
<b>Sun.</b>	<b>Apr.</b>	<b>24</b>	<b>Easter</b>	<b>Apr. 8</b>
Tues.	Apr.	26	Passover Ends	Apr. 14
Mon.	May	2	Summer Registration Packets & Tuition bills mailed to Continuing students	Apr. 30
Mon.	May	2	Last Day of Classes	Apr. 30
Mon.	May	2	Last Day to Make Up Incomplete Grades from Fall 2010	Apr. 30
<b>Tues.</b>	<b>May</b>	<b>3</b>	<b>Study Day</b>	<b>May 1</b>
Wed.	May	4	Final Exams Begin	May 2
Wed.	May	11	Final Exams End	May 9
Tues.	May	17	Deadline to Submit Grades on Banner System	May 15
Thurs.	May	26	Commencement – No Classes	TBA

(continued)

- NOTES:**
- 1. SPH Final Exams are given during class hours.**
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# **UNIVERSITY SERVICES**



The Division of Student Affairs encompasses several offices, which provide student services to students in all four colleges – Office of Admissions, Office of Financial Aid, Office of Student Affairs, and the Office of the Registrar. In addition, the Office of Institutional Research and Evaluation, and the Office of Academic Development for the College of Medicine, are also housed in this Division. While many of you may be fairly self-sufficient, and require little or no assistance during your educational experience, others may need assistance from these offices. Several of the offices have extensive information on our institutional website ([www.downstate.edu](http://www.downstate.edu) then go to “Education,” then “Student Life and Services”). Check the website first. The section which follows also provides a guide for you.

Office hours within the Division vary. Consult the posted hours for each office (current information listed below.)

### **OFFICE OF STUDENT ADMISSIONS**

The Office of Student Admissions provides services for applicants to the Colleges of Health Related Professions, Nursing, Medicine, and the School of Public Health. Admission to the School of Graduate Studies is through the School of Graduate Studies and the departments.

Following your admission into SUNY Downstate Medical Center, you can help recruit other students to our school by assisting with mailings, touring prospective applicants, or telephoning accepted applicants. In addition, you may participate in our campus hosting program, whereby you may house applicants overnight when they come for their interviews. If you would like to assist with any of these activities, please contact the Office of Admissions (email [admissions@downstate.edu](mailto:admissions@downstate.edu)) in the Basic Science Building, Room 1-133. Telephone 718 270-2446. Office hours 9 a.m. - 5 p.m. Monday - Friday.

### **OFFICE OF FINANCIAL AID**

The Office of Financial Aid is part of the Division of Student Affairs and is located in the Basic Science Building, Room 114. The telephone number is 718-270-2488 and our email address is [financialaid@downstate.edu](mailto:financialaid@downstate.edu). Our office hours are: 9a.m. to 5p.m., Monday through Thursday, and 10 a.m. to 5 p.m. on Friday. Additional information regarding financial aid policies and procedures is located on the financial aid web site: [http://sfs.downstate.edu/financial\\_aid/](http://sfs.downstate.edu/financial_aid/)

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

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

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

The Free Application for Federal Student Aid (FAFSA) is available on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) in early January and should be filed each year by the student by no later than March 1 for the upcoming academic year. Downstate Medical Center’s federal code is 002839. In order to maintain eligibility for federal, state, and institutional financial aid, students must maintain good academic standing and make satisfactory academic progress towards the completion of their degree. Standard policies have been adopted by the *Colleges of Health Related Professions and Nursing* that define the minimum acceptable grade point average, number of credits that must be completed *in a semester*, and the total number of credits accumulated while enrolled in the college. These policies are published on the *Colleges’ web site*: [http://sfs.downstate.edu/financial\\_aid/SAP/index.html](http://sfs.downstate.edu/financial_aid/SAP/index.html) and are included with each financial aid award letter.

Students enrolled in the Colleges of Medicine and Graduate Studies are subject to individual reviews of academic progress by the appropriate academic Grades and Promotions Committee.

The number of credits for which a student is enrolled is a very important component in determining eligibility for financial aid for a given semester. In order to qualify for federal loans, undergraduate students must be enrolled as at least a half-time student, which is defined as a student taking 6-11 credits. Graduate students are considered half-time, and, therefore, qualified for federal loans, when they are enrolled in at least 5 credits. In addition to affecting initial eligibility for federal loans, the number of credits for which a student is enrolled affects the estimated cost of attendance used to determine the amount and type of aid that can be offered. A student who anticipates being enrolled full time but does not enroll for a full-time course load will have his/her cost of attendance adjusted. Such adjustment may impact the amount and type of aid that he/she may receive and a revised award notice will be prepared and sent to the student.

Medical students maintain eligibility for institutional grants or scholarships only if they are full-time, which is defined as being enrolled in 9 or more credits. Loan eligibility is maintained by medical students who are enrolled in at least 5 credits. Nevertheless, an adjustment may be made to the amount and type of aid offered if the enrollment status differs from the one used to determine the cost of attendance.

New York State residents receiving TAP must be enrolled in 12 credits to retain eligibility for their award. TAP and New York State scholarships are subject to stricter requirements.

The enrollment level of all students is reviewed each semester and students who do not meet eligibility requirements for the aid they have been offered will have their award adjusted accordingly.

Students, who encounter academic difficulties, including failure of one or more courses, or a cumulative grade point average that falls below 2.0, are encouraged to consult the Office of Financial Aid to determine the possible impact that their academic status may have on their continued eligibility for financial aid. In some circumstances a waiver may be granted to maintain financial aid eligibility during a period of unsatisfactory academic achievement. In addition, any time a student withdraws or drops a course, the Office of Financial Aid should be consulted to determine the effect such action may have on their financial aid.

Students who are placed on academic probation or required to extend their program of study or enroll in remedial coursework are not automatically disqualified for financial aid but should, nevertheless, consult the Office of Financial Aid regarding their continued eligibility.

Any student who withdraws from all their course work for a semester, or who fails to earn a passing grade in at least one of their courses for a semester is subject to a review to determine the amount of Federal Financial Aid that was earned for that semester. Any unearned portion must be returned to the appropriate Federal Financial Aid program. You are advised to consult the Office of Financial Aid if you are considering withdrawing from all your courses so that you will know the impact this will have on your Federal Financial Aid for that semester.

### **Managing Your Finances.**

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

Visit the debt management sections of Downstate's Financial Aid website for information on debt and credit issues.

While student loans represent a significant resource for you to help offset the cost of attendance, anything you can do to minimize your reliance on borrowing will enable you to reduce your loan payments upon the completion of your degree.

Investigate all the resources you may have at your disposal to help pay for your education. Have you saved or invested for your education? Do family members have resources you can utilize for your education? Does your employer provide tuition remission benefits?

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

### **AAMC MD2**

<http://www.aamc.org/students/financing//start.htm>

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

### **National Foundation for Credit Counseling**

<http://www.nfcc.org/>

### **To Obtain Your Free Credit Report Annually**

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

### **OFFICE OF THE REGISTRAR**

The Office of the Registrar is part of the Division of Student Affairs and is on the first floor of the Basic Science Building in Room 112. Office hours are 10 a.m. – 5 p.m., Monday, Tuesday, Thursday, Friday; and 10 a.m. – 5:30 p.m. Wednesday. The email address is registrar@downstate.edu. The office is responsible for class schedules, registration, course selection, course adds/drops, grades, transcripts, certification of student status, certification of academic good standing, loan deferments, veterans' affairs and the maintenance of all academic records. Additional information regarding fees, charges and records policies are in the Appendix of this Student Handbook.

Current students may review their academic folders by requesting to do so and providing proper identification. It is usually possible to review the folder immediately upon request; however, on occasion it

may be necessary to make an appointment and return the following day.

Progress reports of academic performance (grades) are available on-line to students in the College of Health Related Professions, the College of Nursing, the School of Graduate Studies, and the School of Public Health, approximately four weeks after the end of each semester of attendance. Progress reports are available on-line to students in the College of Medicine at the end of the academic year.

Allow a minimum of two weeks for processing when requesting transcripts, completion of licensure forms, and certification. Overnight or express mail is available at student expense. Arrangements for an overnight mail envelope and prepayment of associated charges may be made through the Bursar's Office and SUNY Downstate Medical Center's mail room.

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

### Change of Name

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

### Change of Residency

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

### Drop/Add Fee

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

### Late Registration Fee

A late registration fee of \$40.00 will be assessed to students who fail to complete payment arrangements with the Bursar's Office during the official registration period. Registration consists of completion of registration **AND** tuition payment. Completion of only one-half of the process will constitute non-registration and is subject to late charges.

### State Licensure/ Registry Examination

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

### Transcripts

Official transcripts are forwarded to educational institutions and to other recognized organizations only upon the written request of a registered student or former student. Official transcripts are not released to the student or former student. There is a fee of \$5.00 for each transcript.

Students must request official transcripts in writing from the Office of the Registrar. A check for \$5.00 per transcript, payable to "SUNY Downstate" must be submitted at the time of the request for transcript. Transcripts cannot be released for any student who has a financial or other university "hold" on his/her record.

### Diplomas

The date that a student completes degree requirements is recorded on the official college transcript. However, diplomas are issued only four times each year: May, June, August and December.

Students who wish to have their diplomas mailed to them must pay a \$9.00 mailing charge, for the cost of mail service. The check should be made payable to "SUNY Downstate" and presented to the Bursar. Students will be asked to show a Bursar's receipt and leave a current mailing address at the Office of the Registrar.

Diplomas are held in the Office of the Registrar for a period of one year, after which they will be destroyed. Duplicate diplomas can be ordered for a fee of \$30.00, which includes a certified mail fee. A notarized letter explaining the reason for the request is required.

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

#### Graduation Application

Each January, students with expected graduation dates within that calendar year are required to file a graduation application to initiate a check of degree requirements and to order a diploma. Failure to file a graduation application in a timely fashion will result in a delay in the receipt of the diploma.

#### **OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs serves as a general help and information office to students in all four colleges. Student health insurance information, international students' immigration forms, and Commencement are only a few of the areas handled through this office. If you have a question about the accuracy of what you've heard on the rumor grapevine, or do not know where to find something, stop by the Office of Student Affairs for general assistance. The Office is located in the Basic Science Building, Room 114. Telephone 718 270-2187, Email [studentaffairs@downstate.edu](mailto:studentaffairs@downstate.edu). Office Hours are 9 a.m. - 5 p.m. Monday - Friday; after 5 p.m. appointments are available for students.

The Office also serves as the Dean of Students' Office for the College of Medicine. More information is in the College of Medicine section of this Student Handbook.

#### International Student Services

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

United States Citizenship & Immigration Services (USCIS – formerly known as the U.S. Immigration and Naturalization Service): <http://uscis.gov> Many forms are available for downloading from the site; the Employment Authorization Card may be applied for electronically.

State Department travel warnings, announcements and information sheets for every country: [travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)

Links to home pages of U.S. embassies and consulates throughout the world: [travel.state.gov/links.html](http://travel.state.gov/links.html)

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

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

American Immigration Center: [www.us-immigration.com](http://www.us-immigration.com)

Immigration Lawyers on the Web: [www.ilw.com](http://www.ilw.com)

#### Jury Duty

Students who are summoned for jury duty may come to the Office of Student Affairs to request a letter stating their student status and request to have jury duty postponed. Allow 1-2 business days for the letter. There is no guarantee that students will have their jury duty postponed. If the court imposes service, the student must serve. Students should notify course directors/instructors should this occur.

After two excused absences, students are generally required to serve on the third summons. It is recommended that the student identify a time period when he/she can serve (e.g. during a vacation period), and notify the court of those dates at the time of the first and no later than at the third excused absence.

#### Letters of Recommendation

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

#### **OTHER STUDENT SERVICES**

##### **BIOMEDICAL COMMUNICATIONS**

##### **Computer Graphics/Media Production**

###### Computer Imaging:

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

###### Image Scanning:

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

###### Digital Photography:

Biomedical Communications has expertise in documenting subjects that are unique to the medical and scientific fields and offer a variety of photographic techniques to capture both medical and non-medical subjects. Fee based service.

##### **Poster Sessions/Electronic Publishing:**

Department of Biomedical Communications combines design skills with current electronic publishing technology to produce printed materials, from original concept to finished product. Biomedical Communications will assist with the production of computer graphics, medical illustrations, graphs, booklets and brochures, newsletters, and computer color prints. Poster sessions, signs and banners can be output via a large display, high resolution, full color printer (42" wide roll).

##### **Video Production & Videoconferencing**

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

## Web Design & Database Integration

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

Name: Manny Bekier, Director

Office: Biomedical Communications

Telephone number: 718-270-7550

Location: Health Science Education Building (HSEB), 3rd Floor, main office-room 312

Fax: 718-270-7549

Web: <http://www.downstate.edu/bc>

## BOOKSTORE

The University Bookstore stocks all required and recommended texts, reference and review books at a discounted price and are tax exempt for students. Special orders are accepted for books not stocked and these are also obtained at a discount and tax exempt. There is no extra charge for shipping and handling.

In addition to books, the bookstore offers medical instruments at a discount, stationery, sundry items, lab coats, jackets, scrubs, drug items, swimming supplies, master locks, batteries, film, books of stamps, casual school clothing, Metrocards and much, much more.

Location: Student Center, 394 Lenox Road, Room 232

Hours\*: Mon. & Thurs. 9:30 am-7pm

Tues, Wed, Fri. 9:30 am-5pm

\*During academic break & holiday periods, call for current schedule of hours.

Telephone 718-270-2486

Fax 718-270-4598

Web: [www.DownstateBookstore.com](http://www.DownstateBookstore.com)

### Tentative Fall 2010 schedule:

8/23 -8/27 Special extended hours  
Mon. thru Thurs. 9:30 am-6:30 pm  
Fri. 9:30 am-5pm

8/30-9/3 Resume regular hours

9/6 Closed for Labor Day

9/8 -9/9 Special extended hours

Wed. and Thurs. 9:30 am -6:30 pm

Fri. 9:30 am-5pm

9/13 Resume regular hours

**Return policy:** Returns must be in clean/saleable condition and accompanied by the original cash register receipt.

Cash Sales – refund by cash.

Check Sales- a credit memo (can be exchanged for cash after 15 business days)

Credit Card Sales, credit will be issued to the same credit card account.

**Textbooks:** 3 business days from the 1<sup>st</sup> day of class.

3 business days thereafter. Exceptions:

review/reference/special orders and specially marked textbooks "not returnable" as per publisher, are final sales.

**All other items:** 3 business days.

**Other Exceptions:** medical supplies/diagnostic equipment, stationary.

**Manager:** Ken Carlton 718-270-2486

## BURSAR'S OFFICE

The Bursar's Office is responsible for reporting and disbursing to the state comptroller all monies received in the Center. The Office collects all monies except hospital patient receipts. These collections include tuition, residence hall rents, registration deposits, library fines and fees, and residence hall damage fees. The office also disburses all checks made available through all federal loan and scholarship programs, state scholarships and TAP awards, local center loan and scholarships, and guaranteed loans.

The cashier's window of the Bursar's office is open Monday, Tuesday, Thursday and Friday from 10:00 A.M. to 4:00 P.M.; and 10:00 A.M. to 5:30 P.M. on Wednesdays.

The Bursar's Office accepts Visa, Mastercard and the Discover cards for payment of tuition, fees, and residence hall rent charges. Students with questions concerning the calculation, deferment, or payment of their charges can call us Monday through Friday from 9 A.M. to 4 P.M. at (718) 270-1078.

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

## THE CHILDREN'S CENTER AT SUNY BROOKLYN

Located at 440 Lenox Road, this is an on-site day care center, which offers developmentally appropriate early childhood education for children from age 8 weeks to five years. The Center has a sliding fee scale ranging from \$135/week (for earnings up to \$30,000) to over \$255. Center hours are from 7:30 a.m. to 5:30 p.m. Our director and staff are fully qualified to teach young children. The Center is pursuing NAEYC accreditation, which affirms the high quality of the educational services it provides. There is a \$20 non-refundable application fee to put your name on the waiting list. SUNY students receive priority placement. For more information call the Center at 718 221-6160/6165.

## CLASSROOM SERVICES

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

### Audio Visual Services

Allow at least two business days notice for all anticipated events and equipment needs. Audio- Visual Technicians are provided as required, we do not provide projectionists. Technicians are available Monday-Friday, 8:00 A.M. to 9:00 P.M.

### Quality Assurance Checks

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

### Contact Numbers

Emergency Audio-Visual Support: 718-270-1215.

Classroom Services Office: 718-270-2639

Fax number: 718-270-7471

Location: Learning Resource Center

E-mail: [Classroom.Services@downstate.edu](mailto:Classroom.Services@downstate.edu)

Website: <http://138.5.88.50/default.htm>

# THE MEDICAL RESEARCH LIBRARY OF BROOKLYN

## History

The library traces its roots to 1845 when the Library of the Medical Society of the County of Kings was established in response to physician demand for current information necessary to practice medicine. The Library of the Long Island College of Medicine had its roots in the Hoagland Library of the Long Island College Hospital (Collegiate Division), which began educating students in 1860. The merger of the libraries of these two institutions in 1962 created the fifth largest medical library and third largest medical school library in the nation at that time. In November, 1991, the Medical Research Library of Brooklyn moved to a 65,000 sq. ft., 200 seat, self-contained facility which was part of the \$54 million Health Sciences Education Building.

## Hours

The hours for the Library will be changing with the opening of the Information Commons. In general the Library will have fewer hours, but the Library Information Commons will be open 24 hours, 7 days per week. The Library Information will be assessable by SUNY Downstate ID only.

## Collections

The collections of the library support the clinical, research and curricular (medicine, nursing and allied health) missions of the institution. There are over 317,000 bound journal volumes and over 66,000 monographs. Total journal titles is 4,136 with over 1,000 current titles. The library continues to expand its electronic resources in books, journals and databases, which facilitates remote access 24/7. X7450

## Archives and Special Collections

This unit houses materials, which document the history, achievements, and activities of SUNY Downstate Medical Center. The Archives also contains manuscript collections of prominent Brooklyn physicians and materials, which document the history of medicine, health care and medical education in Kings County. X7460

## STAFF

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

### Library Director

Dr. Richard Winant, Dean for Academic Information and Director of Libraries  
Telephone number: 718-270-7411  
Fax: 718-270-7413  
Location: E209  
E-mail: richard.winant@downstate.edu

### Resource Management

Mohamed Hussain, Assistant Director  
Telephone number: 718-270-7450  
Location: E125  
E-mail: mohamed.hussain@downstate.edu

### Educational Services

Dr. Andrea Markinson, Assistant Director  
Telephone number: 718-270-7433  
Location: E234  
E-mail: andrea.markinson@downstate.edu

### Reference Services

Mary Doherty, Head  
Telephone number: 718-270-7453

Location: E110  
E-mail: mary.doherty@downstate.edu

### Library Administration

Donald Lemke, Library Administrator  
Telephone: 718-270-7410  
Location: E208  
Email: don.lemke@downstate.edu or libraryadmin@downstate.edu

### Library Systems

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

### Scientific Computing Center

Dr. Matthew Avitable, Director  
Telephone number: 718-270-7424  
Location: E51  
E-mail: matt.avitable@downstate.edu

## LIBRARY SERVICES

### Access Services/Inter-Library Loan

Staff will register patrons for borrowing privileges and manage the Reserve Room. The Reserve Room handles the General Reserve collection (core textbooks) and Special Reserve (course specific and instructor selected materials) in hard copy. The Inter-Library Loan service uses the ILLiad system that allows users to create personal accounts and monitor their requests for material not owned by the library. Delivery is usually in electronic format. This service is available to anyone with a SUNY Downstate ID card. X7401

**Reference** staff provides help at the Reference Desk and are available on call from Monday - Friday and via email. One on one and group consultations are also available upon request. Online tutorials for using the resources are available via the library's web page. X7405

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

**Learning Resource Services** includes The Learning Resource Center, Classroom Services and AV Delivery and support. The Learning Resource Center is designed to meet small group and independent learning needs. There are over 50 computer carrels, and the PC training room. X7420.

Classroom Services and AV Delivery is a one-stop service that facilitates the booking of rooms and technical support for AV equipment. Service request forms may be submitted via fax (x7471) or online (<http://classrooms.downstate.edu>). Fees may apply to events that are not curriculum related. Please allow at least two business days notice for all events and equipment needs. Technical support, except for projectionists, is provided. X1215

**Education Services** provides curriculum-related and clinical support classes. Courses in evidence-based health care are provided. X7433.

**Expert Searching** is available for researchers who need in-depth search and analysis in their subject areas. This service is also available for the assistance in grant applications. X7501

**Scientific Computing Center** is an in-house consulting group providing research support for faculty, staff and students. Services include instruction in the use of programs for analysis, presentation and access to specialized computer equipment and software. The Center also delivers lectures and seminars to Science and Clinical

departments on bio-statistics, and data acquisition and analysis. Career scientists provide expertise in experimental design, bio-statistics, mathematical modeling, signal analysis, interfacing techniques, and bio-informatics. The Faculty Resource Room (FRR) is a core computing and graphic facility open to all SUNY Downstate researchers who need access to specialized software and hardware. Advanced statistical and mathematical packages are available to faculty and students free of charge and are available both in the FRR and off campus. X7424

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

### **Photocopying/Printing**

Photocopying (.15c per page after September 1, 2010) is available to users with cash. The Library printing card is used for computer printing, scan to email and scan to USB/flash drive stations and will be used for photocopying in the near future. The card may be purchased for \$1.00. Monetary value may be added to this card.

### **Visitor Policy**

Application forms for visitors may be obtained from the Access Services Desk. Completed applications must be received 5 business days prior to the day of the planned visit to be processed for approval. NOTE: Children are not allowed in the library.

### **Food/Beverages**

Eating is **not** allowed in the library. Beverages must be in LIBRARY-APPROVED spill-proof containers. This is a collection preservation issue. Food attracts unwanted 'critters' who place our collection in jeopardy. Please plan food breaks outside of the library.

## **RESIDENTIAL LIFE**

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

Office of Residential Life and Services  
SUNY Downstate Medical Center  
450 Clarkson Avenue, Box 115  
Brooklyn, NY 11203

Telephone: (718) 270-1466  
Fax: (718) 270-1467  
E-Mail: [ResidentialLife@Downstate.edu](mailto:ResidentialLife@Downstate.edu)  
Web: [www.Downstate.edu/residential-life](http://www.Downstate.edu/residential-life)

## **ON-CAMPUS LIVING**

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

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

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

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

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

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

## **Types of On-Campus Living Accommodations**

### Standard Rooms (Single or Double Occupancy)

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

### Studio Apartments (Single, married/domestic partnership or double occupancy)

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

### One-Bedroom Apartments (Married/Domestic partnership or double occupancy)

An apartment for two individuals, with a separate bedroom for each resident. Each bedroom contains a bed, desk, desk chair, dresser, and closet plus a standing floor lamp. The apartment also contains a compact kitchen, dining table and private bath. Assignments to one-bedroom apartments are based on a lottery held for students in the Medical School (Years 2,3) and senior CHRP and Nursing students.

## **OFF-CAMPUS HOUSING**

The Office of Residential Life and Services provides interested students with information on available housing options outside of the residence halls. An off-campus housing list is maintained by the Office as a service to Downstate students and staff. SUNY employees do not inspect, approve/supervise any off-campus premises. SUNY Downstate Medical Center does not become a party to any private landlord-tenant matters. (See Appendix for Small Claims Court Procedures.)

For more information, contact:

Off-Campus Housing  
Residential Life and Services  
450 Clarkson Avenue, Box 115  
Brooklyn, New York 11203  
Telephone: 718 270-1466  
Fax: 718 270-1467  
Email: [ResidentialLife@Downstate.edu](mailto:ResidentialLife@Downstate.edu)

## **ID CARD (DownstateCard):**

All current DCard policies and procedures are available online at: [www.downstate.edu/downstatecard](http://www.downstate.edu/downstatecard)

University Police operates the DownstateCard (DCard) office at 811

New York Avenue, Room 105 (Ext. 4600) which issues all DCards and replacements. There is a \$20 replacement fee if the card is lost, stolen, damaged, or misused.

The DownstateCard is equipped with a "smart" chip with debit card features managed by the Faculty Student Association (FSA Office, Student Center, Room 203, Ext. 4163). The chip on the DownstateCard has three types of DownstateCard Debit Account "purses".

The General Purse: Students can activate by loading value to the smart chip at two cash-to-card stations; one located in the Library and one in the Hospital main cafeteria. Presently, students can use the DownstateCard debit feature for small value convenience purchases at University Bookstore, vending machines, Library photocopy service, laundry machines at residence laundry rooms. Amounts in the general purse are treated as cash and are not refundable when the student graduates or separates from Downstate. It is generally recommended to not keep large balances in the general purse at any time in the event you lose your DCard since these funds can be used by anyone who finds your card. If you are replacing your card and still have your old card (card with an expired date, damaged, etc.), you can transfer your general purse balance. Please alert the ID Card office and bring both old and new cards to the FSA Office, Student Center, Room 203. The FSA Office will transfer the balance and collect your old card.

The Bookstore Purse: Students or parents can dedicate funds up to a maximum of \$6,000, for use only in the University Bookstore for textbook as well as all other items sold at the University Bookstore. This purse can be activated at any time by depositing funds at the DownstateCard Office. Amounts in the Bookstore purse are PIN protected, fully refundable, and can be transferred to a replacement card if your card is ever lost or stolen.

The Meal Plan Purse: When this new feature is implemented, students or parents will be able to open a Meal Plan account by signing a Meal Plan contract and making an initial minimum deposit. Funds in this purse can be used in a declining balance fashion and can be replenished as needed throughout your tenure as a DMC student. The Meal Plan will allow the student to save sales tax on all their meal purchases. While Meal Plan balances will be able to be rolled over from one year to the next year, IRS regulations require that any remaining Meal Plan balances are NOT refundable upon graduation or separation from the campus. Amounts in the Meal Plan purse are pin protected and can be transferred to a replacement card if your card is ever lost or stolen.

Future DownstateCard applications will include the meal plan, Library computer laser printing services, campus wide door access systems, and payments at all on-campus retail operations.

## STUDENT ACTIVITIES

### Student Center Mission Statement

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

- PROVIDE programs and services which enhance the educational experience of students and which promote the successful accomplishment of academic goals;

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

### Student Activities Office

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

### Faculty Student Association (F.S.A.) Room 203, Student Center

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

### Zipcar Service

FSA has partnered with Zipcar to bring cars-on-demand at Downstate. The world's largest car sharing organization, offers a convenient and environmentally friendly alternative to owning an automobile. Two Zipcars, a Toyota Prius and a Honda CRV, are located in the State Garage on East 34<sup>th</sup> Street. Low DMC discounted rates start at \$11 per hour or \$77 per day (plus tax, as of May, 2010) and includes gas and insurance! Please visit us online at [www.downstate.edu/zipcar](http://www.downstate.edu/zipcar)

### Theater Ticket Service (TTS)

Visit us on the web at [www.downstate.edu/TTS](http://www.downstate.edu/TTS)

The TTS, operated by the Faculty Student Association, provides tickets to Broadway and Off-Broadway shows, operas, ballets, concerts, sport events and other cultural activities in the City at greatly reduced prices – often 40% or more off retail rates. Notices of ticket availability are posted at the office and sent by e-mail to members and students. Offers can change daily and tickets have to be ordered in advance. Frequent checking of the listings is advisable. Those interested in an event not posted, or for blocks of tickets for a group, should contact the TTS Manager who may be able to obtain tickets, possibly at a discount. **TTS Hours:**

Days	Time	Location
Mon. - Fri.	Noon-6pm	Student Center Rm 203
(except holidays)		

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

## STUDENT CENTER

The Student Center, located at 394 Lenox Road, is the focal point of campus social, cultural and recreational activities. The Center provides rooms for meetings and small lounges for reading or just relaxing. Two pianos are available as well as a DVD/VCR/TV with satellite antennae.

Students are automatically members. Spouses and children of students may be included at no cost.

Recreational facilities include a gymnasium, swimming pool, sauna, hot tub, squash courts, an outdoor tennis court, billiards and table tennis. Physical fitness equipment includes a multi-station gym, bar bells, and an array of body building and cardio equipment.

The University Bookstore (718 270-2486), Theater Ticket Service (718 270-3295), and Faculty Student Association Office (718 270-3187) are located in the Student Center. Descriptions of these services are provided under separate titles elsewhere in this Handbook.

Hours of Operation: M-F, 7 a.m. to 12 midnight; Saturday 10 a.m.-6 p.m., Sunday 3 p.m.-11 p.m.

Assistant Vice President for Student Life: Meg O'Sullivan, Rm. 214 Student Center, Box 114

Director of the Student Center: Kristen Diorio, Rm. 209 Student Center, Box 114

Assistant Director of Student Activities: Ashley Bigge, Rm. 207 Student Center, Box 114

Administrator: Marilyn Petralia, Rm. 211, Student Center, Box 114

### Student Center Policies

Any student or group of students planning an event on campus should be aware of the following policies:

#### 1. Alcohol

Consumption of alcoholic beverages is permitted in public areas in the Student Center only through registration of the event at the Student Activities Office. (for Student Center Alcohol & Events Policy see Appendix)

#### 2. Room Reservations

All Student Organization events to be held on campus must be approved and scheduled in advance to ensure space availability and appropriate implementation. Space may be reserved by registered Student Organizations for approved meetings, social, and recreational events by filing an application at the Student Center. Reservations are not accepted by telephone.

Space is limited - reservations should be made a minimum of two weeks in advance, except for large events, which require one month's notice.

3. All sponsored events must be registered, so they will appear on the Student Center calendar of events, for the sake of communication and avoidance of conflicting schedules.

4. Private Parties: Please note that SUNY policy prohibits the use of space for private parties.

## STUDENT COMPUTING

Additional information appears in the Library section of this Student Handbook.

### **Campus HelpDesk for Computing Problems:**

The Downstate Centerwide Computer Helpdesk phone number is 270-HELP ( 270-4357). The hours of operation are 8:30 AM to 5:30 PM, Monday - Friday. The Helpdesk is the primary contact for computing support at Downstate, and they will route your request for assistance to the most appropriate resources.

### **The Medical Research Library of Brooklyn:**

The Library provides a wealth of information resources. Please refer to the Library Information Resources under the Medical Research Library of Brooklyn. [http:// library.downstate.edu](http://library.downstate.edu)

### **Office of Educational Computing and Technology (ECT)**

Provides assistance with any questions relating to use of computer software and hardware for educational purposes available to students and faculty of all colleges.

WWW: <http://ect.downstate.edu>

Contact us for assistance via email, phone, or drop-in

E-mail: [ect.admin@downstate.edu](mailto:ect.admin@downstate.edu)

Telephone: 718-270-7416

Location: E6-612, HSEB

### **Brett Laurance**

Telephone number: 718-270-7559

Email: [brett.laurance@downstate.edu](mailto:brett.laurance@downstate.edu)

### **Lucien Frederic**

Telephone number: 718-270-7666

Email: [lucien.frederic@downstate.edu](mailto:lucien.frederic@downstate.edu)

### **Dr. James Neill, Director**

Telephone number: 718-270-7482

Email: [jim.neill@downstate.edu](mailto:jim.neill@downstate.edu)

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

- Troubleshooting or training on Prime and Prime-Portal login and access to courses/block materials.
- Use of specialized programs such as the Electronic Residency Application Service and NRMP match web entry.
- Assistance with the use of educational software and hardware.
- Maintenance of public computers.
- Orientation on use of computer resources.
- Assisting faculty in development and posting of web-based curricular content

### **Computing Resources Available to Students:**

#### **Prime**

Prime is the Learning Management System (LMS) used at SUNY Downstate Medical Center to put educational materials and activities online. Most courses/blocks will use Prime to serve lecture handouts, to host Discussion Forums, and to accept electronic submission of papers into Drop Boxes. All students and faculty have a Prime account. Students should login at <http://ect.downstate.edu> using your Downstate student ID number as your username and using the same password that you use for your Downstate email account.

#### **myDownstate Portal for Banner Self-Service**

Students use the myDownstate portal to log into Banner, the Downstate Student Information system. Here, students can register online for upcoming courses, view final course grades, and update their personal information inside Banner. To log into my Downstate Banner Self-Service, open a web browser and navigate to the Office of the Registrar home page at <http://sls.downstate.edu/registrar>. Click on an appropriate link such as "Student Registration." These links will be periodically updated as needed. Review the instructions on

the next web page, and click on the link on that page to the myDownstate login page. Your username is your Downstate student ID number; your password is the same as the one you use for your Downstate email account.

### Computer Labs

Computer labs are located on the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> floors of HSEB, in the Basic Sciences Building, and in the Residence Hall. Each lab is dedicated to use by the students of different Colleges, except for the computer lab in the Residence Hall:

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

Hours of Availability: 24 hours per day, 7 days per week.

Access to the labs is via a door with a combination lock code, which is changed yearly. The computer labs are equipped with computers running Windows XP, and in some cases Apple computers are also available. Printing is available in all labs (except the Medical Informatics lab), using PHAROS, the SUNY Downstate fee-based printing service. Students must purchase a PHAROS printing debit card from vending machines in the Medical Library or in the computer labs. Most labs are equipped with a document scanner. Additional computers are located in various student classrooms, carrels and public areas throughout the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> floors of HSEB. These computers are maintained by the Office of Educational Computing and Technology (ECT).

### Educational Software

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

### Network access via wireless (WiFi) or wired (Ethernet) using Clean Access

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

### Classroom Audiovisual Resources

In many cases classrooms are equipped with mobile or ceiling-mounted LCD projectors, which can be accessed by computer or by VCR/DVD players mounted in the room.

### Training

Small group or individual assistance on any computer-related topic is available by appointment.

### Work Study Employment

Students eligible for work study who enjoy working with computers are encouraged to inquire about work availability at the ECT Office (E612).

## ACCEPTABLE USE POLICY FOR COMPUTING AND NETWORK RESOURCES

(Pertaining to students in all colleges)

The computer network at SUNY Downstate Medical Center provides a virtually unlimited supply of resources and information to the community, but the system also places an enormous responsibility on all users. All SUNY Downstate rules are applicable to all uses of computers and related technologies. This document is intended to clarify those rules as they apply specifically to network and computer usage

Any user must adhere to the same code of ethics that governs all other aspects of life within the bounds of our learning community. Any actions performed or initiated through the network must reflect the integrity, honesty, and compliance with SUNY Downstate's rules of conduct, which are required of all representatives of SUNY Downstate. Policies protecting the privacy of a user's work on the network are built from the premise that an unlocked computer does not give an outsider legitimate access to an individual's files, just as an unlocked door does not give an outsider legitimate access to the personal belongings contained within a room. The following policies exist to ensure the ethical use of the network at SUNY Downstate:

### 1. Accessing the accounts and files of others is prohibited.

This rule protects all users on the network, not just the SUNY Downstate community. Taking advantage of a user who inadvertently leaves a computer without logging out is no different than entering an unlocked room and stealing, reading a personal letter, or destroying someone's personal property.

### 2. Attempting to subvert network security, to impair functionality of the network, or to bypass restriction set by the administrators is prohibited.

Assisting others in violating these rules by sharing information or passwords, the loading of unauthorized software onto public computers and the overloading of network capacity are also considered unacceptable behavior. It is the responsibility of the user to become familiar with any additional specific policies posted by the administrator of a lab, unit or department prior to using its computer resources.

### 3. Improper use or distribution of information is prohibited.

This includes copyright violations such as software piracy as well as plagiarism, harassment and fraud. The network is a valid academic resource, and use thereof is governed by the same rules as library resources.

### 4. Using the network for commercial purposes or in support of illegal activities is prohibited.

SUNY Downstate maintains the network for academic purposes as well as for school related and personal communication. If you are in doubt about the definition of "illegal activity" talk to a network administrator.

### 5. Legitimate use of a computer or network system does not extend to whatever an individual is capable of doing with it.

Although some rules are built into the system itself, these restrictions cannot limit completely what an individual can do or can see. In any event, each member of the community is responsible for his/her actions whether or not rules are built in, and whether or not they can be circumvented.

### 6. Users accessing the network are representatives of SUNY Downstate, and are expected to behave accordingly.

Those who are unsure of what constitutes appropriate behavior should ask themselves the question: "Will my actions reflect well on the SUNY Downstate community?"

Those who violate the above standards of behavior will be denied use of SUNY Downstate computers or network systems. In addition to the policy described in this document, as a user of Downstate resources you are subject to applicable New York State and Federal laws. Violations will be referred to the appropriate SUNY Downstate body adjudicating academic integrity or disciplinary actions, and/or to the appropriate local, State, and Federal authorities, at SUNY Downstate's discretion. SUNY Downstate reserves the right to investigate suspected violations using all appropriate means. Furthermore, SUNY Downstate may terminate or restrict any person's access to its resources, without prior notice, if such action is necessary to maintain availability, security, and integrity of operations for other users of its resource.

### **Peer to Peer File Sharing**

As stated in #3 above, unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **STUDENT COUNSELING SERVICE**

The Student Counseling Service is part of the Student Health Service and provides counseling and psychological services to full-time matriculated students in the Colleges of Medicine, Nursing, Health Related Professions, School of Public Health and the School of Graduate Studies. It is staffed by a licensed clinical psychologist who has extensive academic and professional experience in the field of academic counseling.

The Counseling Service is not a part of the administration of the University. All information revealed to the counselor is strictly **confidential** and cannot be shared with another person without the student's consent; any exception is shared with the student before counseling begins. In addition, counseling services offered at Downstate are **free** of charge to matriculated students.

The Student Counseling Service has been established to help students deal with academically related stress as well as with any other personal problem that can interfere with their performance in school. Some of these problems include anxiety and fear, depression, low self-esteem, interpersonal difficulties, family problems, habit control problems (e.g. overeating, alcoholism, drug abuse, etc.).

To accommodate the varied needs of students, the following services are provided:

- initial evaluation and screening: The first few sessions are devoted to assessing the nature of the problem and to determine the best method of dealing with it
- on-site individual counseling: Short term counseling lasting from 8-12 weeks is provided for specific and situational problems.
- groups: Groups geared to address specific problems such as stress management and relaxation, assertiveness training, coping skills, etc. are conducted regularly.
- education services: Seminars, lectures, guest speakers, films and videos of topics in mental health are occasionally offered to provide information and encourage prevention of emotional problems.

### Psychological Counseling and Psychiatric Care

Some problems require referral to an outside facility. Some examples of these are long-term psychotherapy, psychiatric follow-up with medication, marital and couples therapy (if one of the spouses is not a student). If a referral is made to an outside facility or practitioner, any cost for which the student is not insured will be borne by the student.

Students in need of psychiatric care may contact the Director of the Student Counseling Service, who will assist in selecting a psychiatrist and arranging for a suitable referral.

A network of qualified psychotherapists, who offer their services at moderate fees, is available to those students in need of intensive psychotherapy or special services.

For advice or care with a substance abuse problem, the Director of the Student Counseling Service may also be contacted. A referral service of approved substance abuse programs is available to those students in need of help with these problems.

The Student Counseling office is located at 440 Lenox Road, Room 1M. Counseling services are available Monday and Wednesday from noon to 8 pm and Tuesday, Thursday and Friday from 9 am to 5 pm. For help after hours or weekends, students may contact the Emergency Services unit of University Hospital, SUNY Downstate, and 470 Clarkson Avenue.

For further information contact:

Director, Student Counseling Service  
Telephone: 718 270-1408  
Email: [counseling@downstate.edu](mailto:counseling@downstate.edu)  
Or telephone Student Health 270-4235

### **STUDENT HEALTH**

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

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

The Student Health Fee for 2010-2011, mandated by the State University of New York is as follows:

- full-time students - \$55.50 per semester
- part-time students-\$4.63 per credit hour per semester

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

The Student Health Service makes available to matriculated students preventive, therapeutic, and consultative medical care. Although there is no charge for the office visit to the Student Health Service, the coverage provided by Student Health does not include the cost of medications, hospitalization, laboratory fees, radiology fees, psychiatric care (other than initial evaluation and counseling by an on-campus clinical psychologist), dental care, or consultation with physicians other than the Student Health Service physicians. All full-time students and part-time students enrolled in clinical course work are required to obtain health insurance, and may purchase the policy offered by the school, or provide documentation of equivalent or better coverage from another insurance company. If you choose outside health insurance, you are responsible for the adequacy of this coverage in paying all medical bills including laboratory, x-ray, private consultation fees, hospitalization, ambulatory surgery, emergency room and ambulance expenses. You should carry your health insurance card at all times.

Students in the School of Graduate Studies who are covered by the SUNY Graduate Student Employee Health plan may come to Student Health for primary care.

Medical care is offered to students on a voluntary basis, and it is not the policy of Student Health to interfere with care rendered by the students' personal physicians. However, it is to the students' advantage to make known to Student Health any illness or absence due to illness. While details of illnesses are strictly confidential, if the student requests and gives written authorization, information can be released to designated members of the College's academic administration.

#### Location, Hours and Staffing

The Student Health Service is located at 440 Lenox Road, Apt. 1S. Current hours of operation are Mondays-Fridays 9 a.m. to 4 p.m. Telephone numbers: (718) 270-1995 (day), 270-1969 (day), and 270-3896 for instructions when closed.

It should be noted that the Student Health Service also serves as the Employee Health Service to the entire SUNY Downstate Medical Center work force and is therefore apt to be quite busy. Patients are usually seen by physicians or nurse practitioners, in order of arrival, but severely ill/contagious patients will be given priority.

The professional medical staff of the Student Health Service are:

Sigrid Ulrich, M.D.	Interim Director
Marcia Edmond-Bucknor, M.D.	Staff Physician (part-time)
Joyce Pickering, R.N., CNP	Nurse Practitioner
Danielle Carrenard, R.N., CNP	Nurse Practitioner
Lauretta Joseph, R.N., CNP	Nurse Practitioner
Marie Landais, R.N.	Occupational Health Nurse

#### Services Available Through Student Health

Primary care, including the assessment and management of acute illnesses and injuries.

- Referral to subspecialists or specialty clinics, as necessary.
- Referral to gynecologist for routine care including contraception.
- Referral to psychiatrist or psychologist
- Annual health assessments, tuberculin tests (available at any time, required annually), immunizations as required by New York State.
- Health clearance for clinical affiliations.
- Influenza vaccine. Other vaccines, including varicella and those needed for travel if available.
- Health education (good health practices, diet counseling, blood pressure monitoring, drug and alcohol counseling).
- Confidential HIV testing and counseling, no charge

Services provided to you by outside physicians, laboratories, or hospitals, and when you are not on campus, are not covered by the Student Health Service, and should be covered by private insurance.

#### Health Forms/Regulations

To facilitate the care of health problems arising during the course of your attendance in school and in order to be in compliance with the New York State Health Code, you are required to submit a completed and current health form to the Student Health Service before you register for the first time. This form must be filled out by you and your private physician.

Registration by continuing/returning students for any subsequent year at the Medical Center is dependent upon satisfactory annual health clearance, including an annual tuberculin test, by the Student Health Service at SUNY Downstate Medical Center. Students with potential exposure to patients in respiratory isolation are required to be fitted for a NIOSH-approved TB mask, as per OSHA regulations. This will be done by the Student Health Service.

Proof of immunity to measles, mumps and rubella is required by New York State Public Health Law 2165 prior to matriculating. Proof of such immunity is described in the Student Health Form. In addition, students are required by New York State to complete and submit a meningitis Information Response form. For students working in patient care areas where they will be exposed to blood or body fluids, the hepatitis B vaccine should be taken prior to matriculation unless the student is already immune.

The student health history, physical examination, and immunization and laboratory test report form the foundation of the medical record in the Student Health Service. This record is initially reviewed by the Student Health Service medical staff. Any deficiencies or abnormalities are then reported to you for follow up prior to your matriculation. After you have enrolled at the Health Science Center this record serves as a reference for future care given by the Student Health Service or by outside medical consultants.

The information in your health record is entirely confidential and is accessible only to the professional staff of the Student Health Service and any medical consultants caring for you. In addition, as required by the New York State Health Code, information regarding your immunity to infectious diseases, your tuberculin status, chest x-ray and, possibly in the case of contagious disease, otherwise confidential information will be given to you to bring to appropriate infection control personnel in any medical facility in which you work as part of your curriculum. In all other cases, information will be released only with your written authorization in compliance with HIPAA regulations, or pursuant to a lawfully issued subpoena. All records made by the Director of Student Counseling are separate from the Student Health Service record and are likewise entirely confidential.

#### Diagnostic and Therapeutic Medicine

When in the judgment of a health provider in Student Health a diagnostic evaluation of the student's health becomes necessary, an exam will be carried out in Student Health and/or referral will be made to consultant(s) in University Hospital of Brooklyn. This includes gynecologic care. In addition, contraceptive services are offered by the Student Contraceptive Cooperative (SCCOOP) and appointments may be arranged through the Student Health Service staff. Routine and specialized laboratory tests as well as x-ray or other imaging studies are available through Student Health but will entail charges by the hospital and radiologist. All medications are to be obtained at an outside pharmacy and are to be paid for by the student.

#### Medical Emergencies

If you have a medical emergency when the Student Health Service is closed, you should go to the nearest emergency room.

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

1. **Always** carry your insurance card.

2. Use the University Hospital of Brooklyn emergency room only for true emergency situations. For other illness, go to the Student Health Service during the hours of 9 a.m. to 4 p.m., Monday through Friday.

3. When you register as a patient at the UHB ER, make certain that the computer reflects your current name, address and telephone number and current insurance coverage (if you have used the UHB ER in previous years, they may have your old insurance coverage information on file). **Note that there is a \$50 co-pay on the school insurance plan.** UHB's ER and its Emergency Medicine physicians are participating providers in the school-sponsored health insurance plan (United Healthcare Choice Plus), which includes coverage for ER visits. There should be no charge other than the \$50 co-pay for ER services for students enrolled in the school-sponsored health insurance program.

4. All visits to the ER at UHB will be billed to the student's insurance plan.

a) If you have a question about the school-sponsored insurance coverage for a bill, call Daryl Hall at **1-888-978-8355**. (Email daryl@hsac.com) She will investigate the claim and make certain that you have received all benefits to which you are entitled.

b) If you have other insurance coverage (**not** the student plan), you are responsible for investigating/paying the bill if there is one.

5. Any residual bills (**other than the \$50 co-pay on the school insurance plan**) not paid by the school-sponsored insurance plan should be brought to the attention of the Director of the **Student Health Service (SHS)**. You must bring your bill and the Explanation of Benefits to the SHS at 440 Lenox Road. See the Director or designee in person to discuss the bill. Do not just drop the bill off and leave.

6. **Do not ignore** a bill from the hospital or from a physician. It will invariably go to a collection agency.

### **IMPORTANT HEALTH INFORMATION**

SUNY Downstate Medical Center and its affiliated hospitals have protocols for exposure to blood and body fluids. It is important for you to be aware of the procedure no matter where you are.

### **EXPOSURE TO BLOOD AND BODY FLUIDS**

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

1. Immediately cleanse the area with soap and water. If your eyes or mucus membranes are involved, flush with saline. Bring any wound needing suturing to the attention of the appropriate emergency facility.

2. Report all exposures to your supervisor, the Student Health Service and/or the Infection Control Department (270-1940) as soon as possible. They will initiate the proper reporting procedure and treatment, if required.

3. If an exposure occurs during evenings, nights, weekends or holidays, come to the Emergency Services Department at University Hospital at Brooklyn (UHB). If you are at another hospital, report immediately to your supervisor and/or the emergency room. Identify yourself as a SUNY Downstate Medical Center student. If you are at

Kings County Hospital, go immediately to the Emergency Room at Kings County Hospital.

4. Report the exposure to the Student Health Service at the first possible opportunity. The Student Health Service will provide immediate and/or follow up care to you. The Health Service will also attempt to make contact with the proper authorities at the hospital where the exposure occurred in order to obtain information regarding the possibility of contagious disease in the source patient.

**IF YOU WILL BE WORKING WITH PATIENTS OR HANDLING POTENTIALLY INFECTIOUS HUMAN MATERIALS AND YOU ARE NOT ALREADY IMMUNE TO HEPATITIS B, YOU ARE URGED TO TAKE THE HEPATITIS B VACCINE. AT THE PRESENT TIME IT IS PROVIDED FREE OF CHARGE IN THE STUDENT HEALTH SERVICE. IF YOU DO NOT WANT TO TAKE THE VACCINE, YOU ARE REQUIRED TO SIGN A DECLINATION FORM.**

**ANNUAL LECTURES BY HOSPITAL EPIDEMIOLOGY ARE MANDATORY FOR ALL STUDENTS AT THE HEALTH SCIENCE CENTER WHO HAVE PATIENT CONTACT (OSHA REGULATIONS). THESE LECTURES EXPLAIN IN DETAIL THE ABOVE PROCEDURE AND PROVIDE VALUABLE INFORMATION ON PROTECTING YOURSELF AGAINST SUCH EXPOSURES.**

### **IMPORTANT TELEPHONE NUMBERS**

Student Health Service

718 270-1995 (days)

718 270-3896 when Student Health Service is closed

718 270-2477 Student Health Service fax

Student Counseling Service

718 270-1408

Substance Abuse Program for Students

718 270-4545

Infection Control:

718 270-1940

Emergency Dept., University Hosp. Downstate

718 270-4577

(UHB – Univ. Hosp. Brooklyn)

### **Psychological Counseling and Psychiatric Care**

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

### **Student Health Advisory Committee**

The Student Health Advisory Committee includes members of the faculty, Student Health Service, administrators, and students. The role of the Committee includes making recommendations regarding health services, health insurance, the utilization of the yearly student health fee and any other student health issues. The Committee serves as an advisory body. Students with questions or suggestions are encouraged to speak to the Director of the Student Health Service or the Office of Student Affairs.

### **STUDENT HEALTH INSURANCE**

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

Stephanie@hsac.com  
Daryl@hsac.com  
customerservice@hsac.com

## **STUDENT COUNCILS**

### **The Student Center Governing Board**

The Student Center is the heart of social and community activity on the Downstate Campus. Working hand-in-hand with all other student councils, the Faculty-Student Association, and school administrative bodies, the members of The Student Center Governing Board (SCGB) have a crucial and highly influential role in shaping the social, recreational, and athletic affairs of the University student body. The SCGB is open to all SUNY Downstate students.

The board meets once a month in the Student Center reading room, and its meetings are open to all those who wish to attend. The ten voting members are elected in the spring of the preceding year, but all attendees are encouraged to participate.

The Student Center Governing Board sponsors many of the campus activities, including monthly Coffeehouses, weekly Movie Nights, Basketball Intramurals, Mini Courses, Winter Ball (the annual semi-formal dance) and more.

Participating on the Student Center Governing Board is not only a great way to get connected with all the people, activities, events, and policy-making of the campus, but a wonderful experience as well. The business of the board is always brief and productive, with a significant percentage of time devoted to the purpose of improving student life on campus. If you are interested in having a rewarding, influential, and enjoyable role in student life and campus activity, then SCGB is your ticket. If you are interested or want further information please utilize our mailbox at the Student Center.

### **University Council**

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

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

### **CHRP Council**

CHRP Council undertakes and supports projects and activities that are in the general interest of the CHRP student body. This is achieved by interacting with other student organizations. The council fundraises to help send students to professional conferences, oversees clubs within CHRP, and develops the yearbook. The club also acts as an advocate for the students. The CHRP Council is open to all CHRP students. If you are interested or want further information please utilize our mailbox at the Student Center.

### **Graduate School Council**

Most often referred to as the "Grad Council," its purpose is to promote the interest and welfare of the students in the School of Graduate Studies. Currently the council provides funding for orientation activities, luncheon meetings, travel for guest lecturers, a graduate student lounge and various social events. If you are interested or want further information please utilize our mailbox at the Student Center.

### **Public Health Student Council**

Most often referred to as "MPH Council," it is concerned with the promotion of the interests and welfare of the students in the Master of Public Health Program. If you are interested or want further information please utilize our mailbox at the Student Center.

### **Medical Student Council**

The Purpose of Medical Student Council (Med Council) is to promote the interest and welfare of the students of the College of Medicine. There are 24 members on the council, six from each class. The first year class elects six students to represent the class for a one-year term. Towards the end of the first year, there is a second election where the first year class will elect six students for a three-year term. Med Council meetings are open to all COM students.

Each class has a class president. These representatives attend monthly meetings of Med Council, oversee the class budget and coordinate recreational, educational and fundraising events for the class. If you are interested or want further information please utilize our mailbox at the Student Center.

### **Nursing Student Council**

Most often referred to as "Nursing Council," it is concerned with the promotion of the interests and welfare of the students in the College of Nursing. Currently, the council provides funding for orientation activities, Convocation, Nursing Yearbook, Career Day as well as a host of social and educational activities. If you are interested or want further information please utilize our mailbox at the Student Center.

### **Residence Hall Council**

The purpose of the Residence Hall Council is to make a safe, comfortable and convenient environment for students residing in the residence halls. It is also the purpose of the Residence Hall Council to use the student activity fee to hold events for students in the residence halls. The Residence Hall Council is open to all resident students.

The Residence Hall Council holds monthly meetings, as well as study breaks, decorating parties, social events and picnics. The Residence Hall Council is also a forum for students to give their suggestions for improvements in the residence halls. If you are interested or want further information please utilize our mailbox at the Student Center.

## **STUDENT ORGANIZATIONS**

### **AOA - Alpha Omega Alpha**

Alpha Omega Alpha (AOA) is the only national medical honor society. The society was created to honor students, residents, and alumni who have demonstrated excellence in the study and practice of medicine. The AOA chapter at SUNY Health Science Center at Brooklyn is the Eta chapter for New York. AOA is open to all medical students in the top quarter of the class but limited to a number equal to one sixth of the class.

The student members of AOA are involved in a number of on-campus activities. AOA annually sponsors the Subspecialty Information Forum and the Student to Student Forum, to assist in residency preparation. AOA helps run peer tutoring sessions and review classes for COM students. Other activities include recruitment for the medical school, community service, Research Day, Alumni Association events and the annual AOA guest lecture and dinner. The annual lecture precedes the dinner and is given by a distinguished guest on a pertinent topic. If you are interested or want further information please utilize our mailbox at the Student Center.

### **AMA - American Medical Association**

The American Medical Association (AMA) medical student section is dedicated to representing medical students, improving medical

education, developing leadership and promoting activism for the health of America. Organized in 1972, the AMA-MSS has over 44,000 members nationwide and represents students from 144 accredited schools. The AMA-MSS strives to be the medical students' leading voice for improving medical education. Its four core values are advocacy, leadership, excellence, and integrity. AMA is open to all COM students. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **AMSA - American Medical Student Association**

The American Medical Student Association (AMSA) is a national and local organization of medical and pre-medical students. It is the nation's oldest independent medical student organization run by and for medical students. There are over 28,000 members nationally. The organization is dedicated to giving medical students a voice in public policy as well as providing medical, social and community service oriented programs. AMSA is open to all COM students.

With AMSA, the students make up the organization. Students shape the views, students become the leaders, and students forge the path for their own future using the resources that we offer.

The Downstate chapter of AMSA has programs and activities from September to June. On the national level AMSA sponsors programs through the year such as National Primary Care Day, which is held in October, as well as, a National AMSA Convention in March. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **AMWA - American Medical Women's Association**

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

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

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

#### **Anesthesia Society**

The Anesthesia Society aims to provide a forum for discussion of medical interests specific to the field of anesthesiology and related topics. The society promotes excellence in medical care, education and research in anesthesia. This organization is open to all students who have an interest in the topic of anesthesiology. For more information, please use our mailbox in the Student Center.

#### **APAMSA - Asian Pacific American Medical Student Association**

The Asian Pacific American Medical Student Association is Downstate's chapter of the national organization that aims to address those issues important to Asian-American medical students. One part of our mission is to bring together Asians and others interested in the health issues that affect Asians so that we may have a strong, collective, public and political voice. We are interested in both directly promoting the health and well-being of the Asian community as well as in helping all health care workers who work with these communities understand how to care for the Asian patient in a culturally sensitive manner. Finally, APAMSA provides an important forum for APA medical students to meet, exchange

information and experiences and develop personally and professionally. For more information, please use our mailbox in the Student Center.

#### **Cardiology Club**

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

#### **CSSA - Chinese Students & Scholars Association**

The CSSA works to enhance academic and social communication between Chinese students and scholars on campus, with other CSSA and Chinese associations in the Tri-state area. Furthermore, the group enhances the academic and cultural communication between Chinese students/scholars with other ethnic groups on campus. In addition the group provides orientations for new Chinese students and scholars. The CSSA is open to all SUNY Downstate students.

The benefits for group members include being more informed and connected with academic, social and cultural events in Chinese communities throughout the tri-state area, building connections with Chinese professionals in various fields, and being represented by the CSSA both on and off campus. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **CAMP – Community Adolescent Medicine Partnership**

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

#### **Complimentary and Alternative Medicine Society**

The Complimentary and Alternative Medicine Society aims to inform students and faculty of the current therapies practiced by health professionals outside the realm of traditional (allopathic) medical care. The public's interest and knowledge of alternative medicine has flourished over the past several years. We feel it is the physician and student's responsibility to educate him or herself about the nature and validity of alternative treatments. The Complimentary and Alternative Medicine Society is open to all COM students.

Speakers experienced in their respective fields are encouraged to share the philosophy behind their treatments, their practical applications, as well as the drawbacks that have been encountered in practice. The informal forum will have an opportunity for discussion and education in an area that will certainly become an integral part of medicinal practice in the future. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **Daniel Hale Williams Society**

The Daniel Hale Williams Society (DHWS) is SUNY Brooklyn's chapter of the Student National Medical Association (SNMA); an organization dedicated to healthcare education, leadership development, networking, and community outreach. The organization is named for an African-American physician who was the first to perform open-heart surgery in which the patient survived. The SNMA is comprised of ten regions. Our chapter is part of Region IX, which is one of the largest regions in the SNMA. Region IX encompasses all the medical schools in New Jersey and New York. The DHWS is open to all COM students

The DHWS' mission is undertaken with the understanding that medical students of African-American, Caribbean, and Latino descent have unique obstacles, which create a common ground of

need even in the face of diverse histories, cultures, and languages of these peoples. In order to help fulfill this need a democratic organization of underrepresented medical students is a necessary part of finding and implementing potential solutions.

DHWS is more than an organization, we are a family. Members support each other emotionally, as well as, educationally. All new entering students are assigned a big brother or sister and a faculty mentor through the Office of Minority Affairs. During the year, DHWS holds monthly meetings to discuss relevant medical school issues and exchange ideas. We often invite prominent physician and professional guest speakers to share their experience.

Annually, we host a Premedical Conference and participate in the celebration of Latino and Black History Months. We are active in community events such as, health fairs, preventive medicine outreach programs, and mentorship to various high schools and colleges in the Brooklyn area. The highlights of the year are the SNMA National Convention held in the spring each year and the Annual Senior Dinner we host as a farewell to our graduates.

Dr. Daniel Hale Williams was one who returned to help his community. It was with his people that he identified both intellectually and emotionally. In his words, "My greatest reward is knowing I can help my fellow man, especially those of my own race, who so deserve a better way of life." In this spirit our membership is responsive to both our own and fellow classmates' academic development and excellence. We create opportunities to aid and assist minority students who seek a profession in medicine. We invest our energies in educating our community and ensuring that they will have a better and healthier way of life. In these efforts, we envisage and manifest the full richness of Dr. Daniel Hale Williams' legacy. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **Downstate Badminton Club**

The Downstate Badminton Club is designed to promote mental and physical health through the physical exercise of badminton. Additionally, the group seeks to foster social interaction within the Downstate community. The Downstate Badminton Club is open to all SUNY Downstate students. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **Downstate Christian Fellowship**

The Downstate Christian Fellowship (DCF) is SUNY Downstate's chapter of the Christian Medical and Dental Associations (CMDA), the national associations of Christian physicians and dentists. We are an inter-denominational group of students, faculty, and staff from the Downstate community who meet weekly to study the Bible, pray, and share our experiences with one another. Our purpose is to deepen our love for God and for one another, to share the Good News of saving the love of Jesus Christ through various events and personal witness, as well as to tend to our patient's spiritual needs while caring for them physically. Individual membership in CMDA is encouraged but not required for DCF membership. DCF is open to ALL Downstate students.

As part of our ministry, we meet in fellowship with Christians from other New York City medical schools, invite Christian speakers, and reach out to the community through events such as the Christmas gift donation and caroling at the Kings County Hospital and the University Hospital Pediatric wards. Through the DCF, our hope is to understand our God's plan concerning our roles as health care providers. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **Downstate Gospel Choir**

The Downstate Gospel Choir offers the members of the various schools of SUNY Downstate the opportunity to discover and enhance their musical talents through songs of worship. Through various concerts and performances, the choir hopes to provide the SUNY Downstate and surrounding communities a message of hope, inspiration and joy through the gospel of Jesus Christ. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **Downstate Performing Arts Society**

The Performing Arts Society exists to increase the awareness of performance and visual arts and to offer opportunities for participation and expression in the arts. Membership is open to all SUNY Downstate students.

#### **DOCS - Downstate OB/GYN Care Society**

The purpose of DOCS is to introduce the specialty of obstetrics and gynecology to medical students; to encourage students considering OB/GYN; and to create a forum for students to learn about and discuss issues related to the field of OB/GYN. Membership is open to all SUNY Downstate students.

#### **Ethics Society**

The Ethics Society was established to expose students of the health professions to issues concerning morality, honesty and the ethics of medicine, which are encountered daily. The Ethics Society is open to all SUNY Downstate students.

The Ethics Society seeks to provide a means through which students can express their concerns regarding these issues, and a forum in which these concerns can be further pursued and brought to the attention of the greater community.

The Ethics Society sponsors a Brown Bag lunch during which we discuss the ethical issues in actual medical situations. These cases range from major national issues to events our medical students have experienced. A member of the Department of Humanities in Medicine attends each lunch and moderates our discussions. The Ethics Society also has hopes of publishing an independent newsletter. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **Emergency Medicine Club**

The Emergency Medicine club exists to expose students to the field of emergency medicine and to provide fellow students with opportunities to meet ER physicians and residents and learn about their profession and lifestyle. The club seeks to provide students with the opportunity to relate academic knowledge to clinical experience. To encourage interest in research projects dealing with emergency medicine and its subspecialties and to facilitate enrollment in such research projects. Membership is open to all SUNY Downstate students.

#### **Family Practice Club**

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

#### **Gold Humanism Honor Society**

The purpose of GHHS is to foster humanism in medical education and enhance the culture of medicine through the induction of individuals who embody the qualities of empathy, compassion, respect, altruism, integrity, and service. A chapter of GHHS at SUNY

Downstate is an affirmation of our institution's commitment to training humanistic physicians.

#### **Iatros, College of Medicine Yearbook**

Iatros is the College of Medicine yearbook. Iatros is open to all COM students.

#### **International Federation of Medical Students' Association**

The Downstate Chapter of the International Federation of Medical Students' Association (IFMSA) is designed to expose future physicians interested in international medicine to important global health issues. This organization aims to provide a forum for medical students to discuss topics related to international and immigrant/refugee health, as well as provide extracurricular projects (i.e. community service, international internships and electives) to encourage students' involvement in both the local and international community. Finally, the chapter of IFMSA serves as a link between the Downstate medical student community and medical student associations of other nations and encourages cooperation between them to promote humanitarian ideals among all future physicians. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **Lesbian, Gay and Bisexual People at Downstate**

This organization works to confront discrimination and obstacles arising from prejudice at the University and in our various professions by increasing awareness of homophobia and having direct input into the ways it can be confronted and eliminated. We work to address these issues as they affect ourselves as students and professionals and as they affect the quality of care provided to patients. The LGBP is open to all SUNY Downstate students, faculty, and staff.

One of our primary goals is to provide a healthier, more open and tolerant atmosphere on campus and to reduce the sense of isolation felt by many lesbian, gay and bisexual people because of prevailing homophobia. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **The Maimonides Society**

The Maimonides society is a student run organization whose purpose is to promote Jewish life at SUNY Health Science Center at Brooklyn. It is intended to increase awareness and education about various Jewish events throughout the year and to provide programs to enhance Jewish life on campus. The organization is open to all students and faculty. The Maimonides Society is open to all SUNY Downstate students.

In addition to prayer services for its members, the Maimonides Society sponsors an annual Sukkoth party in our Sukkah. During Sukkoth, the Sukkah is located alongside the path between the two Residence Halls (between 811 & 825). Join us when we decorate the Sukkah! During Sukkoth you can attend the Sukkah Bash and feast while listening to a holiday drash (talk). On Purim day, the Society sponsors the reading of the Megillah along with a luncheon.

The Maimonides Room serves as our Beit Midrash and is a wonderful place for any student to come and learn. Many students find partners and learn on their own. If you would like to learn with a partner, please contact us. We encourage individuals at all learning levels to seek partners. The Maimonides Society is also organized a Bikur Cholim program in which students visit patients in the hospital. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **Medical Artists' Guild (MAG)**

Our main purpose is to have a club that will allow students and other members of the Downstate community to express their ideas or thoughts through writing, poetry, and art. With our monthly

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

#### **Medical Students for Choice**

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

#### **Muslim Student Association**

The Muslim Student Association is designed to support Muslim students of the Health Science Center at Brooklyn and to present Islam to the Downstate community as a comprehensive way of life. It also provides an educational forum regarding its creed. Meetings are discussions on Islamic topics of interest and are open to all members of the Downstate community. The MSA is open to all SUNY Downstate students. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **Occupational Therapy Club**

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

#### **Oncology Club**

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

#### **Ophthalmology Club**

The purpose of the Ophthalmology Club is to educate and expose members of the Downstate community to the field of Ophthalmology. The Ophthalmology Club is open to all SUNY Downstate students. If you are interested or want further information please utilize our mailbox at the Student Center.

#### **Organization of Student Representatives**

The Organization of Student Representatives (OSR) fulfills a unique role among medical student organizations. As part of the AAMC, it provides all United States allopathic medical students with voting representation to the nation's largest association dedicated solely to the advancement of academic medicine. The OSR provides medical students with an active role in achieving the AAMC's mission to improve the nation's health through the advancement of academic medicine. The OSR also seeks to assure that students actively participate in directing their education, preserving their rights, and delineating their professional responsibilities. To this end, the OSR provides medical students with a voice in academic medicine at a national level and strives to foster student involvement in this arena at a local level.

The strategic goals of the OSR are:

TO PROVIDE medical student input on all issues addressed by the AAMC and state or federal governments that will impact student education, quality of life, or professional development.

TO DEVELOP AND IMPLEMENT OSR initiatives and aid in the implementation of AAMC initiatives.

TO FACILITATE communication between student bodies of different medical schools and between medical student organizations regarding issues relevant to medical student life and education.

TO ENCOURAGE education techniques and objectives that provide medical students with the intellectual skills, professional standards, and knowledge required to meet the needs of an evolving health care system.

TO PROMOTE a safe, supportive learning environment free of abuse, unreasonable health risks, bias, and inequities.

TO ASSURE that all medical students possess equal freedom and opportunity to pursue the career directions of their choice.

Each school may designate one official and one alternate representative. The representatives of each school are required to attend a fall national meeting and a spring regional meeting of the OSR. For more information, contact Student Affairs.

### **Otolaryngology Club**

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

### **PANDA**

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

### **Peds R Us**

Downstate's Pediatrics Club is a forum for all university students to learn about and contribute to children's healthcare and wellness issues through educational and recreational activities. Academically, from lectures and panels by professionals, we hope to gain useful knowledge that can be applied in clinical and other interactive settings with children. Other activities include a reading hour in the pediatrics ward, conducting health education in neighborhood schools, and sponsoring a cooperative community fair with other organizations.

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

### **Physical Therapy Club**

The Physical Therapy (PT) Club promotes awareness of the physical therapy profession within the Health Science Center and its general community. Its primary goals are to involve its members in: 1) serving the community, 2) supporting the physical therapy profession, and 3) providing a social atmosphere for its members to interact with other future health care professionals. Some activities that the club has been involved with are: promoting PT month, helping with resumes and interviewing skills, and helping to stretch and massage the runners of the NYC Marathon. The PT Club is open to all CHRP students. If you are interested or want further information please utilize our mailbox at the Student Center.

### **Physician Assistant Club**

The Physician Assistant (PA) Club was established in the spring of 1997 on behalf of the PA class of '98 and future PA classes. The club promotes PA's, does fund raising, arranges National PA Day activities, and participates in University activities as one of the programs in the College of Health Related Professions. The PA club has organized monthly meetings and discussions on present and future practices. Through all of our activities, we hope to unify the students in the PA program as well as establish more of an understanding of the PA program as well as the PA profession. The PA Club is open to PA students. If you are interested or want further information please utilize our mailbox at the Student Center.

### **PNHP - Physicians for A National Healthcare Program**

The Downstate chapter of the Physicians for A National Healthcare Program (PNHP) is designed to educate physicians, healthcare workers, students, and the general public on the need for a comprehensive, high-quality, publicly-funded healthcare program, equitably-accessible to all residents of the United States. The PNHP is open to all SUNY Downstate students. If you are interested or want further information please utilize our mailbox at the Student Center.

### **Psychiatry Society**

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

### **Radiology Society**

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

### **SAAB - South Asian Association at Brooklyn**

The South Asian Association at Brooklyn (SAAB) provides an atmosphere in which the South Asian students may partake in social and cultural collaboration due to the plethora of cultures that make up the South Asian region. SAAB is open to all SUNY Downstate students. If you are interested or want further information please utilize our mailbox at the Student Center.

### **SALUD**

SALUD is the Downstate chapter of the National Boricua Latino Health Organization (NBLHO) is a Latino student group representing health professions students from the northeast region of the United States. Its mission is to recruit Latinos into higher education, educate the public and one another about Latino health issues, advocate for increased Latino representation in health related areas, and promote awareness about social, political and economic issues as they relate to Latino health. It also serves to create a support network for Latino students. For more information please utilize our mailbox in the Student Center.

### **Student Notetaking Service (Transcript Service)**

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

### **SIGN - Student Interest Group In Neurology**

SIGN is the American Academy of Neurology's Student Interest Group in Neurology. SIGN's purpose is to introduce medical students to the field of neurology through discussions by neurologists, seminars, learning materials and other relevant activities. SIGN will help students become aware of opportunities and activities related to

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

### **Students for Social Responsibility**

The Students for Social Responsibility (SSR) is a student run organization open to all students within the SUNY Downstate community. It is the only organization committed solely to community service activities. SSR promotes healthcare, reduction of violence, and education within the Brooklyn Community. Major activities include visits to homeless shelter clinics, health education programs, and a high-school anti-violence program. Please join us for lunch/dinner meetings with your ideas; leadership positions are available. SSR is open to all SUNY Downstate students. If you are interested or want further information please utilize our mailbox at the Student Center.

### **Surgery Club**

The purpose of the Surgery Club is to provide students early exposure to the field of surgery. Students have the opportunity to take part in workshops and group discussion with specialists in the field of surgery. The Surgery Club is open to all SUNY Downstate students.

Talks are planned at which surgeons will explain new advances in the field. Surgeons will benefit by discussing their work with interested students. Students will be encouraged to scrub in on cases.

The Surgery Club continues to explore avenues through which students can gain a greater awareness of issues facing surgery as we enter the 21<sup>st</sup> century. The outcome of these experiences and interactions will be a more educated student with a greater understanding of the field of surgery. If you are interested or want further information please utilize our mailbox at the Student Center.

### **Tharos, College of Health Related Professions Yearbook**

Tharos is the College of Health Related Professions yearbook. Tharos is open to all CHRP students. For more information, please contact the CHRP Council.

**For More Information,  
Contact the Student Center  
at 270-2487**

## **OTHER UNIVERSITY OFFICES**

### **ENVIRONMENTAL RESPONSIBILITIES**

#### **FACILITIES MANAGEMENT & DEVELOPMENT**

FM&D maintains all Downstate Medical Center buildings and campus spaces, cleans the BSB and the HSEB, and manages campus design and construction, as well as environmental health and safety. FM&D depends on your cooperation to keep classrooms, hallways, and restrooms clean and safe.

Work order requests for routine building repairs can be phoned in to 718-270-1212 between 8 a.m. and 4 p.m., Monday through Friday.

Primary emergency requests for situations such as flooding, or loss of essential utilities for life support or health and safety, may be reported 24 hours per day, seven days per week by calling 718-270-1212 or 718-270-2810. FM&D responds to such calls immediately.

Secondary emergency requests such as for clogged toilets/sinks and broken windows also can be reported by calling 718-270-1212, and will be corrected weekdays during the 8 a.m. to 4 p.m. shift. For light bulb replacement, call 718-270-1222.

FM&D depends on the faculty, staff and students of the Downstate community to remain aware of the environmental aesthetics of the campus, and urges them to promptly report any maintenance deficiencies that require correction or repair.

Telephone 718-270-2376 to report cleaning and housekeeping concerns in BSB and HSEB restrooms, lecture halls, 5th and 6th floor carrels, and other student study areas.

If you are holding an event or an organizational/group meeting, remember to request large plastic bags from the FM&D Housekeeping staff for your refuse. Clean up your meeting room following your meeting, and straighten out the furniture, restoring the room to the condition you would like to find if you were entering the area.

### **OFFICE OF INSTITUTIONAL ADVANCEMENT**

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

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

Students interested in organizing events should follow Facilities Usage Committee Regulations. If students are organizing events that require the president's participation in an event, students should coordinate the plans with the President's Office (ext. 2611) prior to setting a date. Students are required to inform Institutional Advancement of outside groups or individuals invited to campus (email briesgo@downstate.edu. This should be done at the same time that space for the event or visit is booked.

Students who wish to fundraise must review their plans with, and receive approval from, the Office of Institutional Advancement and Philanthropy (ext. 4418).

Institutional Advancement also assists in preparing materials for nominating honorary degree recipients and choosing Commencement speakers. Students are welcome to seek professional advice and counsel from this office on planning special events, and printing newsletters and brochures. This office is located in BSB 1- 101.

### **OFFICE OF COMMUNITY AND GOVERNMENT RELATIONS - COMMUNITY SERVICE PROGRAM**

Administered through the Office of Community and Government Relations, this program provides information about volunteer opportunities in the community and acts as liaison to community groups, student organizations, and elected officials. The Assistant Vice President for Community and Government Relations should be contacted prior to any contact with elected officials unless it is of a personal nature. Office BSB 1-101, Ext. 1490.

### **OFFICE OF DIVERSITY**

Compliance with the equal opportunity laws and regulations listed below is within the scope of responsibilities of this office.

- Title VI of the Civil Rights Act of 1964 as amended - Prohibits discrimination on the basis of race, color or national origin in admissions, access to courses or programs, and student policies;
- Title IX of the Educational Amendments of 1972 - Prohibits exclusion from participation in, or denial of benefits, or subjection to

discrimination on the basis of sex in any education program or activity receiving federal financial assistance;

- Section 504 of the Rehabilitation Act of 1973 - Prohibits discrimination on the basis of physical or mental handicap in any federally assisted program or activity;
- Age Discrimination Act of 1975 - Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance;
- Under *State Education Law S224-a*, no person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that (s)he is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days. Moreover, the *Religious Freedom Restoration Act of 1993* - requires federal, state and local governments to demonstrate a compelling interest before burdening an individual's exercise of religion.
- State of New York, *Executive Order 28* establishes that no State agency or department shall discriminate on the basis of sexual orientation against any individual in the provision of any services or benefits by such State agency or department.
- Americans with Disabilities Act of 1990 (Titles II-V) and American with Disabilities Amendment Act of 2008 - Prohibits discrimination on the basis of disability in public service and public transportation, public accommodations, telecommunications and miscellaneous provisions.

Students are invited and encouraged to consult with the Office of Diversity informally when situations or problems relating to perceived discriminatory treatment or behavior occur.

In addition, the SUNY Grievance Procedure for Review of Allegations of Discrimination may be used by any Downstate Medical Center employee or student for the identification of allegations of unlawful discrimination on the basis of race, sex, color, religion, age, national origin, disability, marital status, status as a disabled veteran or a veteran of the Vietnam era, sexual orientation, or retaliation. This process is not intended to replace, duplicate, or supplant any other grievance procedure, nor does it deprive a complainant of the right to file with an outside enforcement agency. This procedure, regarded as an additional mechanism for the investigation and resolution of allegations of unlawful discrimination on the basis of race, sex, color, religion, age, national origin, disability, marital status, status as a disabled veteran or veteran of the Vietnam era, sexual orientation, or retaliation, will benefit staff, faculty, students, and administration.

The Grievance procedure in its entirety may be found in the Appendix.

In keeping with efforts to establish an environment in which the dignity and worth of all members of the campus community are respected, sexual harassment of Downstate Medical Center students and employees is unacceptable conduct and will not be tolerated. Sexual harassment is: any unwanted verbal or physical sexual advance, sexually explicit derogatory statements, or sexually discriminatory remarks which are offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation, or which interfere with the recipient's education, or which creates an intimidating, hostile, or offensive educational environment.

Sexual harassment is a form of sex discrimination and is a violation of Title IX of the Educational Amendments of 1972. Under the law,

there are two forms of sexual harassment: quid pro quo conduct occurs when specific academic benefits are withheld or penalties are imposed as a means of coercing sexual favors; hostile environment sexual harassment occurs when a person in authority either creates or condones an academic environment in which sexual harassment is present. A sexual harassment complaint may be filed not only by an individual directly victimized by sexual harassment, but also by any other individual who objects to the behavior, and/or fears that such behavior may adversely affect their educational status or prospects. (Additional information in the Appendix.)

Downstate Medical Center is committed to the prompt and equitable resolution of allegations of discrimination on the basis of sexual harassment. Students may consult and/or file a complaint with the Office of Opportunity and Diversity utilizing the Grievance Procedure mentioned above and described in the Appendix.

### **PARKING**

Since parking at Downstate Medical Center (DMC) is limited, it has been divided as fairly as possible among the many groups who frequent the Center: staff, students, visitors, etc. With regard to student parking, availability is as follows:

SCHOOL	YEAR	METHOD OF DISTRIBUTION
CHRP	Sr. Yr.	Lottery
Nursing	Sr. Yr.	Lottery
Medicine	3 <sup>rd</sup>	Only during rotations at Kings County or University Hospital*
	4th	When during mandatory subinternship or clerkship rotations at Kings County or University Hospital*
Graduate Studies		As assigned by the Dean of the Graduate School

\* For clerkships at UH/KCH, go to the Bursar's Office and pay for the period of the clerkship; then go to the Parking Office with the paid receipt from the Bursar's Office.

Special Reduced Rate (with presentation of SUNY DMC ID): \$1 for the first 12 hours (M-F from 2:30 pm. to 5:30 a.m.), and 24 hours on Saturdays, Sundays and holidays.

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

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

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

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

For additional information, please contact the Parking Office at 825 New York Avenue, 1st floor, M-F 9 a.m. - 4 p.m., 718 270-3163.

### HSCB FOUNDATION LOT

The HSCB Foundation lot, located at 404 Winthrop Street between Nostrand and New York Avenues, is a non-state facility owned and

operated by the HSCB Foundation. Parking privileges are available to all DMC employees/students who place their names on the waiting list in the Faculty Student Association Office (FSA), which is located in the Student Center, 270-3148. The FSA Office is responsible for determining parking availability, and identifying and notifying the next employee/student on the waiting list of the availability of parking privileges. The parking lot is open M-F from 5 a.m. to 10 p.m. (excluding holidays) and security personnel are assigned during those time periods. The lot is closed on Saturdays, Sundays and holidays.

There are also a limited number of pre-paid daily parking ticket booklets available at the FSA Office. These booklets (40 for students, 40 for staff) go on sale each Thursday and Friday at 10 AM on a first come, first served basis at a cost of \$20 for five tickets. Contact the Faculty-Student Association (FSA) Office for details.

#### **PERSONAL SAFETY COMMITTEE**

The Downstate Personal Safety committee is charged with the examination and assessment of existing policies, procedures, practices and programs, including those relating to safety education, that impact on the personal safety of students, faculty, and staff, in and around campus. The focus of the Committee is to review and discuss matters pertaining to the security of individuals, including critical incidents, and make recommendations for the improvement of personal safety. The Committee is comprised of students, faculty, and staff and meets at least once per semester. An annual report of the Committee's activities is submitted to the President and is available upon request from the Department of Management Systems, 718 270-3803.

#### **UNIVERSITY POLICE**

The University Police Department maintains a pro-active approach toward reduction and suppression of crime on campus. Chief: Thomas Dugan, Room A1-85A BSB, Box 1201, 270-3161. You can access the University Police/Public Safety website at: <http://www.downstate.edu/police/>

The following explains the make-up of the department and the initiatives it takes.

Officers are assigned to:

- entrances in each building
- patrol each building
- booths that are located in areas of high pedestrian traffic
- radio-equipped motor vehicles

Identification/Facility Access: There are systems in place that are designed to ensure that persons entering the Downstate Medical Center (DMC) are authorized. Faculty, staff and students are required to display SUNY Downstate identification cards when entering SUNY Downstate, and to prominently display it at all times while on campus. Visitors are issued temporary visitor passes.

#### I.D. Card (Downstate Card)

Complete and current DownstateCard policies and features are available at: [www.downstate.edu/downstatecard](http://www.downstate.edu/downstatecard).

All enrolled students are issued a DownstateCard at no cost that serves as an ID Badge for access to all DMC facilities. It is imperative that students treat their DownstateCard with good care, since the card is intrinsic to DMC's homeland security. The student to whom the ID card is issued is entirely responsible for its use or misuse. Students must carry their cards with them at all times, and must never lend their ID cards to any other persons. If it is ever lost or stolen the card could potentially provide an unauthorized person to gain access to DMC facilities. If your DownstateCard is ever lost, stolen or damaged, it must be reported immediately to the

DownstateCard Office at 718-270-4600 (Ext. 4600 from on campus).

To receive a replacement card you will be required to pay a NON-REFUNDABLE fee (\$20 as of Fall 2010). Your DownstateCard must be surrendered upon graduation or separation in order to receive your diploma. If card is lost immediately before graduation, students are required to pay the lost/stolen card fee and will be issued a LETTER authorizing release of graduation diploma.

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

The DownstateCard office shares student non-confidential information with other DMC offices to facilitate essential applications such as door access, library use and photo verification during exams.

Phones/Alarms: There is a network of emergency telephones (red) conveniently located throughout DMC. In addition, there is also a network of panic alarms located at various places, including the corridors, laboratories, rest rooms and on-call rooms. Both the "red" phones and panic alarms are linked directly with the University Police Department and are monitored 24 hours a day to ensure a quick response to all emergencies.

#### Escort Service

- After 1 a.m. - upon demand (Extension 270-2626), until 5 a.m. weekdays and from 1 a.m. on Saturday until 5 a.m. Monday. An unscheduled service designed to move faculty, staff and students at off-peak hours to local destinations (e.g., dorms to Kings County, University Hospital to garage, etc.) To obtain this service, call 270-2626 and explain your request.

Shuttle Service: To enable personnel who commute by public transportation get to their points of departure safely, the University Police Department provides transportation to subway stations and bus stops. The shuttle runs from 5 a.m. until 1 a.m. on weekdays. Escort service is available when the Shuttle is not in service. There is also a shuttle service to and from the off-campus parking facilities and Downstate Medical Center.

- During the hours of 3:00 p.m. until 10:30 p.m. Mondays-Fridays, a van will depart at regular intervals from University Hospital (445 Lenox Road) and HSEB (395 Lenox Road enroute to the following locations: HSCB Foundation parking lot (404 Winthrop Street), subway stop at Winthrop/Nostrand (#2, #5 trains), Business Office (711 Parkside Ave.), Parking Garage (323-359 Clarkson Avenue), Parking Lot (225 Clarkson Avenue, Church Avenue and Nostrand Avenue).

Package Inspection: To ensure the security of state property, the University Police Department supervises the removal of equipment and other state property from DMC. An "Equipment Removal Form," signed by an authorizing agent, along with identification of the person removing the property, is required. A "Personal Property Form" is prepared when personal property (radio, television, etc.) is brought into the institution and this form is used to identify ownership when the property is being removed.

Interagency Relationship: The staff of the University Police Department has established and maintains clear and continuous channels of communication with local law enforcement agencies.

Closed Circuit Television System: A CCTV system monitoring the interior and exterior of the HSCB campus is recorded 24 hours a day by the University Police Department.

Perimeter Lighting: Additional high intensity lighting has been installed on exterior areas of the campus in addition to that already provided by the City of New York.

Incident Reports: Call University Police at 718 270-2626 to report incidents relating to criminal actions and other emergencies on campus.

Student Responsibilities: We emphasize that isolation can occur almost anywhere on campus, depending on such circumstances as the time of day, day of the week, building, etc. A few common sense rules to avoid isolation are:

- walk and travel in groups, if possible
- use University Police escort and shuttle service
- be aware that the University Police department monitors its telephone switchboard (Extension 2626) 24 hours a day and that red telephones have direct contact with University Police without dialing
- be aware that the University Police department has emergency alarm buttons throughout the University Hospital, Basic Sciences Building, DMC Student Center and dormitories which, if activated, University Police staff are dispatched to investigate.

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

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

Other numbers for assistance:  
NYC Victim Services Hotline 212 577-7777 (24 hours)  
NYC Police Dept. Sex Crimes Reporting Unit 212 267-7273

Residence Hall Security: Downstate Medical Center has two residential buildings available for occupancy by its student population. The following security and safety systems are currently in place:

1. 24 hour coverage by University Police officers at main entrance to 811 New York Avenue.
2. 8:30 a.m. to midnight service desk coverage by professional and student staff.
3. Electronically locked main entrance doors. A coded key card is required for access.
4. A panic alarm system on each floor (common areas) and in all public basement areas.

#### Web Page

The University Police Department has a web page, which is located at <http://www.downstate.edu/police/default.html>. You can view or print copies of our Annual Campus Security Report and Crime Incident Log from this location, and we have other useful information and contact numbers posted for your convenience. You can also request a printed copy of our Annual Campus Security Report by calling our Administrative Office, 718 270-3161.

Crime Statistics Availability Statement (Clery Statement)

A copy of the State University of New York at Downstate Medical Center campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the campus University Police Department. Please direct all such requests to the Department of University Police at 718-270-3161. Information can also be obtained from the U.S. Department of Education website at: <http://ope.ed.gov/security/>."

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

#### **SIGN POSTING**

See Student Conduct section in Appendix III.

#### **MORE HELPFUL INFORMATION**

##### **BANKING**

Visit us online at <http://www.downstate.edu/fsa/atm.html>

ATM (Automated Teller Machine) services from JP Morgan/Chase, contracted through the Faculty Student Association, are located in the main lobby of the Basic Science Building (450 Clarkson Avenue entrance). Chase has an on-campus representative at the customer service window area adjacent to the ATMs on Wednesdays from 10am to 3pm (day and hours subject to change). Students are eligible for a free checking account for their first year with no minimum balance requirements. After the first year, the student can convert to any of the available Chase account offerings.

##### **CHAPLAIN SERVICES**

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

##### Hospital Chaplains

Protestant: Reverend Sharon Codner-Walker, MDIV, BCC- Director of Pastoral Care (Email: [Sharon.Walker@downstate.edu](mailto:Sharon.Walker@downstate.edu))  
Catholic: (vacant, TBA) Reverend Sharon Codner-Walker is available

##### Religious Services in Chapel Room A1-347

Catholic Mass: Thursdays, 12:05 p.m.  
Christian Fellowship Service – Wednesdays 12-1 p.m.  
Intercessory Prayer – Mondays 12:30-1 p.m.; 5:30-6 p.m.

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

##### Jewish Faith:

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

Services:

Shacharis Morning Prayer: 8:00 AM, daily.

Mincha Afternoon Prayer: 1:45 PM on the 2nd floor BSB (Radiology) and at 4:00 PM, daily.  
Special Holiday programs and events are also held.

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

#### Muslim Faith:

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

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

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

#### **INSTITUTIONAL HISTORY\***

The State University of New York Downstate Medical Center is one of four such campuses within the 64-unit State University of New York. Located on an urban campus in the East Flatbush section of Brooklyn, Downstate Medical Center includes the Colleges of Health Related Professions, Medicine, Nursing, a School of Graduate Studies, a Masters Program in Public Health, a major research center and the University Hospital of Brooklyn.

Downstate Medical Center's history spans over 140 years, during which time it has undergone several name changes. In 1856 two physicians established a dispensary in downtown Brooklyn to provide care for poor immigrants. The Long Island College Hospital grew out of this dispensary. In 1858 the state granted the hospital's request for a charter to launch a medical school. The school, which opened its doors two years later, revolutionized medical education in the United States. The new school was unique because, for the first time in this country, the teaching of medicine was brought to the hospital bedside and the idea that physicians should be trained exclusively in university classrooms and lecture halls was rejected. It was truly a college hospital.

In 1931 the school was rechartered as the Long Island College of Medicine, with affiliated hospitals throughout Brooklyn. The "Downstate" era began on April 5, 1950 with a special ceremony at the Waldorf=Astoria Hotel, where a merger contract was signed between the Long Island College of Medicine and the newly constituted State University of New York. Several years later, the current campus of the SUNY Downstate Medical Center was built in East Flatbush. In April, 1953, ground was broken for the current Basic Sciences Building, and President Dwight D. Eisenhower laid the cornerstone in 1954. The complex was expanded in 1966 with the opening of University Hospital of Brooklyn. The School of Graduate Studies, the College of Health Related Profession, and the College of Nursing were also added that year.

In 1985, we celebrated the 125th anniversary of the medical school, at which time the institution became known as the State University of New York Health Science Center at Brooklyn.

Today, Downstate Medical Center is the focal point of a health-care network that encompasses 18 hospitals and research institutions and more than 40 health-related facilities in Brooklyn, Staten Island, and beyond. It encompasses a campus of 13 acres, with a total student body of approximately 1,500 students, a faculty of nearly 3,000 (including full-time, part-time and voluntary staff), and support staff of 3,000.

\*from the 1995-1996 Resident's Handbook, Office of Graduate Medical Education. SUNY Downstate Medical Center.

#### **STUDENTS WITH DISABILITIES**

Students with disabilities who wish to request accommodations for their academic program are required to complete the appropriate form prior to matriculation. The Office of Student Affairs coordinates arrangements for students with disabilities.

Students who wish to request accommodation(s) after they have matriculated into the college are required to complete the appropriate form available from the Office of Student Affairs. Please note that accommodations may require time to process or to put in place.

Students with disabilities may request assistance from the Office of Student Affairs to complete the New York State voter registration form or to file a form appropriate for their state of residence.

#### **EMERGENCIES (Weather and Other Events)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events, may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, "Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press "2" to hear the status of classes in your individual program. All others, Press "1" to continue to the main menu."

When you press "2," you will hear  
For MS1 press 1  
For MS2, press 2  
For College of Nursing, press 3  
For College of Health Related Professions, press 4  
For the School of Graduate Studies, press 5  
For the School of Public Health, press 6

#### College of Medicine, Years 1 & 2 only

Once you press the appropriate year, your block director will have an announcement, which states the class schedule for all activities for that day, for that block.

#### College of Medicine, Years 3 & 4

Follow the schedule at your clinical site. Contact your clerkship director if you are unsure about your responsibilities.

#### College of Nursing

A message on the College of Nursing's main number regarding cancellation or delayed starting time.

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

Nursing students who are in clinical courses should follow the emergency procedure of the particular agency then notify the appropriate Program Director.

#### College of Health Related Professions

A message on the College of Health Related Profession's main number regarding cancellation or delayed starting time.

#### School of Graduate Studies

A message on the School of Graduate Studies's main number regarding cancellation or delayed starting time.

#### School of Public Health

A message on the School of Public Health's main number regarding cancellation or delayed starting time.

#### **E.A.R.S. (Early Alert & Response System )**

SUNY Downstate has adopted an emergency text-message and e-mail notification system that enables Downstate to send urgent news directly to your cell phone. Once you sign up for the service, Downstate can text your cell phone with timely information about emergencies. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the school to use the service. The service is available to all current students, faculty, residents, and staff of Downstate. To learn more or to sign up, go to [www.downstate.edu/ears](http://www.downstate.edu/ears) and click on the link titled "New User Sign Up." Please contact the Information Services Help Desk at ext. 4357 with questions about signing up. Additionally, Downstate's Information Security Group may be contacted via email ([infosec@downstate.edu](mailto:infosec@downstate.edu)) if you have any further questions regarding the program.

#### **How does it work?**

The system, which is powered by e2Campus, enables Downstate Administration to send instant alerts to registered subscribers' email accounts and mobile phones via SMS text messages. You can also receive the alerts via RSS, wireless PDA, and your "My Yahoo", "My AOL", or personalized iGoogle home page.

Once you sign up, the alerts go straight to your cell phone. It is a convenient system for everyone, because it reaches people whether they are on campus or off campus.

Downstate E.A.R.S. is used to communicate important information during any life-safety event, disaster, or potential emergency such as a snow delay or closing, Department of Homeland Security Advisory, weather warning, gas leak, fire, crime watch, power failure, boil-water advisory, or other emergency event.

All members of the campus community are strongly urged to sign up. It only takes a minute to register you into the system. We hope you take advantage of this important initiative.

**SCHOOL OF  
GRADUATE STUDIES**

## **ACADEMIC STANDARDS**

Graduate degrees are awarded by the State University of New York. A student is proposed for the degree by the faculty of his or her respective graduate program following certification that the student has fulfilled all general and specially designated requirements of the program. Admission of students, continuation or cancellation of registration, appointment of the Thesis Advisory Committee and recommendation for awarding of degrees are the concern of the faculty acting through the dean.

The State University of New York acting through its Provost of Graduate Education and Research, and its Graduate Council approves overall program coverage and establishes basic regulations and procedures.

### Residence Requirements

A year of residence is defined as registration and full-time participation in program activities, including coursework and research, for the entire year. A minimum of two years residence in the School of Graduate Studies is required for the doctorate. Ordinarily, completion of PhD requirements will take four years or longer.

A program may require a student under its sponsorship to carry a full-time schedule during each academic year until the total number of credits required for the degree is completed. "Full-time" is defined by the State University as a minimum of nine credits per semester before Certification of Candidacy for the Doctorate, and as few as one credit per semester following candidacy (satisfactory completion of the qualifying exam).

### Tuition and SUNY tuition scholarship

Students are required to apply for New York State Residency as soon as they are eligible. Once a student has become a New York State resident, the tuition scholarship will be provided at in-state rates only, from then onward. In addition, all residents of New York State must file applications yearly to New York's Tuition Assistance Program (TAP) in order to be eligible for the tuition scholarship provided by the Graduate School. For students in the MD/PhD program who are not New York State residents, the MD/PhD program will waive your tuition at out-of-state rates for the first year only. After that, your tuition waiver for the COM and the School of Graduate Studies will be at the in-state rate.

### Communications with the Graduate Office

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

All foreign student must notify the Graduate School as well as the INS of any change of address within 10 days of moving; all other students must report any change of address at least at each registration.

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

### Student Curricula

Students plan their curricula in consultation with their program faculty and research advisor. In addition to the program requirements and graduate school requirements listed in the college bulletin, courses may be required on an individual basis. The first year of study toward the doctoral degree is considered probationary and during this time the faculty of the program evaluates the student's capacity for continuance.

A rapidly expanding body of knowledge characterizes contemporary biomedical science, and the curriculum is likely to change repeatedly during a student's tenure in the School of Graduate Studies.

### Course Requirements

Courses approved for graduate credit are listed in the college bulletin. Other courses may also be approved for graduate credit, provided that prior approval is obtained from the student's program director and the office of the Dean, and provided that the course conforms to standards for graduate level instruction.

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

### Cancellation of Course Registration

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

### Degree Requirements and Academic Standards

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

Comparative course grades, in the order of value (4,3,2,1,0) are: A, B, C, D, and F. + and - contribute  $\pm 0.3$  points to the grade; there is no A+. In any course in which no comparative grade is given, designations "S" (Satisfactory) or "U" (Unsatisfactory) are used. "S" or "U" may be used for courses with 2 or fewer credits. A grade of "B" or better or an "S," must be obtained for credit in all required courses taken in a student's sponsoring program. For the purpose of calculating a grade-point average, an "S" has a value of 3 in required program courses.

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

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

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

outstanding incompletes to the Dean of the School of Graduate Studies.

6. A student on approved "Leave of Absence" with an outstanding "I" grade, must remove the "I" by the end of the first semester after returning as a registered student.

Continuing registration of graduate students from term to term is contingent on satisfactory academic performance and satisfactory progress toward the degree. Students are expected to maintain a "B" average in courses within their own program to remain in good academic standing. Even when they must retake a program course for which they received a grade lower than "B" their GPA must be "B" in program courses. A grade of "C" or better is required for graduate credit in other courses. Students must maintain an overall average of at least a "B-" ( $\geq 2.7$ ). If their average falls below a "B-", students will be considered on academic probation; a student cannot be on academic probation for more than two semesters, sufficient time to remediate a low grade. Special consideration will be given if the course in question is given every other year. Satisfactory progress toward degree implies timely completion of required course work and Graduate School Requirements as stated in the table below. Failure to meet the following timetable of Graduate School Requirements may result in being placed on academic probation.

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

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

#### Reexamination Policy

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

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

#### Auditing of courses

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

#### Student Access to Records

The School of Graduate Studies is in full compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment),

which gives students access to their educational records. Students can arrange to review their records by contacting the Graduate Office.

#### Leave of Absence

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

#### Stipend Policy

Those doctoral students who receive stipends are appointed for a 12-month renewable term contract as teaching assistants. The only duties of a Teaching Assistant in the School of Graduate Studies at SUNY Brooklyn are to remain in good academic standing. The Graduate School set a stipend level for such teaching assistants that consists of a base salary plus discretionary compensation. (In academic year 2008-2009, the minimum stipend for PhD students and for MD/PhD students in the pre-clinical years was \$25,385 and the maximum stipend was at \$30,462). PhD student stipends are paid from the Graduate School budget for years one and two. The thesis sponsor is obliged to contribute 100% of the stipend from the time that their PhD student enters the 3rd year and from when their MD/PhD student registers for the 1st year in the Graduate School. The faculty stipend contribution continues until the MD/PhD student rejoins the medical school. Acceptance by the Graduate School of advanced academic standing may change this formulation. If a student's thesis advisor loses funding during the course of a student's satisfactory progress toward degree, the Graduate School will attempt to find funds to support the student until the faculty member's research funding is restored. However, for PhD candidates, the Graduate School has no obligation to continue stipend support from its funds beyond six years of matriculation in the Graduate School. For MD/PhD candidates, the Graduate School has no obligation to continue stipend support from its funds beyond seven years. In the clinical years of the MD/PhD program, the stipend is guaranteed to be within 20% of the current minimum PhD stipend.

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

#### Curricular Requirements

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

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

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

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

#### Teaching Requirement

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

### Certification of Candidacy for the Doctorate

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

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

### GUIDELINES FOR QUALIFYING FOR PhD CANDIDACY, PROPOSAL AND DEFENSE OF THESIS

#### 1. QUALIFYING EXAMINATION

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

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

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

#### 2. THESIS PROPOSAL

##### A. Thesis Advisory Committee

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

*Ex officio* members are not eligible to vote or to act as presiding member. If a member resigns, the member should be

replaced as soon as possible, so as to maintain the above composition.

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

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

##### B. Thesis Proposal Meeting

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

##### C. Format Of Thesis Proposal

###### 1) Proposal format.

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

<b>Thesis Title</b>
A proposal submitted to the faculty of
The School of Graduate Studies
State University of New York
Downstate Medical Center
In partial fulfillment of the requirements
for the degree of Doctor of Philosophy
by
<b>Name</b>
Program in [Molecular and Cellular Biology, or Neural and Behavioral Science, or Biomedical Engineering]
Date
Thesis Advisor[s]: Name, Degree.
Departmental Affiliation

2) Formal presentation.

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

3) Question period.

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

**D. Committee Deliberation**

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

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

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

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

- a) proposal and its defense fully acceptable
- b) proposal and its defense acceptable with modifications
- c) proposal and its defense unacceptable

The presiding member should communicate the findings of the committee in writing to the student and copy the Dean, within one week after the proposal meeting. Suggested modifications or reasons for outright rejection should be noted. All voting members of the committee must sign off on the communication before it is sent.

If the thesis proposal or its defense is judged unacceptable, the work must be reformulated and another presentation made. The committee shall set a timetable for a new proposal meeting. A student may, with the agreement of the thesis advisor, request appointment of a new thesis advisory committee. However, a proposal, which has been twice rejected, cannot be presented again. See Section 3C for rights of appeal.

A lone dissenting member of the committee who is unable to accept the final committee decision must resign. The student and

his or her research advisor must then suggest to the Dean a replacement who is willing to serve on the committee, has read the thesis proposal and finds it acceptable, as modified.

**E. Progress Reports**

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

**F. Technical Assistance**

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

**3. DOCTORAL THESIS**

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

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

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

**A. Thesis Predefense**

A draft copy of the thesis must be submitted to each member of the thesis advisory committee at least two weeks prior to the working session (unless all committee members agree to a shorter reading period). If an external examiner is to be appointed, the contact information of the proposed external examiner must be provided to the Graduate Office at the same time as the committee is being scheduled. The quality of the written presentation should be rigorously considered and the adequacy of the work and the student's understanding are critically examined. At the predefense meeting, the committee may request a brief informal presentation of the work

reported in the thesis, but the meeting predominantly involves intensive questioning focused on the research as presented in the written thesis. **All** members of the committee including the external examiner, if one is appointed, are expected to be present at the predefense when the meeting is scheduled. The predefense will be rescheduled if either the external examiner or more than one internal member of the committee is absent at the appointed time. Committee members should express substantive criticisms, if any, including requests for additional experimental work, at this working session, and not defer such criticisms until the formal thesis defense. Any member who was scheduled to attend but does not should submit a written critique on the proposed thesis, concluding with a judgment as to its acceptability. The critique should be comparable with comments submitted by a referee in review of a paper for publication. The committee will decide whether the predefense is acceptable, acceptable with substantive modifications, or unacceptable with respect to a) the written text, b) the scope and quality of the data presented and c) the student's participation in and understanding of the work. A thesis defense may be scheduled, provided that no more than one member of the committee considers the work and/or its defense to be unacceptable or acceptable with modifications.

**If the predefense is judged acceptable with substantive modifications or unacceptable, the reasons and suggested improvements shall be specified within a week of the predefense meeting in a letter from the presiding member of the committee to the student with copies to the student's sponsor and to the Dean.** All voting committee members must approve the communication before it is sent, so that the communication accurately reflects the opinions expressed by the committee members. Should the student so desire, she (or he) may appeal the judgment (see section 5). If more than one member considers the work to be unacceptable for thesis defense a second informal meeting shall be held to consider the proposed thesis, as reviewed. If substantial modifications of the written thesis are required, all members of the committee must re-evaluate the altered text before a final defense may be scheduled (see below).

A committee judgment of an unacceptable predefense at a second predefense should be reviewed by the executive committee of the relevant program as described in section 3C. This review will take place, even if the student does not appeal the decision.

## B. Thesis Defense

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

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

1) Formal Presentation. The presentation should be a public formal lecture, approximately 45 minutes in duration, which is not interrupted by questions. Good attendance is strongly encouraged and therefore, the defense students are strongly discouraged from

scheduling the presentation in July, August, or before Labor Day in September.

2) Question Period. Any individual present at the thesis defense may ask questions.

3) Committee Deliberation. The committee will decide in closed-session whether the thesis is:

- a) Acceptable
- b) Acceptable with modifications
- c) Unacceptable

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

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

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

## C. Rights Of Appeal

If a thesis advisory committee judges a thesis proposal, or thesis predefense to be unacceptable, the student may appeal the judgment before the executive committee of the program and if still dissatisfied, before the Graduate School Committee of the Faculty. If a thesis committee member is a member of the executive committee of the program, they should absent themselves from the appeal process to the executive committee. A second unacceptable predefense shall be brought before the program executive committee; the student shall be invited even if the student does not initiate the appeal. If the appeal is brought before the Graduate School Committee of the Faculty, the program director and the executive committee representative shall absent themselves from the committee's deliberations and vote.

The program executive committee will be charged with determining whether the thesis advisory committee has acted improperly on procedural grounds. If so, the executive committee shall recommend to the Dean that the thesis advisory committee be dissolved and reconstituted. If procedural matters are not at issue, the executive committee of the program shall be empowered to hold hearings at which the members of the thesis advisory committee will be asked to defend their judgments. The student should be present at such a hearing until the final deliberation, and may be questioned or comment on the issues involved. If a member of the thesis advisory committee dissents from a committee decision regarding a thesis proposal or thesis, he or she may appeal that decision before the program executive committee. The hearing should be open to all parties to the disagreement. The findings of the program executive committee will be submitted to the Committee of the Faculty for action. The action of the Committee of the Faculty shall take the form of a recommendation to the Dean. Because the Dean is responsible for the final decision, the Dean shall not sit with the Committee of the Faculty during the deliberations but may hold hearings to fact find on his/her own before a decision is made.

All recommendations of the program executive committee to the Committee of the Faculty should be made within one month after an appeal has been submitted. The Committee of the Faculty shall render a judgment within two weeks of receiving the recommendation from the Program Executive Committee.

#### D. **Dissemination Of Thesis**

The original and all paper copies must be reproduced on *acid-free paper* using, where necessary, *pH neutral adhesive*. In addition, one copy on computer disk (Preferably in Adobe Acrobat format) must be submitted. The five paper copies of the thesis, including the original copy with the signature page and a *Doctoral Dissertation Agreement* form for BH Bindery, and the one copy on disk, must be submitted to the Graduate Office as an essential part of the degree requirements. The Graduate School registers the thesis with a private firm for listing in American Doctoral Dissertation and notation of the abstract in Dissertation Abstracts International. Dissertations sent are microfilmed exactly as they are received. Negative microfilm of the dissertation remains on file, and anyone may order positive microfilm, microfiche, or xerographic copies. Copyright registration may be arranged with BH Bindery for an additional fee from the student.

The five copies are distributed as follows:

copy 1	Student
copy 2	Dean's Office
copies 3 and 4	SUNY HSCB Library, archival (one copy forwarded to Library of Congress after return from BH Bindery). The library also retains the electronic copy.
Copy 5	Thesis Advisor

The original dissertation is sent for registration and binding; SUNY HSCB Center Central Library's binding company will bind the three copies. The Graduate School covers the costs for the original and four copies. The department, program, laboratory or the student is responsible for covering the binding cost of the fifth and any additional copies desired. An electronic copy is also required to be submitted to the Graduate School. Additional information on materials and costs is available in the Graduate Office.

#### 4. **MD/PhD STUDENTS**

There is a time limit of 10 years for the completion of both degrees. After 5 years in the School of Graduate Studies, the College of Medicine may specify requirements that MD/PhD students may have to complete in order to re-enter the College of Medicine for the clinical years. Students must successfully defend their thesis, make all thesis corrections and complete all academic requirements in the Graduate School prior to returning to the College of Medicine. A research elective during the last two years of medical school may provide an additional opportunities for writing manuscripts for publication.

The current regulations pertaining to when USMLE Step 1 has to be taken by medical students (at the end of the second year, by June 1) also applies to MD/PhD students. However, those individuals who wish to request a waiver of this regulation must follow the procedure outlined in the College of Medicine section of this handbook. Reasons and recommendations about the benefits of postponing Step 1 may be obtained from the MD/PhD Program Director. Other policies pertaining to the MD portion of the dual degree are listed in the College of Medicine section of the Student Handbook.

#### 5. **ADVANCED STUDENT RESPONSIBILITIES CHECKLIST**

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

#### A. **THESIS PROPOSAL**

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

#### B. **THESIS PREDEFENSE**

6. The Doctoral Candidate must have met all requirements for Graduation.
7. The Doctoral Candidate must distribute a thesis draft to all committee members at least two (2) weeks prior to the Predefense Meeting. For the Predefense, a private meeting of the candidate with the thesis committee, any date in the calendar year is acceptable.
8. All members of the Committee should still be available. If not, the chair of the Thesis Committee must notify the Dean, in writing, of any changes. The Graduate Dean must approve new members.

#### C. **THESIS FINAL DEFENSE**

9. A Predefense must have been held and all required changes to the thesis document must have been made. A letter must be received in the Graduate Office from the thesis advisor that states the time, date and place of the thesis defense. (Students are encouraged to use the HSEB Lecture Halls on the first floor. Graduate School staff can help in booking these halls.) Any changes in title of the thesis, composition of the Thesis Examining Committee, or planned absences of committee members must also be included.
10. The Graduate Dean must approve the time and date of Thesis Defense. (The Graduate Dean will send a letter to all members of Committee stating date, time, title of abstract and location of Defense.)
11. The Doctoral Candidate must distribute completed copies of the revised Thesis to Committee members at least two (2) weeks before date of Thesis Defense. If this is shortened by consensus (including the Dean), the Graduate School and any *ex officio* members must be informed.
12. The Doctoral Candidate must send the abstract to the Graduate Office electronically for distribution on e-mail at least one week before the Final Defense.

#### D. **POST-THESIS DEFENSE**

13. The official signature sheet (supplied at the Final Defense by the Graduate Office) must have all signatures and be filed in the Graduate Office.
14. The Doctoral Candidate must submit at least five paper copies and one electronic of the thesis (in final form) to the School of Graduate Studies. All paper copies must be on acid-free (pH neutral) paper. A form for ProQuest Information and Learning must also be filled in (thesis will be microfilmed at Graduate School expense).

Please contact the Graduate Office about specifics on depositing of the thesis.

15. The Doctoral Candidate must file a "Survey of Earned Doctorates" form in the Graduate Office (from the National Science Foundation).

#### **DIRECTORS OF GRADUATE PROGRAMS**

Molecular & Cellular Biology: William Chirico, Box 5, BSB 2-078, 270-1308

Neural & Behavioral Science: Peter Bergold, Box 31, BSB 6-78, 270-3927

Biomedical Engineering: Subrata Saha, Box 30, BSB AL-460, 270-4540

#### **DIRECTORS OF CORE COURSES:**

Biochemistry: Mary Makowske, Box 8, BSB 7-91, 270-3991

Research Ethics: Alice Herb, Box 116, BSB 4-121, 270-3780

#### **DIRECTOR OF THE MD/PhD PROGRAM:**

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

#### **PRESIDING OFFICER – COMMITTEE OF THE FACULTY:**

Nicholas Penington, Box 29, BSB 6-85, 270-3399

#### **DISCIPLINARY PROCEDURES**

See Appendix III

#### **Turn It In Software**

Turn It In is a software package that provides an "anti-plagiarism/anti-cheating" service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

#### **EMERGENCIES (Weather and Other Events)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000. Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events, may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, "Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press "2" to hear the status of classes in your individual program. All others, Press "1" to continue to the main menu."

When you press "2," you will hear

For MS1 press 1

For MS2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the School of Public Health, press 6

School of Graduate Studies

A message on the School of Graduate Studies' main number regarding cancellation or delayed starting time.

# **COLLEGE OF HEALTH RELATED PROFESSIONS**

## ACADEMIC REGULATIONS

College of Health Related Professions students are expected to demonstrate ethical and professional behavior, be mature and responsible individuals of good moral character, and be accountable for their behavior while in 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 Chairperson. The Committee on Admissions and Academic Standing will investigate any infringement. Acceptance of these academic regulations is assumed with registration. Students are responsible for all information provided in the Handbook, including the information provided in the Appendices. Any student may be subject to disciplinary procedures as identified in Appendix III.

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

*[Items are organized alphabetically under topic headings]*

## ACADEMIC INTEGRITY/EXAMINATIONS

### Definition

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

Students are expected to maintain the highest standards of honesty in their college work. Academic dishonesty is considered a threat to the integrity and reputation of SUNY/DMC and all the faculty and students associated with it. Since the academic integrity and behavior of students indicates their future professional behavior and integrity in fulfilling their clinical responsibilities to the public, the faculty and students of SUNY/DMC are committed to upholding and enforcing high standards of academic integrity. Students found guilty of any form of academic dishonesty are subject to disciplinary action. Academic dishonesty includes cheating, forgery, plagiarism, and any and all other infringements that may imply deviance from the highest standard of honesty in all aspects of college work.

### Forms of Academic Dishonesty

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

1. The use for academic credit of the same work in more than one course without the knowledge or consent of the instructor(s).
2. The reporting and/or recording of information relating to clinical performance that is not an accurate reflection of the student's own clinical work.
3. The fabrication of any information used to satisfy any academic or clinical requirement.
4. Behavior that constitutes academic dishonesty during an examination includes but is not limited to the following:
  - a. Copying the work of others.
  - b. Deliberately exposing examination materials to review by other students.
  - c. Using any notebooks, textbooks, information or materials not specifically authorized by the instructor.
  - d. Speaking or communicating with other students at any time during the examination.

**Forgery** is defined as the alteration of college forms, documents or records or the signing of such forms or documents by someone other

than the designated or authorized individual. Forgery also includes modifying an examination or assignment, which has been graded and returned to the student for review.

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

### Guidelines For Resolving Academic Integrity Cases

**Examinations:** When the faculty proctor determines that cheating is, in fact, taking place, she or he shall remove the examination and require the student to leave the room. The faculty member shall follow the College "Procedures for Resolving Academic Integrity Cases."

**Plagiarism:** In the event that the instructor can provide evidence that a student, with intent, has not properly given credit for the written work or ideas of another, the instructor shall follow the College "Procedures for Resolving Academic Integrity Cases."

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

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

### Procedures for Resolving Academic Integrity Cases

1. The faculty member must communicate with the student as soon as possible to clarify the incident and determine whether a breach of academic policy has taken place.
2. The faculty member must determine the academic penalty to be imposed and notify the program chair within 24 hours, after communicating with the student. The penalty may include, but not be limited to:
  - a. failing grade on a specific piece of work;
  - b. a grade of zero on a specific piece of work;
  - c. failure of the course itself (Course grade of "F").

The faculty member must notify the student and/or the program chairperson, in writing, of the violation and the academic penalty. The faculty member must document in the student's official record all incidents of breach of academic integrity, meetings/communications with and notifications to students of academic penalty.

If an incident of breach of academic integrity cannot be resolved between the faculty member and the student, the matter is referred to the Program Chair. The program may decide to:

- a. uphold the penalty;
- b. initiate disciplinary action  
(see Appendix, Disciplinary Procedures).

Dismissal may occur in situations of a second documented incidence of academic dishonesty or in cases of severe breaches of academic integrity (such as theft of examination materials).

#### Appeal Procedures for Resolving Academic Integrity Cases

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

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

#### Turn It In Software

Turn It In is a software package that provides an "anti-plagiarism/anti-cheating" service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

### EXAMINATIONS

#### Absence From Scheduled Examinations

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

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

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

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

#### Repeat Examinations

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

1. If the repeat examination is a comprehensive exam, then the highest course grade possible will be the cut-off grade below which that repeat examination was allowed.

2. If the repeat examination is not comprehensive, then the highest grade for that particular examination will be the cut-off grade below which that repeat examination was allowed.

3. If an "R" grade is given, and the student is re-examined, the "R" grade must be changed with the submission of a change of grade form by the instructor, by the beginning of the next semester. The transcript will reflect the changed grade only. If an "R" grade is given and the student is not re-examined, then the "R" grade must be changed to the grade the student originally earned.

4. A repeat exam may only be offered once for any course in a semester. The student should not re-register for the course.

#### Retention of Graded Exams By Instructors

Students may review exams they take in courses at the College. One time within two weeks of the administration of the exam. The instructor decides on duration and schedule for review, and as to whether exams or copies of exams may be removed from the premises.

#### ADMINISTRATIVE AND BEHAVIORAL GUIDELINES FOR STUDENTS DURING CLASSROOM EXAMINATIONS

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

1. Students are expected to arrive on time. It will be up to the discretion of the instructor whether they can take the exam if they come late. A student who begins the test late will not be given additional time to complete the exam.

2. Cell phones, beepers and all electronic devices must be turned off before entering any examination.

3. Students may be assigned seats rather than letting them select their seats.

4. There is to be no talking or other forms of communications between students during the testing session.

5. Proctors will be introduced to the students at the beginning of the testing session. The proctors will walk around the room to observe student behavior and will not discuss the test with the students. The proctor will designate and hold one cell phone to be left on vibrate during an exam for emergency purposes.

6. Students are to keep their tests and answer sheets flat on the desk, not to hold them up in the air.

7. Students should not ask the instructor questions about the content of the test during the examination period as this is disruptive to the exam process. They are to write their questions, misunderstandings, corrections, etc. on a piece of paper to be submitted with the answers. The instructor can take the information into account at the time of scoring the exams.

8. When students finish taking the exam, they are to bring the answer forms and tests to one location in the room, which is at a distance from the seats. When they complete the test, students are to sign their names next to a student roster.

9. The student is expected to abide by the Academic Integrity policies of the College of Health Related Professions as written in the College Bulletin and the Student Handbook. It is the student's responsibility to be familiar with these policies.

#### **ACADEMIC STANDING AND PROMOTION**

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

The maximum time frame for program completion is five years.

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

**Academic Probation:** A student is placed on academic probation at the end of any semester in which his/her grade point average - cumulative or for that semester - is below 2.0 (DMI Program), 2.5 (BS component of the PT curriculum and the PA curriculum), and 3.0 (graduate). If permitted to continue in the program of study, the student is normally expected to raise his/her cumulative GPA to 2.0 (DMI), 2.5 (BS component of the PT curriculum and PA), 3.0 (graduate), or above at the end of the next semester.

PT students completing the final semester in the undergraduate component of the curriculum are expected to achieve both a semester and an overall GPA of 2.5 prior to progression to the doctoral phase of the curriculum. Failure to do so may result in dismissal from the program.

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

- (1) that the student be allowed to continue into the next semester with a full study load;
- (2) that the student be placed on a modified study program and may be required to register for and successfully complete one or more independent study courses until such time as he or she can successfully repeat the failed course(s) and resume a full program;
- (3) that the student be allowed to continue into the next semester and be required to repeat the failed course at a later date;
- (4) that the student's enrollment status may be suspended (for not more than one year) until such time that the failed course is repeated;
- (5) that the student repeat the course(s) at an accredited college, provided he/she receives prior written approval from his/her Program Chairperson; or,
- (6) that the student be dismissed because of poor academic performance.

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

A student who is dismissed must remove all outstanding encumbrances including: return of mailbox key, return of borrowed material to the library, bursar clearance, financial aid clearance, if applicable, and residence hall clearance, if applicable. This clearance is accomplished through the Registrar's office. Students with outstanding encumbrances are not entitled to receive, or have sent on their behalf, transcripts of their academic work.

**Clinical Competence and Professionalism:** The College recognizes the necessity of superior clinical competence as well as academic excellence. As a consequence, each student will be evaluated on his or her capacity to demonstrate high levels of professional performance during periods of clinical practice. The criteria for evaluation will include professional competence and skill; adherence to recognized safety procedures and protocols; adherence to professional codes of ethics; sensitivity to patient and community needs; ability to work with and to relate to peers and other members of the health care team; attitude; attendance; punctuality and professional appearance. These standards of clinical performance have been established in order to protect the rights of patients and communities, which the College is committed to serve, and to foster the team concept of health care delivery. Program Chairpersons, in consultation with their clinical and academic faculty, may recommend that any student who fails to correct deficiencies in any of these areas be dismissed. Such recommendations are reviewed by the Committee on Admissions and Academic Standing.

**Student Academic Appeals:** Following a recommendation by the Committee on Admissions and Academic Standing to dismiss a student from the college, the Dean notifies the student in writing of this action and of his/her right to appeal the decision of the Committee.

The student is additionally entitled to be informed of the reasons for the Committee's recommendation. The student is given a stated period, usually seven days, in which to request an opportunity to appeal. If the student wishes to appeal, he/she must submit a request for appeal in writing to the Dean of the College, within the stated period of time, giving the reasons for the appeal. The program director will be advised of the appeal, by the Dean. The appeal will be considered by an Appeals Committee appointed by the Dean consisting of three or more members of the faculty. These faculty may not be members of the Committee on Admissions and Academic Standing and will be selected from those faculty not directly involved with the student's case. The student may be allowed to attend classroom activities, if appropriate, but not clinical, until the completion of the appeal.

The student may appear before the Appeals Committee to discuss, in detail, reasons for the grievance. This presentation may include relevant supporting documents and witnesses, etc. The course director and/or program chairperson may be asked to appear before the Appeals Committee to discuss the program's rationale and/or response to the appeal.

After completion of the student's presentation, the Appeals Committee makes a recommendation that the prior action of the Committee on Admissions and Academic Standing either be upheld, modified or reversed. This recommendation is forwarded to the Dean of the College.

The Dean may either endorse the recommendation of the Appeals Committee or make an independent determination. In either

event, the Dean's decision is final. The Dean will notify the student, in writing, of the final decision.

If the student appeals and the decision for dismissal is upheld, the student will be dismissed. If a student chooses not to appeal the decision of the Committee on Admissions and Academic Standing, he/she will also be dismissed.

### **Grade Reappraisal**

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

1. Written notification to the course instructor and the program chair providing a rationale for the request for grade reappraisal within 3 business days following the posting of course grades.
2. The program chair or designee will review the rationale, confer with the course instructor, and will communicate the final decision to the student within 5 business days of the receipt of the request for the grade reappraisal.
3. In the case that the program chair and the course instructor do not agree on a resolution, OR when the program chair is the course instructor, the student's request and rationale will be referred by the program chair or designee to the Admissions and Academic Standing Committee (AASC) for a final decision to be made at the next scheduled meeting of this committee. In this case, the AASC chair will communicate the final decision to the student within 5 business days after the decision has been reached.
4. Final decision by either the program chair or the AASC is not appealable.

### **ACADEMIC SUPPORT SERVICES**

A variety of support services are offered to students to assist them in their academic development. They include group tutorials, individual learning management sessions and group workshops. Topics include time management, test taking, study organization, reading, memory, test anxiety.

For educational support services, College of Health Related Professions students should contact the Office of Academic Development, 450 Clarkson Avenue, Box 1190, HSEB 6-620, Telephone (718) 270-7536 or the CHRP Office of the Dean at 718 270-7701.

### **ADDING A COURSE**

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

### **ATTENDANCE AND PUNCTUALITY**

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

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

### **AUDITING A COURSE**

An enrolled student may, with the written consent of the instructor and the Chairperson of his or her program, audit a course. No formal registration occurs and the course is not recorded on the transcript. A

student may not receive credit for the course without retaking the course later, even if course requirements have been met.

### **CELL PHONES/ELECTRONIC DEVICES**

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

### **CHANGES IN REGULATIONS AND COURSE OFFERINGS/PROGRAM SPECIFIC POLICIES**

Changes in academic regulations or course offerings will be communicated to students as soon as possible.

Copies of all changes and additions will be mailed to students through the local mailboxes, or may be distributed as an addendum to the Program Manual in the classroom. Updated copies of all regulations are available for review in the Office of the Dean and in the Office of Student Affairs.

### **CLASSROOM ETIQUETTE**

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

This includes but is not limited to the following: 1) attendance and punctuality; 2) cell phones; 3) computers and electronic devices.

### **CLINICAL ASSIGNMENTS**

Students are assigned to fieldwork experience as part of their required course work. Clinical placements cannot be refused by students (extraordinary circumstances require prior discussion with the appropriate program director). Where applicable, students are responsible for attaining their own professional liability coverage prior to their clinical assignments. The clinical sites are selected by each program faculty, with the approval of the Dean, to provide the best possible range and quality of instruction and experience. Each student is responsible for arranging personal transportation to and from clinical assignments.

### **COMPUTER LAB (Room 779, HSEB)**

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

### **DEADLINE FOR COMPLETION OF ACADEMIC PROGRAMS**

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

### **DEAN'S LIST (Undergraduate Only)**

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

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

### **DISCIPLINARY PROCEDURES**

Refer to Appendix III.

**DROPPING A COURSE**

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

**FULL-TIME EQUIVALENCY**

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

- a) Undergraduate students who need full-time status must register for 12 credits; b) Graduate students who need full-time status must register for 9 credits.

**GRADING POLICY**

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

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

1. The grades and their point value will be published in the Student Handbook. This documentation does not refer to the numerical values used to determine letter grades (e.g. 90-100=A). Those numerical grades will be left to the discretion of the individual faculty in the individual course. Grades will have a plus-minus scale (see below).

2. The P, W, WP, I, IP, E, and R, will have no point value.

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

4. If a course in which the student has earned an “F” or “WF” is successfully repeated, the “F” or “WF” will appear on the transcript, but will not be counted in the 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 previous to the successful repeat.

**GRADING SCALE (Undergraduates)**

Grade	Value Points	Definition
A	4.00	Course instructor defines for course
A-	3.67	Course instructor defines for course
B+	3.33	Course instructor defines for course
B	3.00	Course instructor defines for course
B-	2.67	Course instructor defines for course
C+	2.33	Course instructor defines for course
C	2.00	Course instructor defines for course
C-	1.67	Course instructor defines for course
D+	1.33	Course instructor defines for course
D	1.00	Course instructor defines for course
F	0.00	Failure to successfully complete the requirements for a major part of the course. If a course in which a student received an “F” is repeated, only the second grade is averaged into the GPA
R	None	Borderline failure, requiring remedial work for part of the course (e.g. written exam)
I	None	A portion of the requirements for the course have not been completed for

IP	None	reasons beyond the control of the student (e.g. illness) A portion of the clinical education or administrative requirements of a clinical course have not been completed
P	None	Successful completion of course requirements. No letter grade assigned.
W	None	Withdrawal prior to completing 1/3 of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0.00	Withdrawal at failing level after completing 1/3 but prior to completing 2/3 of the course. A WF is an academic deficiency.
E	None	Credit by Examination
TR	None	Course transferred from another institution without grade and grade is not averaged into DMC GPA

Value Point Definitions

None = is not averaged into student’s GPA

0.00 = is averaged into student’s GPA

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

Exemption from course (with no credit) will appear on student’s transcript as a “note on record” in the “Comments” section of the transcript.

**GRADING SCALE (Graduates)**

Grade	Value Points	Definition
A	4.00	Course instructor defines for course
A-	3.67	Course instructor defines for course
B+	3.33	Course instructor defines for course
B	3.00	Course instructor defines for course
B-	2.67	Course instructor defines for course
C+	2.33	Course instructor defines for course
C	2.00	Course instructor defines for course
F	0.00	Failure to successfully complete the requirements for a major part of the course. If a course in which a student received an “F” is repeated, only the second grade is averaged into the GPA
R	None	Borderline failure, requiring remedial work for part of the course (e.g. written exam)
I	None	A portion of the requirements for the course have not been completed for reasons beyond the control of the student (e.g. illness)
IP	None	A portion of the clinical education or administrative requirements of a clinical course have not been completed
P	None	Successful completion of course requirements. No letter grade assigned.
W	None	Withdrawal prior to completing 1/3

		of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0.00	Withdrawal at failing level after completing 1/3 but prior to completing 2/3 of the course. A WF is an academic deficiency.
E	None	Credit by Examination
TR	None	Course transferred from another institution without grade and grade is not averaged into DMC GPA

Value Point Definitions

None = is not averaged into student's GPA

0.00 = is averaged into student's GPA

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

Exemption from course (with no credit) will appear on student's transcript as a "note on record" in the "Comments" section of the transcript.

**GRADE POINT AVERAGE (GPA)**

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

**GRADUATION HONORS**

The following honors are granted at graduation for:

**Bachelor of Science Degree:**

*cum laude* for a cumulative GPA of 3.50-3.74;

*magna cum laude* for a GPA of 3.75-3.89;

*summa cum laude* for a GPA of 3.90-4.00.

**Master of Science Degree:**

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

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

**GRADUATION REQUIREMENTS**

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

Candidates for graduation must:

1. Complete all academic degree requirements for admission to the respective program.
2. Complete the program of study for the B.S. degree, the M.S. degree, D.P.T. degree, or the advanced certificate, including satisfactory completion of all required courses.
3. Meet all attendance, course, credit and other stated requirements of the program and college.
4. Have a minimum cumulative grade point average of 2.0 for the B.S. degree (some program grade point average requirements or academic requirements may exceed this minimum requirement); 3.0 for the M.S. degree, D.P.T. degree, or advanced certificate.
5. Satisfy clinical course requirements.

6. Meet program residency requirements.
7. Satisfy all financial obligations due to SUNY Downstate Medical Center.
8. Complete a mandatory financial aid exit interview if the student has received financial aid at SUNY Downstate Medical Center.
9. Complete a Graduation Requirements Check List during the spring semester registration prior to Commencement or the semester prior to your expected last semester of attendance.
10. Have no disciplinary charges in progress or pending.

Note: The student has the responsibility to register for and satisfactorily complete all required course work. It is highly recommended that each student make an appointment and go to the Office of the Registrar prior to his/her last semester before graduation to review his/her program of study and verify that all degree requirements will be met.

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

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

**INCOMPLETE GRADE REGULATIONS**

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

1. Students who receive an "I" in a course, must arrange for an anticipated date of completion with the course instructor. This date is to be determined by the faculty member, but not to exceed the end of the following semester (not including the summer semester).
2. Upon successful and timely completion of course requirements, the grade "I" will be removed and the letter grade earned will be recorded on the student's transcript.
3. A Change of Grade form must be submitted to the Office of the Registrar by the end of the appropriate semester (see below). If this form is not submitted by the appropriate deadline, the "I" will be converted to an "F".
4. As an internal procedure, before changing an "I" grade to an "F", the Registrar's Office will submit a list of the outstanding incompletes to the Committee on Admissions and Academic Standing. To request an extension of this grade change, the program must submit an official form to the Registrar's Office.

Only in exceptional cases may a student request an extension of time beyond that authorized. Such a request must be made in writing to the Chairperson of the Committee on Admissions and Academic Standing with the approval of the Program Chairperson and the course instructor.

5. A student on approved "Leave of Absence" with an outstanding "I" grade, must remove the "I" by the end of the first semester after returning as a registered student.

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

#### Clinical Course Incomplete

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

#### **LEAVE OF ABSENCE**

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

#### Requesting a Leave

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

1. Meet with his/her program chair to discuss the issues and whether a leave is the most appropriate action. If the Chair and the Committee on Admissions and Academic Standing approves the leave, the student completes the top of the Leave of Absence request form. The program chair will advise the student of any specific conditions of the leave, sign the form and return all copies to the student.
2. The student delivers the form to the Office of Student Affairs (BSB 1-114). The Student Affairs receptionist will:
  - Schedule an exit interview with a Student Affairs dean;
  - Take the Leave of Absence/Withdrawal form for processing.
3. Meet with the Office of Student Affairs designee.
4. The student must continue with his/her course work (except in an emergency situation) until the leave of absence has been approved.

The student will receive a letter from the Office of Student Affairs stating the effective dates and any conditions relating to the leave. *A leave of absence may be a maximum of one year in length.*

#### Returning from a Leave

It is the student's responsibility to initiate the process. The student must:

1. Contact the Office of Student Affairs before the deadline stated in the leave of absence notification letter regarding his or her intent to return. The student must be prepared to document that all of the conditions of the leave have been met. If the student does not contact the Office of Student Affairs by the deadline date, he or she will be considered to have withdrawn from the program.
2. If the deadline date and conditions have been met, the student must meet with the program chairperson or program advisor to schedule courses for the upcoming semesters.

3. If the student misses the deadline date and still wishes to attend the program, the student must reapply for admission to the program, following all admission procedures.

4. If the student wishes an extension of his/her leave of absence, a written request must be submitted to the Office of Student Affairs and the Program Chair, before the deadline date of the expiration of the leave (deadline for return). The decision of whether to grant an extension and any additional required conditions is at the discretion of the program and the Committee on Admissions and Academic Standing.

#### **MAINTENANCE OF MATRICULATION**

To assist students finishing Incompletes who are otherwise ready for graduation, and those who are ineligible to register for any courses in a Fall or Spring semester, the Office of the Registrar has created a "course" INDI 4000, entitled "Maintenance of Matriculation." Students who are Inactive are NOT eligible for graduation. This "course" is a 0.00 credit, no cost course. Students need to complete the standard course registration form and submit it to the Office of the Registrar. The only grade for the "course" will be a P, which carries no value toward the GPA.

#### **MATRICULATED STUDENTS**

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

#### **NON-MATRICULATED STUDENTS**

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

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

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

#### **PART-TIME STUDENTS**

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

## REGISTRATION

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

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

## READMISSION

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

## REPEAT COURSES

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

## SEMESTER HONORS (Graduate Only)

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

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

## STUDENT RECORDS

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

## SUBMISSION OF GRADES

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

## TRANSCRIPTS

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

## TRANSFER CREDIT

The College does not grant credits for life experience to satisfy lower division prerequisites for admission. However, upon recommendation of the Program Chairperson, the Committee on Admissions and Academic Standing may grant credit for studies taken in recognized courses for which academic credit was not given.

Upper division or graduate transfer credits may be given for equivalent courses taken at another school. The minimum grade for any transfer of credits shall be "C" for undergraduate students and "B" for graduate students. A course that has been used to satisfy lower division prerequisite requirements may not also be used to satisfy upper division program requirements.

The courses accepted for transfer to a Program curriculum should be left up to each Program. The course accepted must satisfy graduation requirements of that Program.

Once a student is matriculated in the College, he/she must receive prior approval from the Program Chairperson and the Committee on Admissions and Academic Standing before taking upper division courses at another college for the purpose of transferring credits. Thirty-two credits must be taken at the College of Health Related Professions for the student to be eligible for graduation.

Official transcripts from SUNY Downstate, College of Health Related Professions will list the name of the school from which the credits are transferred along with the number of credits.

### Exemption-by-Examination:

Proficiency (challenge) examinations are possible for some courses. Students wishing to take such an examination should speak with the Chairperson of his or her program.

If a proficiency examination is possible and the student passes it, credit will be given for the course, and a notification will appear on the transcript indicating that Credit-by-Examination has been awarded.

### College-Level Examination Program (CLEP):

Program guidelines vary in regard to acceptance of CLEP credit. Contact the Chairperson of the program in which you are interested for further information.

## WITHDRAWAL FROM THE COLLEGE

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

1. Meet with program chairperson and complete the Leave of Absence / Change of Status form.

2. Meet with the Office of Student Affairs designee to remove all outstanding encumbrances, including: return of identification card and mailbox key, return of borrowed material to the library, bursar clearance, financial aid clearance, if applicable, and residence hall clearance, if applicable. Any student with outstanding encumbrances is not entitled to receive, or have sent on his/her behalf, transcripts of academic work, and may be denied readmission.

3. The student must continue with his/her course work (except in an emergency situation) until the withdrawal has been approved.

The student will receive a letter from the Office of Student Affairs confirming the effective date of the withdrawal and a copy of the Change of Status form.

## WITHDRAWAL FROM A COURSE

Forms for withdrawing from a course are obtained from the Office of the Registrar. This form must be approved by the Program Chairperson or faculty advisor and delivered to the Registrar. The date upon which the form is approved, and not the date of the last class attended, is considered the official day of withdrawal. Nonattendance or notification of the instructor does not constitute formal withdrawal.

The grades "WP" or "WF" indicate official withdrawal from a course. "WP" indicates official withdrawal while doing passing work in the course. (A student who withdraws before receiving any formal evaluation in the course receives a "WP".) "WF" indicates official

withdrawal while doing failing work in the course. A student withdrawing on the day of an examination receives an "F" grade for the exam. This grade is averaged with other grades the student has earned in the course to determine if a grade of "WP" or "WF" will be given.

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

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

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#### **EMERGENCIES (Weather and Other Events)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events, may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, "Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press "2" to hear the status of classes in your individual program. All others, Press "1" to continue to the main menu."

When you press "2," you will hear

For MS1 press 1

For MS2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the School of Public Health, press 6

#### College of Health Related Professions

A message on the College of Health Related Profession's main number regarding cancellation or delayed starting time.

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

Diagnostic Medical Imaging Program

Mr. Deveral Paterson, Acting Chairperson

(718) 270-7760

Medical Informatics Program

Dr. Isaac Topor, Chairperson

(718) 270-7770

Midwifery Education Program

Dr. Ronnie Lichtman, Chairperson  
(718) 270-7740

Occupational Therapy Program

Dr. Joyce Sabari, Chairperson

(718) 270-7730

Physical Therapy Program

Dr. Joanne Katz, Chairperson

(718) 270-7720

Physician Assistant Program

Ms. Alexis Moore, Acting Chairperson

(718) 270-2325

# **COLLEGE OF MEDICINE**

## ACADEMIC POLICIES

(Third and fourth year medical students must also refer to the [Course Selection Book](#) for additional policies and procedures which pertain to the clinical years.)

[Topics/items are listed alphabetically whenever possible.]

### ABSENCES FROM EXAMS

Students are expected to appear for examinations at the appointed time, or the block director may award the student a grade equivalent of “zero” for the exam. Students must contact the block director or the Office of Student Affairs, no later than the day of the exam, to explain the reason for his/her absence from the scheduled exam. Failure to notify the block director in a timely fashion regarding an absence from an exam may result in a zero for the exam.

A student may be excused from the exam by the block director, if notice is given of illness or other emergency (e.g. death in the immediate family, family emergency, or illness). A note from the student’s personal physician (may not be from a relative) or from SUNY Downstate’s Student Health Service, must be presented to the block director or the Office of Student Affairs, to document excused absences for illness. Family emergencies or deaths will require written documentation as specified by the Dean of Students or his/her designee.

#### Non-emergency situations

If a student is requesting an excused absence for other than illness, family emergency, or death in the immediate family, he/she will submit a written petition by email to the Senior Associate Dean for Education. The petition must be submitted as far ahead of time as the occasion for absence and the exam date are known, but in all cases at least 5 business days prior to the exam date. The Senior Associate Dean will confer with the Dean of Student Affairs prior to referring the petition to the faculty committee appointed for reviewing such requests. The decision of the faculty committee is final and may not be appealed.

#### Clinical years

During the clinical years (third and fourth years), excused absences are approved by the course director or preceptor. Written documentation is required as described above. Missed clinical time may carry the requirement to be made up at another time.

### ABSENCES FROM CLASSES DURING MS 1 AND MS 2

(Personal Day Policy)

The College of Medicine complies with Section 224-a of the New York State law, entitled "Students Unable Because of Religious Beliefs to Attend Classes on Certain Days," published in Appendix II of the Student Handbook. Due to the differences between the clinical responsibilities in the first two years of medical school, versus the clinical years of medical school, the following additional excused absence policy has been approved only for the first two years.

During the first and second years of medical school, students may request one personal day during each academic year, that cannot be on an examination day. Students who wish to exercise this option must do the following:

1. Notify your block director\* one month prior to the date of the personal day, that you will be absent on the indicated date.
2. You are responsible for information presented in class on your personal day, and for making up any missed work.

\* The block director will notify the Office of Medical Education and the Office of Student Affairs that the student is taking his/her personal day.

## ACADEMIC ADVISEMENT

During the first two years of medical school, students are encouraged to seek academic assistance from their course directors or faculty instructors regarding how to improve their academic performance in a particular course. In addition, each first year medical student is assigned an Alumni Mentor who meets with the student at least once a semester during the first year. Students in academic difficulty should also seek early assistance from the Office of Academic Development and the Director of Student Counseling (for anxiety reduction and relaxation techniques). [See also First Year Advising in previous section.]

Students who have questions regarding academic policies or their academic status, or seek information regarding academic support services, may seek assistance from the Dean of Students, the Associate Dean of Student Affairs, or the Assistant Dean of Student Affairs in the Office of Student Affairs.

During the clinical years, students in academic difficulty in a particular course are encouraged to seek assistance from their clerkship course director or faculty preceptors/attendings, the Office of Academic Development and the Director of Student Counseling. Students who have questions regarding academic policies or their academic status in the clinical years, or who seek information regarding academic support services, may seek assistance from their clinical assistant dean, the Dean of Students or the Assistant Dean of Student Affairs.

### ACADEMIC MONITORING

Grades Committees may recommend to the Academic Promotions Committee, or the Academic Promotions Committee itself may place students on academic monitoring for pervasive academic weakness, or when there are concerns about academic performance, academic progress, professionalism, or when it is determined that the student would benefit from extra supervision or advisement.

Students on academic monitoring are informed that the faculty are concerned about their academic performance, academic progress, or professionalism, and are expected to use all available support services on a regular basis throughout the academic year. As specified by the Grades Committee and/or the Academic Promotions Committee this may include a required monthly meeting with a student affairs dean or an assigned clinical assistant dean.

Academic monitoring does not appear on the official transcript and is not reported externally. Faculty are expected to closely follow the performance of academic monitoring students.

### CLINICAL COURSES

Additional information regarding clinical clerkships, clinical electives, procedures, and policies is contained in the [Course Selection Book](#), which is on the web at [www.sls.downstate.edu](http://www.sls.downstate.edu).

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

Clerkships are available to medical students matriculated at SUNY Downstate Medical Center only. Clerkships are selected through a lottery selection process in the spring semester of the second year of medical school. Changes in clerkship schedules are approved only if space is available for rescheduling.

Electives may be intramural (within the SUNY Downstate Medical Center network) or extramural (away from the SUNY Downstate Medical Center network). Intramural electives are identified in the Course Selection Booklet. Intramural electives must initially be approved by the Electives Subcommittee, College of Medicine. Only

following Electives Subcommittee approval may an elective be listed in the Course Selection Booklet and taken for credit by students.

Students may also create a one-time “tailor-made” (intramural) elective with written documentation and approval of the faculty preceptor, Department Chair of the department in which in the elective is being offered, the student’s clinical assistant dean, and the Electives Subcommittee. A one-time intramural elective may be a clinical experience or a research experience. For additional information regarding procedures, see the Course Selection Book on-line.

Students on academic or clinical probation during the senior year of medical school are required to complete their electives at the SUNY Downstate Medical Center or a major affiliate hospital of SUNY Downstate Medical Center. One extramural (away) elective may be completed only with the prior approval of the student’s clinical assistant dean. A student on probation for the senior year must also meet on a monthly basis with his/her clinical assistant dean.

Policy on students seeking permission to attend conferences during required clerkships:

Attendance and participation in all clerkship duties is strictly required. Students who seek permission to attend medically related conferences during required clerkships may be allowed to do so, at the discretion of the clerkship director, and only under the following circumstances:

- 1) The meeting is scientific in nature
- 2) The student will be presenting their own work at the meeting
- 3) The student asks for permission to attend well in advance of the conference
- 4) Documentation is provided to the course director, from a faculty mentor, stating that the work to be presented has been conducted under their supervision.

The clerkship director may require make-up time for the time missed from the clerkship to attend the conference.

## **EDUCATIONAL OBJECTIVES OF THE CURRICULUM**

### The Eight Domains of Competence

SUNY Downstate’s domains of competence delineate the attitudes, knowledge and skills that students should possess upon graduation from this medical school. Each domain represents a distinct but interrelated component of an integrated model of physician competency. These competencies form the basis for graduation from Downstate, assuring that the physician is knowledgeable, technically skilled, socially conscious and professionally responsible. Upon graduation from SUNY Downstate, the student will have demonstrated the following:

#### **1. PROFESSIONALISM**

The graduate demonstrates integrity and honesty in her/his role as a physician, respect and responsiveness to the needs of patients and society that supersedes self-interest, and high standards of moral and ethical behavior. Included in this is awareness of the ethical dimensions and broader social issues in the practice of medicine and health care policy.

#### **2. A KNOWLEDGE OF BASIC SCIENCE THAT FORMS THE BASIS OF CLINICAL MEDICINE**

The graduate demonstrates knowledge of the basis of disease and its natural history at the molecular, cellular and system level, understanding the scientific rationale that guides therapeutic intervention. Inherent in this competency is an understanding of the scientific process and a commitment to the use of scientific knowledge in the clinical care of patients.

#### **3. EFFECTIVE COMMUNICATION**

The graduate conducts a thorough patient-centered interview, eliciting a medical history from patients of diverse backgrounds in major clinical venues, forming a therapeutic alliance, which encourages patient education, counseling and shared decision making. The graduate communicates clearly in writing and orally with members of the health care team in order to teach effectively and coordinate care.

#### **4. BASIC CLINICAL SKILLS**

The graduate demonstrates skill in eliciting information from the medical history and physical examination in a compassionate and respectful manner. The graduate uses appropriate and cost-effective laboratory tests and technology, and synthesizes patient information to arrive at a reasoned diagnosis, therapeutic plan, and ongoing management.

#### **5. AN UNDERSTANDING OF HEALTH MAINTENANCE AND DISEASE PREVENTION**

The graduate demonstrates the ability to educate patients and their families to adopt health-promoting behavior, and to work within a health care team to optimize health. Moreover, the SUNY graduate will know those practices that maintain the health of the patient and those that address the health of a population.

#### **6. AN AWARENESS OF HEALTHCARE IN THE CONTEXT OF COMMUNITY AND SOCIETY**

The graduate understands the many non-biological factors that influence health, disease, disability, and access to care. Specifically, the SUNY graduate will be aware of those issues affecting health and the resources available to care for patients within an urban, culturally diverse community.

#### **7. INFORMATION MANAGEMENT**

The graduate must demonstrate competency in utilizing resources that support clinical decision-making, including an understanding of the principles of evidence-based medicine. This requires the ability to critically appraise the literature and to apply this knowledge to the care of the individual patient.

#### **8. A COMMITMENT TO LIFE-LONG LEARNING**

The graduate recognizes and reflects upon personal limitations in knowledge and experience, and uses feedback to enhance her/his ability to fulfill the role of physician. There is evidence of a clear commitment to on-going learning to maintain state-of-the-art patient care.

### **CLINICAL SKILLS EXAM – CSE**

(Standardized Patient Requirement)

At the end of the third year of medical school, all third year medical students are scheduled to participate in a mandatory standardized patient experience. It is not necessary to have completed all clerkships in order to successfully complete the experience.

- 1) Students are videotaped during their encounters with standardized patients.
- 2) Students perform directed histories and physicals on standardized patients.
- 3) An interactive debriefing is held at the end of the day during which a detailed discussion is held concerning the broad spectrum of cases seen during the assessment.

Participation in this exercise is mandatory for all students:

If a student fails to attend on the assigned day without prior authorization for an excused absence or a documented medical excuse on the day of the assigned session, the student will be charged

the fee for the examination day (the current charge is \$400). Students are required to notify the standardized patient coordinator no later than the day of their scheduled standardized patient session of any medical or personal emergency. Documentation must be submitted within 24 hours of the scheduled session.

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

If the student fails the remediation, the student will be removed from his/her academic schedule. The student's entire academic record will be reviewed by the Grades and Academic Promotions Committees, for further academic action. All options will be considered, including continuation with additional remediation, repeat year, or dismissal.

Students must pass the standardized patient exam or its remediation to be eligible for graduation.

Students will be required to sign a statement attesting to the fact that they will not share information about this exercise.

### **COURSE APPEAL PROCEDURE**

If a student has a question or complaint about a grade or other aspect of a course, the first step is to talk to the course director. If the matter is not resolved satisfactorily at that level, the student must contact the department chair for further review. The decision of the department chair is final.

In the clinical years, if a student disagrees with a preceptor's evaluation or wishes to question the final clerkship course evaluation, the student must first meet with the clerkship director or designee. If there is still a concern, the student may schedule a meeting with the department chair. The department chair's decision is final. A student has one month after the official grade is received by the Office of the Registrar to challenge a grade with the clerkship director. After the one month deadline, the grade and evaluation comments are considered final and no changes can be made.

### **COURSE WITHDRAWALS**

#### From Required Courses

A student may withdraw from a required course (block/clerkship) upon written request, and requires approval by a dean in the Office of Student Affairs. Withdrawal from required courses/block is permitted only in conjunction with leaves of absence or withdrawal from the College of Medicine.

A "W" will be recorded on the student's official transcript if the withdrawal is prior to the completion of 25% of the course.

A "WP" or "WF" will be recorded, according to academic status, if a student withdraws prior to the completion of 75% of the course. An "F" will be recorded on the student's official transcript if a student voluntarily withdraws after the completion of 75% of the course.

#### From Senior Year Elective Courses

A student may drop from an elective course by completing an Elective Drop/Add form available in the Office of the Registrar. When a student wishes to drop an elective after the drop deadline date of the quarter, the student must obtain the approval of the course instructor (preceptor).

No academic penalty will be incurred if the Elective Drop is prior to the starting date of the course. (See Late Fees section of the Student Handbook and the Add/Drop dates in the Course Selection Book.)

Any student withdrawing from an elective course without filing a completed Drop/Add form with the Office of the Registrar will receive a "WF" grade.

Any student withdrawing after the start date of the elective will be assigned a "W," "WP," or "WF" grade, depending on the percentage of the course completed.

### **DEFERRAL OF ADMISSION**

Accepted applicants to the College of Medicine who request a deferral of admission from the Assistant Dean of Admission, and who are granted a deferral by the Admissions Committee are deferred for only one year and are required to file an Early Decision AMCAS application form for the subsequent processing year in order to secure their place in the entering class. Deferrals of admission will not be extended beyond the one-year limit except under extraordinary circumstances.

### **DEFICIENT GRADES (Conditional and Fail)**

Deficient grades must be submitted in writing to the Office of the Registrar, describing the course's recommendations and requirements for improving the grade to "Pass." Course recommendations are not final and may be superseded by the Grades Committee or the Academic Promotions Committee, following a review of the student's entire academic record. (For a definition of the "Conditional" grade, see "Grading System" section.)

Basic science block directors should remind the student that no remediation can be attempted prior to review by the Grades Committee and the Academic Promotions Committee.

Remedial work during the clinical years may be undertaken by the student at the end of the year, following the review by the Third and Fourth Year Grades Committee, and the Academic Promotions Committee. Any exceptions must be approved by the Academic Promotions Committee. A single clerkship deficiency may be eligible for remediation during a vacation or elective period prior to the end of the academic year; see policies and procedures in the Course Selection Book. (For additional policies pertaining to the clinical years, see the Course Selection Book.)

A student on academic probation or one who has received more than one deficient grade during the academic year will not be eligible for remediation of deficient grades until his/her record has been reviewed by the Grades Committee and the Academic Promotions Committee. No deficiency is considered remediated until the Academic Promotions Committee has reviewed and accepted the recommendation of a "Pass" grade from the course. When the student satisfactorily removes a deficient grade through remedial work, which has been accepted by the Academic Promotions Committee, the "Conditional" (C) grade or "Fail" (F) grade remains on the official transcript along with the grade achieved by removing the deficiency.

Example:	Genes to Cells Block	F/P
	Medicine Clerkship	C/P

A "Conditional" grade is a deficient grade and neither "Honors" nor "High Pass" can be obtained as a result of a re-examination.

Deficient grades (Conditional or Fail) in two or more courses in an academic year may subject the student to dismissal or the necessity to repeat an entire academic year. However, since each student's academic performance is reviewed on an individual basis, students are advised to meet with a Student Affairs dean during the academic year if they have questions about their particular situation.

For "Conditional" grades, the course report may prescribe a period of supervised study, followed by evaluation, re-examination at an appropriate time, or other measures not requiring completely repeating the entire course. A student has only one opportunity to remove a conditional grade in a course. If the student fails this re-

examination, the student will be given a “Fail” grade. In the clinical years, a student may be required to repeat all or part of the clerkship.

The course’s recommendation must be reviewed and approved at the annual meeting of the Grades Committee for that year and the Academic Promotions Committee before it is implemented. Under special circumstances, a student may be permitted to undertake remedial work (in a basic science block or clinical clerkship) prior to the annual review of each year’s Grades Committee and the Academic Promotions Committee. The Academic Promotions Committee may grant this approval under special circumstances, and with the recommendation of the course director.

A “Fail” grade can be remediated by repeating the entire course. In the case of clinical courses this can be accomplished by successfully repeating the same course at this institution. Remediation of basic science blocks can be accomplished by successful completion of an approved summer course, or by successful participation in an equivalent academic experience defined by the block director and approved by the Grades Committee and the Academic Promotions Committee.

### **EVALUATION OF STUDENT PERFORMANCE**

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

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

Promotion from one academic year to the next depends upon the entire year’s academic work rather than solely upon performance in individual courses (blocks, clerkships or electives). A Grades Committee for each class year recommends promotion, remedial work, repeating the year, or dismissal after a review of the student’s overall academic record. These recommendations are reviewed by the Academic Promotions Committee, which also reviews the cumulative academic record of each student in determining eligibility for promotion, remediation, repeating the year, dismissal or graduation.

Courses (blocks, clerkships, electives) vary in how they evaluate student performance. Courses are obligated to inform students of the course requirements and evaluation procedures at the beginning of each course. This information should be provided to students in writing.

Courses are urged to submit narrative comments along with letter grades and to discuss the evaluation directly with the student. Each course should provide students with advice about their academic standing in the course, to detect academic difficulties prior to the final grade. Clerkship course directors are required to insure mid-course feedback to students during the clerkship.

Institutional policy prohibits the posting of student grades by social security number or other personally identifiable mechanisms.

Course directors (block directors, clerkship directors, elective preceptors) are responsible for the submission of student grades in a

timely fashion to the Office of the Registrar. Any change in a student grade or clinical course evaluation must be submitted in writing to the Office of the Registrar by the course director or appropriate department chair. Student questions regarding a grade in a course (block, clerkship, elective) must first be directed to the course director. If questions still remain, the student must meet with the department chair. The chair’s decision is final. If a student believes that his/her final course evaluation has been affected by discriminatory behavior as defined by law, the student is urged to meet with the Dean of Students and/or the Director of Affirmative Action in addition to the individuals listed above.

Students are expected to appear for examinations at the appointed time, or the course director may award the student a grade equivalent of “zero” for the exam. Students must contact the course director or the Office of Student Affairs no later than the day of the exam to explain the reason for his/her absence from the scheduled exam. Failure to notify the course director in a timely fashion regarding an absence from an exam may result in a zero for the exam. A student may be excused by the course director if prior notice is given due to illness or other emergency. Personal physician notes (may not be from a relative) or notes from SUNY Downstate’s Student Health Service, must be presented to the course director to document excused absences for illness. (Some courses directors may only accept notes from the Student Health Service. Students are advised to consult the course director for the policy in that course.)

At the end of the academic year, students are notified of their status in the College, by letter and/or student grade report. Students who do not receive notification should contact the Office of the Registrar. Students are responsible for keeping their current mailing address and telephone number on file with the Office of the Registrar.

### **The Grades Committees**

There are three Grades Committees in the College of Medicine: First Year Grades Committee, Second Year Grades Committee, and the Third and Fourth Year Grades Committee.

Voting members of the Grades Committee consist of the Course Coordinator for each course taught in the academic year under consideration, or their designees. Each course will have one vote.

The following may attend as ex-officio members: Dean of Students, Assistant Dean of Student Affairs and Registrar, Associate Dean of Student Affairs, Assistant Dean for Basic Sciences, Director of Academic Development, Associate Dean of Minority Affairs, and the clinical assistant deans when the third and fourth year classes are reviewed.

Meetings of the Grades Committee are confidential and closed to all but the members of the Committee and *ex-officio* members.

### **Responsibilities**

The Grades Committees’ responsibilities are to review each student’s performance for the academic year and make recommendations to the Academic Promotions Committee. The Grades Committee has the option of making the following recommendations:

1. Promotion, unqualified.
2. Promotion with qualification:
  - a. Requirement of remedial work.
  - b. Promotion with probationary status because of poor academic record, unprofessional behavior, and/or clinical deficiencies.
  - c. Promotion with academic monitoring
3. Repeat all or part of an academic year. This action indicates substantial opinion of the faculty that a student will be able to

complete medical studies, but will benefit from repeating a portion or all of the academic year in question.

4. Dismissal for academic failure, unprofessional behavior, and/or clinical incompetence.

A Grades Committee recommendation of Option #3 or #4 will require a majority vote. In case a majority vote is not achieved, the Grades Committee will determine an alternative recommendation, which if approved by a majority, shall be forwarded to the Academic Promotions Committee.

Once a student has been placed on probation (see later section) by the Academic Promotions Committee, the student falls under the direct purview of the Academic Promotions Committee. The Grades Committee will only provide information regarding the student's academic performance in each course to the Academic Promotions Committee and an advisory opinion.

Failure of any summer remedial work usually results in a repeat year recommendation, subject to review and approval by the Academic Promotions Committee.

#### Appeal and Notification

1. Students who have been recommended for repeating all or part of a year (#3) or dismissal for academic failure, clinical incompetence or unprofessional behavior (#4), by the Grades Committee shall be notified by the Dean of Students (or designee) and granted the right to appeal the Grades Committee's recommendation to the Academic Promotions Committee.

2. Verbal, telephone or written notification will be given to the student of a decision of the Grades Committee of unsatisfactory academic progress; written notification is given within seven business days of the decision. The Dean of Students (or designee) is required to employ only his/her best effort to notify the student of his/her status. (Initial notification will be made to the student's current local address as on file with the Registrar's Office, unless otherwise requested by the student.) Students are responsible for keeping the institution informed of their current address and telephone number. Students in academic difficulty are advised to contact the Office of Student Affairs immediately following the Grades Committee meeting for their class year to ascertain their academic status.

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

4. The Academic Promotions Committee, which hears the appeal, will review the recommendation of the Grades Committee, consider any extenuating circumstances or new information presented by the student, and may solicit additional information from the teaching faculty of the appropriate courses/blocks. The Academic Promotions Committee will then make its decision, which is a final decision.

5. The student will be notified of the final decision of the Academic Promotions Committee within ten business days. The Dean of Students is required to employ only his/her best effort to notify the student of his/her status. (Notification will be made to the student's local address unless otherwise requested by the student.)

6. Students who are dismissed may request a meeting with the Dean of the College of Medicine. The Dean, after due consideration, may accept the Academic Promotions Committee's decision, issue a final and binding determination, or request the Academic Promotions Committee to undertake another review. The Dean of the College of Medicine will notify the student in writing of the results of the review.

#### The Academic Promotions Committee

Voting members will be appointed by the Dean of the College of Medicine. A quorum shall consist of a majority of the voting members of the committee and must include a minimum of two voting representatives from clinical departments. The Dean of Students (or designee) will serve as Secretary to the Committee without vote. The Chairs of the three Grades Committees (or their designee) shall attend the appropriate Academic Promotions Committee as non-voting members, to report on the deliberations of the Grades Committee; the Chair of the Grades Committee (or designee) shall have full privileges of discussion. Other *ex-officio* (non-voting) committee members are: Dean of Students, Assistant Dean of Student Affairs and Registrar, Associate Dean for Minority Affairs.

Meetings of the Academic Promotions Committee are confidential and closed to all but the students presenting appeals, the members of the Committee, and *ex-officio* members.

#### Responsibilities

The Academic Promotions Committee is responsible for promoting students from one academic level to the next and for recommending students for graduation. The Committee also serves as an appeal board for students who wish to appeal Grades Committee recommendations. (See Grades Committee responsibilities.) As an appeals board, the Committee reviews the Grades Committee's recommendations and may consider information presented by a student, prior to making a final determination. Meetings of the Academic Promotions Committee are confidential and closed to all but the members of the Committee, *ex-officio* members, and the student making the appeal.

The Dean of Students (or designee), as secretary to the Committee, notifies students of the actions taken by the Academic Promotions Committee.

The Academic Promotions Committee may make the following recommendations:

1. Graduation with Honors.
2. Graduation.
3. Promotion, unqualified.
4. Promotion with qualification:
  - a) requirement of remedial work;
  - b) promotion with probationary status because of poor academic record, unprofessional behavior, and/or clinical deficiencies.
  - c) promotion with academic monitoring
5. Repeat all or part of an academic year.
6. Dismissal for academic failure, unprofessional behavior, and/or clinical incompetence.

All recommendations of the Academic Promotions Committee to repeat all or part of an academic year (#4) or dismissal for academic failure, unprofessional behavior and/or clinical incompetence (#5) shall require a majority vote.

If a student is required to repeat the year, he/she will be required to repeat the entire year's course work. Students may be exempted from repeating specific courses (blocks, clerkships) in which a "High Pass" or "Honors" grade has been previously earned, at the discretion of the Academic Promotions Committee. In such cases, substitute course(s) may be required by the Academic Promotions Committee. Only the Academic Promotions Committee may exempt a student in a repeat year from courses in the repeat year. A student in a repeat year may not take an elective course without the specific permission of the Academic Promotions Committee. (Also see Probation Policy.)

Students will not be allowed more than three years to complete the first two years of the curriculum; nor more than a total of six years to complete the MD degree, except under special circumstances as determined and approved by the Academic Promotions Committee.

This does not guarantee three years for the first two years nor six years for degree completion if the Academic Promotions Committee is not satisfied with the student's academic performance and progress. (For MD/PhD. students, the time limits pertain only to the MD portion of the dual degree program.)

Students must satisfactorily complete all first year medical school blocks in order to be promoted into the second year of medical school; students must also satisfactorily complete all second year blocks and pass Step 1 of the USMLE in order to be promoted into the third year medical school curriculum.

The third and fourth years are an integrated curriculum and students may take an elective for which they have completed the prerequisite requirements, as long as there are no deficiencies, which preclude taking the elective. If a student does have a clerkship deficiency and is in a clerkship track in which there is an elective in the third year, then the student may petition, as described in the Course Selection Book, to remediate a maximum of one clerkship deficiency prior to the end of the academic year, rather than take an elective. All third year course deficiencies are reviewed at the end of the academic year by the appropriate faculty committees, and must be remediated prior to beginning fourth year course work.

A senior year student may not enroll in a subinternship or elective if the prerequisite clerkship is not satisfactorily completed. (For example, a student cannot enroll in a surgery subinternship or surgery elective if he/she has not satisfactorily completed the Surgery Clerkship.) A student on probation may not enroll in a subinternship prior to the satisfactory completion of all clerkships, unless permission has been granted by the Academic Promotions Committee.

The Academic Promotions Committee is responsible for the dismissal of a student which may occur for any of the following reasons:

1. Unprofessional behavior (as related to the clinical setting and patient care).
2. Clinical incompetence.
3. Inadequate performance while on probation (i.e. receives a deficient grade or violates the conditions of probation).
4. Failure to make satisfactory progress towards graduation.

Prior to dismissal, the Academic Promotions Committee will review the student's entire record including, when appropriate, the recommendations of the Grades Committee(s). The student will receive written notification of the date and time when the Committee will meet to review the student's academic record. The student will be given an opportunity to discuss and clarify any issue regarding dismissal (see Appeals process described under the Grades Committee section). A majority vote is required for dismissal.

#### **DRESS CODE POLICY**

The Student Dress Code is based on the following principles:

- a - Cleanliness
- b - Neatness
- c - Professional role modeling for patient care
- d - Dress that reflects respect for patients
- e - Visible SUNY-Downstate ID at all times
- f - No scrubs to be worn outside of the hospital

#### Notes:

1. Students in the first and second years of medical school may dress informally but, the above principles still apply with patient contact.
2. Although the Clerkship Director will have the final authority on d) above, certain items listed below are considered inappropriate for **ALL** Clerkships e.g..
  - a - No visible tattooing

- b - No visible body piercing other than ears
- c - No overtly provocative sexual attire such as bare midriff, backside, or plunging neck line, or low slung pants.
- d. No garments covering the face

#### **FIRST AND SECOND YEAR STUDENT ELECTIVES**

Students in the first and second years of medical school may enroll in non-credit elective courses which have been specifically identified by the faculty. Additional policies and a description of all First and Second Year electives appears in the Course Selection Book.

Such elective courses are not credit bearing towards elective graduation requirements. First and second year students may add a non-credit elective by completing a "First and Second Year Add/Drop Elective" form (available from the Office of the Registrar) and returning the completed form to the Office of the Registrar, prior to starting the elective. Faculty preceptors will be sent a grade evaluation form to be completed and returned to the Office of the Registrar.

First and second year students who have received a "Fail" grade in a course during the academic year, or who are on academic probation, are not eligible to enroll in a First or Second Year student elective. If a student earns a "Fail" grade in a course during the academic year and is enrolled in an elective, he/she is required to withdraw from the elective by completing a "First and Second Year Add/Drop Elective" form and returning the completed form to the Registrar's Office.

#### **FIRST YEAR ADVISING**

Students who incur a deficient grade in the first year of medical school are required to meet with a student affairs dean as soon as possible after receiving their deficient grade. The student affairs dean will make referrals as appropriate to the student's situation. Students who are referred to support services are required to participate in those services on a regular basis. Failure to utilize support services may be considered in the academic promotion process.

#### **GRADING SYSTEM**

The official grading system, as of July 1, 1995\*, is:

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

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

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

Pass: successful completion of all requirements of the course.

Conditional: failure of part of a course (e.g. a written or oral examination) which requires remedial work; in the opinion of the faculty the student has performed well in the other segments of the course to warrant a passing grade upon successful remediation of a segment of the course. Course directors have the option to not use the conditional grade; students are notified of course grading policies at the beginning of each course.

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

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

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

To be eligible for graduation, a student must remove any "Incomplete" grade. An "Incomplete" grade is not considered a deficient grade. However, for awarding graduation honors, the outstanding work must be completed before such honors will be granted.

**Credit:** the transcript notation when a student has advanced standing (e.g. transfer credit) for a course previously completed.

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

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

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

A "WF" grade is an academic deficiency and subject to review in the Student Evaluation process.

**Year long course:** used as a grade in the fall term for ECM 1 & ECM 2. Letter grade appears in the spring term.

## GRADUATION HONORS

Graduation Honors, based on the grade point average of all first and second year blocks, all required third and fourth year clerkships, the required subinternship and Primary Care I and II will be distributed as follows:

- summa cum laude – top 2% of the class
- magna cum laude – next 5% from the top of the class
- cum laude – next 8% from the top of the class

Upon faculty recommendation and with the approval of the Academic Promotions Committee, students may be awarded the degree of Doctor of Medicine with Distinction in Research or Commendation in Investigative Scholarship.

**Distinction in Research:** To be eligible for this award, the student must have demonstrated a prolonged involvement -- typically over a period of 1-2 years with substantial investment of time -- in a basic or clinical research project with a faculty mentor of this institution. The work should be done while enrolled at SUNY Downstate Medical Center. Students intending to submit research performed at another institution should contact the faculty committee Chair for prior approval. Students will be expected to show evidence of substantive intellectual input into the project. Mere technical participation will not be deemed sufficient grounds for conferral of this graduation honor.

Completed research project reports (original plus 4 copies) must be submitted to the Office of the Dean of the College of Medicine, no later than March 1\* of the senior year. It is the student's responsibility to ensure that the sponsor's letter and all other documents are

received in the Dean's Office by the deadline date. The application must include:

- 1) a cover letter describing the project and the student's involvement in it, the starting and finishing dates of the student's work on the project, and the sponsor's name and affiliation,
- 2) a letter of support from the mentor indicating a) the student's role in the project (including their contribution in relation to that of other workers), b) the time invested by the student, c) the significance of the work and d) its status vis-à-vis publication, and
- 3) either a) copies of a submitted, in-press or published paper or b) a report in the format of a manuscript (Abstract, Introduction, Materials and Methods, Results, Discussion and Bibliography, together with copies of an Abstract, if the work has been presented at a national or international meeting). MD-PhD candidates may not substitute thesis research for the report.

A faculty committee will review applications, and then recommendations made to the Third and Fourth Year Grades Committee. Approval of this graduation honor is contingent upon eligibility for graduation, and final approval by the Academic Promotions Committee.

**Commendation in Investigative Scholarship:** This category of graduation honor is for students who have participated in either basic or clinical research for a limited period of time or who have participated in a project that has not achieved maturity. The work should be done while enrolled at SUNY Downstate Medical Center. The student must demonstrate both technical and intellectual input. It is expected that the research experience will have provided an understanding of the basic principles of the scientific approach.

Completed research project reports (original plus 4 copies) must be submitted to the Office of the Dean of the College of Medicine, no later than March 1\* of the senior year. It is the student's responsibility to ensure that the sponsor's letter and all other documents are received in the Dean's Office by the deadline date. The application must include:

- 1) a cover letter describing the project and the student's involvement in it, the starting and finishing dates of the student's work on the project, and the sponsor's name and affiliation,
- 2) a letter of support from the faculty mentor indicating the student's level and time of involvement, and
- 3) a brief report in the form of a manuscript (Abstract, Introduction, Materials and Methods, Results, Discussion and Bibliography). MD-PhD candidates may not substitute thesis research for the report.

A faculty committee will review applications, and then recommendations made to the Third and Fourth Year Grades Committee. Approval of this graduation honor is contingent upon eligibility for graduation, and final approval by the Academic Promotions Committee.

\* Extensions up to one week past the March 1 deadline, for either type of research honors application, will be considered by the faculty committee as follows:

- 1) An explanatory letter from the student, and external confirmation of the extenuating circumstances will be evaluated by the committee for approval or disapproval.
- 2) The types of circumstances that will be considered are: a) a serious illness/trauma with a physician's note (not from a relative); b) a serious family emergency with appropriate documentation; c) some other serious setback with appropriate documentation.

**Note:** When March 1 falls on a weekend, the deadline will be the next business day. The March 1 deadline for December graduates will be the year in which they graduate.

## GRADUATION REQUIREMENTS

Students must meet all College of Medicine graduation requirements:

1. Satisfactory completion of the first and second year curriculum;
2. Satisfactory completion of all clinical course requirements as delineated in the college catalog, the Course Selection Book or other college publications;
3. Satisfactory remediation of any academic deficiencies;
4. Be in good standing (i.e. not on academic or clinical or disciplinary probation at the time of graduation);
5. Have no disciplinary charges in progress or pending;
6. Pass Step 1 of the United States Medical Licensing Exam (USMLE) as specified by college policy;
7. Satisfy all financial obligations due the SUNY Downstate Medical Center, including at least eight semesters of full-time tuition (except transfer students and students admitted with advance standing who must pay two semesters of tuition for every year of medical education completed at the SUNY Downstate Medical Center). [Note: tuition payment is related to attendance, not class year. For every year of full-time medical education completed at the SUNY Downstate Medical Center, students must pay two semesters of full-time tuition.];
8. Complete a mandatory financial aid exit interview if the student has received financial aid while at the SUNY Downstate Medical Center;
9. The student has the responsibility to register for and satisfactorily complete all required course work.

Issuance of Diplomas: The Academic Promotions Committee approves students for degree completion and the awarding of a diploma only three times each year -- May, June, and December. However, there is only one Commencement ceremony each year in May. Students who are expected to fulfill graduation requirements by June 30 following the spring Commencement ceremony are permitted to receive their diploma upon satisfactory completion of degree requirements and participate in the spring Commencement ceremony, with the approval of the Academic Promotions Committee. Students who fulfill graduation requirements after June 30, are eligible to participate in the subsequent year's ceremony.

#### **HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

All students must be current in their Health Information Portability and Accountability Act (HIPAA) training each and every year. Failure to do so will result in not being permitted to register or to participate in any clinical educational activities. For more information, contact the Office of the Registrar.

#### **HEALTH REQUIREMENTS**

Prior to admission, all accepted students are required to satisfactorily complete all health forms. On an annual basis, all students are required to complete a health assessment through the Student Health Service. Students who are not in compliance with the annual health assessment will not be eligible for registration in the subsequent semester (i.e. your registration forms and tuition bill will be withheld and you will not be an enrolled student in the College). During the clinical years, students not in compliance with the annual health assessment may be removed from their clinical courses until they are in compliance; any missed course work must be remediated as specified by the course director.

#### **LEAVES OF ABSENCE**

All leaves of absence are granted by the Leave of Absence Committee. The committee is appointed by the Dean of the College of Medicine, and chaired by the Dean of Students. A request for a leave of absence may be approved or disapproved by the Committee. Permission for the leave must be obtained in accordance with these procedures and prior approval to return must also be granted.

#### Requesting a Leave

To request a Leave of Absence from the College of Medicine, a student must:

1. Obtain a Leave of Absence form from the Office of Student Affairs.
  2. Request a leave in writing as specified on the Leave of Absence form. The request must include:
    - a) the length of time desired for the leave (up to one year)
    - b) reasons for the request; and
    - c) a description of the activities that will make the leave meaningful and useful (outline a plan).
  3. This written request must be brought/sent to the Dean of Students, and the student must meet with one of the deans in the Office of Student Affairs.
  4. The student must continue in coursework (barring an emergency situation as defined by the Dean of Students), until the leave of absence is approved. The Leave of Absence Committee may request that the student meet with the Committee prior to granting approval for the leave.
  5. The Leave of Absence request will be reviewed at the next regularly scheduled meeting of the Leave of Absence Committee. Although the Leave of Absence Committee may grant a leave, the Academic Promotions Committee will review the student's academic status up until the time the leave was approved, and may take action. All grades earned by the student prior to the approval of the leave remain on the student's transcript (permanent record).
- Leaves of absence may be granted for the following reasons:

#### 1. For Reasons of a Special Academic Program

Occasionally, leaves are granted for the purpose of special study. Written requests should be made to the Dean of Students with documentation.

#### 2. For Reasons of Health or Other Personal Emergency

If a health, family, social, or emotional situation necessitates time away from medical school, a leave of absence may be recommended by the Committee or requested by the student.

Consultants from the Student Health Service and/or psychiatric consultants may be asked to provide information to the committee, depending on the nature of the student's request. The student may wish to consent to the committee's review of medical or psychiatric records.

Leaves of absence are granted for a maximum of one year. An extension may occasionally be granted by the Leave of Absence Committee for unusual circumstances if the student requests an extension in writing at least two months prior to the expected reentry date.

During the clinical years, leaves of less than twelve weeks that will not cause a delay of graduation may be granted by the Dean of Students (or designee).

### Returning from a Leave

A student may only return if the Leave of Absence Committee determines that the student has met the goals and conditions for the leave. A request to reenter must be received by the Dean of Students by the date specified in the letter from the Leave of Absence Committee. Such requests will be evaluated in terms of the student's success in resolving the problems which necessitated the leave and the student's ability to resume the responsibility of becoming a physician. Every student returning from a leave of absence must be cleared by the Student Health Service and receive written approval to resume classes or clinical work.

A student granted permission to return from a leave must meet with the Dean of Students (or a designee) to schedule courses for the academic year.

If at the end of the approved absence the student has not applied for reentry or is not permitted reentry, the student is withdrawn from the college. There is no appeal from this determination.

### **MAINTENANCE OF MATRICULATION FOR RESEARCH**

SUNY Downstate matriculated medical students who are approved by SUNY Downstate's Leave of Absence Committee to pursue a one year leave of absence in a full time research program (see below) are eligible for a "research maintenance of matriculation" student enrollment (if that option is not available through their research program already). Under the "research maintenance of matriculation" enrollment, the student will not pay tuition, will be considered a full time student, and must provide proof of medical insurance coverage. The student must register for the "maintenance of matriculation" each semester, by the same registration deadline dates published for medical students by the Office of the Registrar.

At the end of the one year leave of absence, the student must submit a letter to the Leave of Absence Committee from his/her supervisor which describes his/her accomplishments during the one year research leave.

Programs which are not full-time research programs for each semester are not eligible for consideration. For example, students pursuing research part-time and other activities part time are not eligible for the "research maintenance of matriculation" option.

Approved programs for eligibility for the "research maintenance of matriculation" option are:

- NIH Howard Hughes Medical Institute Cloister Program
- NIH Howard Hughes Medical Institute Medical Fellows (non-cloister) Program
- NIH Clinical Research Training Program (CRTP)
- CDC Applied Epidemiology Fellowship
- Sarnoff Fellowship Program
- NIH Fogarty International Clinical Research Scholars Program
- Doris Duke Clinical Research Fellowship
- SUNY Downstate's Alumni One Year Research Fellowship (if it is one year of full time research)
- Any NIH full time research program

Please Note: Other research programs may be considered, but must be reviewed by a faculty research committee for approval prior to being deemed eligible for "research maintenance of matriculation."

### **NEW YORK STATE DEPARTMENT OF HEALTH REGULATIONS**

All medical students are required to attend an education program on HIV infection, the HIV Confidentiality Law, universal precautions, OSHA regulations, and any other mandated Department of Health requirements. Documentation of required training is required prior to the student's entrance into clinical training.

### **POLICY AGAINST MISTREATMENT**

The best medicine has an abiding respect for the humanity at the core of us all. Meeting this standard in medical education requires that interactions between faculty and students be mutually respectful and civil. Faculty and students should strive to exhibit a high standard of professionalism. (*See the discussion of Professionalism in the Downstate Medical Center Student Handbook*)

Students should bear in mind that constructive criticism is an important part of the learning process. Courses and clerkships may require considerable effort and time from students to achieve educational goals. However, mistreatment of students is not sanctioned. Examples of mistreatment and inappropriate behavior include the following: sexual harassment; discrimination based on race, ethnicity, religion, gender, sexual orientation, physical disabilities, or age; purposeful humiliation; and the use of grading or other forms of evaluation in a punitive manner.

Students who think that they have been treated unfairly or inappropriately by a faculty member are encouraged to consult with staff of the Office of Student Affairs in order to determine an appropriate course of action. Allegations of sexual harassment or discrimination may be reported to the Office of Opportunity and Diversity (*for details on this office and the appropriate procedures, see the Downstate Medical Center Student Handbook*).

### **PROBATION POLICY**

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

1. Academic deficiencies in two or more courses/blocks, including clinical deficiencies and/or;
2. Unprofessional behavior or clinical incompetence.

A student who has been required to repeat all or part of an academic year will automatically be placed on probation. If a student on probation receives a deficient grade or violates the conditions of probation, the Academic Promotions Committee will review the student's performance in its entirety; such a review may occur prior to the end of the academic year. Deficient academic performance while on probation or violation of clinical probation may lead to dismissal from the College of Medicine.

A student on probation for academic deficiencies may be removed from academic probation after the student has successfully completed the next year of the standard curriculum (i.e., all required courses/blocks in any given academic year) with no deficiencies. A student on clinical probation for unprofessional behavior in the academic setting will be reviewed annually. In both instances, the Academic Promotions Committee will review the student's record to determine whether the student should be removed from probation. Senior year medical students who have completed all requirements must warrant removal from probation by the Academic Promotions Committee before they will be allowed to graduate.

Students on probation during the senior year of medical school are required to complete their electives at the SUNY Downstate Medical Center or a major affiliate hospital. Extramural (away) electives may be completed only with the prior approval of the student's clinical assistant dean. A student on probation for the senior year must also meet on a monthly basis with his/her clinical assistant dean.

At the discretion of the Academic Promotions Committee, academic and/or clinical probation is noted in the Dean's letter and/or the official college transcript.

## PROFESSIONALISM

### DEFINITION OF PROFESSIONALISM

**Professionalism:** A physician professes both knowledge and expertise, accompanied by a moral code of conduct toward his or her patients and colleagues. Professionalism encompasses a number of virtues expressed in the following attitudes resulting in specific behaviors. These include:

**Excellence:** a desire to maintain a standard of knowledge and competence that exceeds ordinary expectations, and includes a commitment to lifelong learning. Some examples of behaviors that exhibit excellence include:

- Contributing to an atmosphere of learning
- Putting forth effort which goes beyond what is needed solely for the purpose of achieving a grade in a course
- Not exhibiting anti-intellectual attitudes and behaviors
- Not making decisions on the basis of inadequate knowledge

**Altruism:** readiness to place the interests of others above one's own. Some behaviors exhibiting altruism include:

- Sacrificing one's own time and energy for the sake of others' needs
- Accepting inconvenience to meet the needs of one's patients
- Accommodating patients' and families' special needs for comfort and help
- Volunteering one's skills and expertise for the welfare of the community

**Compassion:** sympathy combined with a desire to correct the cause of the problem. Some examples of compassion include:

- Recognizing the needs of a patient without being specifically told
- Appreciating the patients' and families' special needs for comfort and help
- Doing all that you can to meet the needs of the patient

**Duty:** preparedness to behave conscientiously or reliably and responsibly with respect to rules and schedules. Some behavior which exhibit a sense of duty include:

- Being available and responsive when "on call"
- Reporting on time
- Completing paperwork and assigned tasks
- Fulfilling responsibilities

**Accountability:** accepting responsibility for one's behavior toward patients, colleagues, the profession, and the public. Some examples of accountability include:

- Accepting constructive feedback and incorporating it to make changes in behavior
- Recognizing limitations and seeking help
- Not working in an impaired state
- Protecting patient confidentiality

**Honor and Integrity:** "honor" is the consistent regard for the highest standards of behavior and "integrity" is the refusal to violate the code of professionalism. Possessing honor and integrity implies being fair, being truthful, keeping one's word, meeting commitments and being straightforward. In addition to upholding these standards oneself, one is obligated to encourage professionalism on the part of one's colleagues and report lapses in professional conduct on the part of others. Some examples of lack of honor and integrity include:

- Cheating, plagiarism, forgery, and sabotage
- Falsification of patient histories or records
- Misrepresentation

**Respect:** readiness to treat others – including patients, colleagues and faculty – with consideration for their rights and interests. For example:

- Establishing and maintaining appropriate boundaries in work and learning situations
- Respecting others regardless of personal bias
- Dressing in an appropriate manner
- Using professional language and being mindful of the environment
- Resolving conflicts in a manner that respects the dignity of every person involved
- Demonstrating personal commitment to honoring the choices and rights of other persons, especially regarding their medical care
- Listening to other members of the health care team and taking their opinions into account

Violations of the professionalism standards, as described by the definitions above, are referred to the Academic Promotions Committee for review and further action.

### TIME LIMIT FOR DEGREE COMPLETION

Three years for the basic science (first two years) curriculum; six years from matriculation to degree completion\*, unless special circumstances or approval is obtained from the Academic Promotions Committee.

\* six year limit is effective Fall, 1996

### UNITED STATES MEDICAL LICENSING EXAMINATION (USMLE) REQUIREMENTS

#### Step 1, USMLE

1. Beginning with the Class of 1994, all second year students must take and pass the United States Licensure Examination (USMLE) Step 1 in order to officially matriculate into the third year.

2. All students (including MD/Ph.D. students) in the second year medical school class are required to take Step 1, USMLE by June 30 of their second year of medical school, unless granted specific permission in writing, from the Dean of the College of Medicine, to defer the exam. Students who anticipate taking a leave of absence prior to the third year must also take Step 1 by June 30 following their second year of medical school, unless granted permission in writing, prior to June 30<sup>th</sup>, from the Dean of the College of Medicine, to defer the exam.

Students will commence clerkships before the results of the exam are received. Continuation in clerkships and third year courses is contingent upon passage of Step 1, USMLE.

3. No student will be allowed to defer taking the exam unless specifically exempted in writing by the Dean of the College of Medicine. A student must submit a written request to the Dean of the College of Medicine with full justification for a deferral no later than May 1, and must receive written approval from the Dean. A student who receives approval to defer cannot start the first clerkship until documentation is presented to the Assistant Dean/Registrar or the Dean of Students that Step 1, USMLE has been taken.

Academic failure in second year course work does not constitute an acceptable reason for deferring the exam. A student who does not take the exam, unless specific permission to for a later date has been granted by the Dean, will be in default of school policy and will be administratively suspended from school until an official Step 1, USMLE score is received by the school which documents the exam has been taken and passed.

4. Students who do not receive a passing score on the Step 1 exam by August 31 will be required to:

- retake the Step 1 exam prior to January,
- discontinue their third year clerkships as of September 1 until they have provided documentation of taking a second administration of Step 1, USMLE, and

c. maintain matriculated student status by enrollment in an off-campus commercial review course (approved by the school) at their own expense, to prepare for the exam (expenses for a required review course may be included on a case-by-case basis in educational expenses eligible for student financial aid). A student may also maintain matriculation by participating in a structured study program through the Office of Academic Development, if that option is deemed by the College to be in the best interest of the student. This period taken for remediation would also be eligible for financial aid consideration. These options are to be determined by the school, working with the student, but each student will be required to participate in one of them.

5. Students who fail the second administration of Step 1, USMLE will be withdrawn from their clerkships as soon as the score is received by the school, and may be placed on an administrative leave of absence until documentation has been received that they have taken and passed Step 1.

6. The third attempt of Step 1, USMLE must be taken within 12 months of the first attempt unless written approval for an alternative test date has been approved by the Dean of the College of Medicine, due to documented extenuating circumstances, which would warrant such a delay.

7. Students who fail Step 1 in the third sitting will be dismissed from the College.

#### Step 2, USMLE

8. All students are required to register for and take both the Step 2 Clinical Knowledge Exam (written) and Step 2 Clinical Skills Exam (standardized patient), no later than January 31 of the year of graduation. Both exams must be taken by January 31.

Effective with the Class of 2010, by November 1 of the senior year, all students are required to register and schedule a test date for Step 2CK and Step 2CS. **Students who have not scheduled an exam date for both exams by November 1, will be suspended from their course work.**

Only written petitions (email or hard copy) to delay taking one or both exams due to illness (with documentation) or extraordinary circumstances will be considered. Petitions may be submitted to the Office of Student Affairs, and must be approved by the Dean of the College of Medicine.

Only one attempt at both the written and the clinical exam will be included in the senior year financial aid budget. It is recommended that senior medical students take both exams during the fall semester of the senior year.

[USMLE policy established February, 1994; Revised Spring, 1996; Revised Summer, 1999, Revised January, 2004, Revised July 2005; Revised July 2009]

### **STUDENT RECORDS AND TRANSCRIPTS**

These records are confidential and are released only to appropriate faculty and administrative offices. Release of student records to any other college, prospective employer, agency, or individual occurs only with the written permission of the student as described in the Family Educational Rights and Privacy Act.

Medical students may review their current academic record in the Registrar's Office by showing a current student ID card when they request their academic file.

Students are encouraged to review their clerkship course evaluations on a regular basis. During the senior year, students may authorize

faculty references to review their academic files by completing the appropriate permission form in the Office of the Registrar.

The Registrar's Office does not release student addresses or telephone numbers unless these appear in the student directory.

Official transcripts cannot be given to the student; they must be sent directly to the college, institution, employer, or agency. Transcripts cannot be sent for any student whose financial obligations to the institution have not been met. There is currently a \$5 charge for each official transcript. Students may obtain an unofficial copy of their academic progress report from the Registrar's Office.

(Additional information regarding Student Records and Transcripts, and the Family Educational Rights and Privacy Act appears in the Appendix of the Student Handbook.)

### **STUDENT CONDUCT**

(Academic Integrity policies and the Student Honor Code are described in this section; student conduct policies and disciplinary procedures appear in the Appendix)

### **DISCIPLINARY PROCEDURES**

Refer to Appendix III.

#### Turn It In Software

Turn It In is a software package that provides an "anti-plagiarism/anti-cheating" service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

### **ACADEMIC INTEGRITY**

The following is a list of the types of behaviors that are defined as academic dishonesty. These behaviors are unacceptable in the University and are subject to penalty. It is every student's responsibility to become familiar with the standards of academic integrity at the University. Claims of ignorance, of unintentional error, or of academic or personal pressures are not sufficient reasons for violations of academic integrity. The following descriptions are examples of infractions rather than an exhaustive list.

Plagiarism is taking and passing off as one's own the ideas, writing, computer generated material, etc., of others. Examples of plagiarism include: paraphrasing or summarizing without acknowledgment; submission of another student's work as one's own; the purchase of prepared research or completed papers or projects; the unacknowledged use of research sources gathered by someone else. It is the right of the faculty member to whom such reports are submitted to decide whether plagiarism has been committed. No faculty member makes such a determination without evidence. Factors contributing to that determination include the degree of dependence on unacknowledged outside material, inadequate acknowledgment, or the presence of misleading references. Students should contact individual faculty members for information about acceptable or appropriate methods of acknowledgment.

Cheating is using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include: the use of notes, books, or other aids during an examination; arranging for another person to take an examination in your place; looking at someone else's exam during the examination period; intentionally allowing another student to look at your exam; unauthorized discussion of test items during the examination period; the passing of any examination information to students who have not

yet taken the examination; any conversation while an examination is in progress.

Submitting substantial portions of the same work for credit more than once, without the prior explicit consent of both the instructor to whom the material is being submitted and the instructor to whom it has been submitted in the past is considered a multiple submission and an example of academic dishonesty.

Falsification of research data involves the intentional misrepresentation of circumstances, procedures, participants, and/or results of research papers.

Forgery is imitating another person's signature on academic or other official documents (e.g. signing an advisor's name to an add/drop form).

Sabotage is destroying, damaging, or stealing another's work or working materials (including lab experiments, computer programs, term papers, or projects).

Unauthorized collaboration on projects, papers, or other academic exercises regarded as inappropriate by the instructor.

When a faculty member is convinced that academic dishonesty has occurred, s/he will inform the student and may impose one or more of the following sanctions. In addition, the faculty member may refer the case to the appropriate disciplinary committee, or in lieu of the actions listed below may refer the case to the appropriate disciplinary committee. If the student disagrees with the judgment or penalty s/he may appeal through the established academic appeal procedure.

- a. warning without further penalty;
- b. require rewriting of paper containing plagiarized material;
- c. lowering a paper or project grade by one full grade or more;
- d. giving a failing grade on a paper containing plagiarized material;
- e. giving a failing grade on any examination in which cheating has occurred;
- f. giving a failing grade in a course.

Sanctions after review by a disciplinary committee includes disciplinary probation, suspension, or dismissal from the University. (Procedures described in the Appendix.)

## **STUDENT HONOR CODE (CODE OF ETHICAL STANDARDS)**

*Written by the students of the College of Medicine, and reaffirmed by Medical Student Council in Spring, 1995.*

When we sought acceptance into a college of medicine, it was not just enrollment into **college** that we desired, but rather induction into a profession, an art, and a lifestyle, one with responsibilities that all of society will entrust to us. When we enrolled, **we accepted the invitation offered to us, to aspire** to a level of honesty, ethical morality, and responsibility, so that we may someday be worthy of the title of physician.

In accepting this challenge we agreed, consciously or otherwise, directly or implied, to pursue, develop, and maintain certain ethical and moral values which, though seemingly self-evident, are hereby formally declared. Any deviation from this course is contrary to the beliefs of the profession to which we aspire; therefore we, the students at SUNY-HSCB College of Medicine, have drafted this Code of Ethical Standards, by which we pledge to abide.

Violations of the Code of Ethical Standards include, but are not solely limited to, the following areas:

1. **Academic Integrity** - inappropriately giving or receiving information, whether it be labeled as lying, cheating, or plagiarizing, in any way which may allow any student to obtain an unfair advantage over his/her colleagues.

2. **Clinical Integrity** - knowingly falsifying scientific or educational data, university documents, or patient records, or in any other way engaging in any action, which may harm, physically or emotionally, any patient whom we have been privileged to encounter.

3. **Respect of the Right to Confidentiality** - willingly and inappropriately sharing any personal, academic, or clinical information with which we have been entrusted under the auspices of confidentiality.

4. **Community Cooperation** - concealing or destroying educational materials meant for community use in order to advance oneself at the expense of others. Information and knowledge are of value only when they can be shared. As students we learn from information offered by another, be it a professor, colleague, or patient. We are willing to share experience, knowledge, and particular expertise with our colleagues, while maintaining a level of tolerance so that we may learn from them as well.

**PLEDGE OF HONOR:** *I understand that unethical behavior violates the spirit of medical education, and if there should ever be suspicion regarding my actions, I accept and expect a fair investigation with due process to be undertaken, and I will cooperate to the best of my abilities, both for my own defense and for the defense of the judicial process.*

*If I am ever in a position whereby I have knowledge or suspicion that any of the above standards may have been breached, it is my duty to myself, my colleagues, and the profession, that I report such information, as best I can, to the proper administrative authority. Failure to do so represents a violation of the Code of Ethical Standards on my part, and I may be subject to disciplinary action as a result.*

## **GENERAL INFORMATION**

### **ALPHA OMEGA ALPHA (AOA)**

(The following is excerpted from the 1992-93 AOA Chapter Booklet. Additional information appears in the Student Organization section of the Student Handbook.)

Alpha Omega Alpha (AOA) is the national honor society for colleges of medicine in the United States. The honor society was founded in 1902 by William Webster Root and five other medical students at the College of Physicians and Surgeons in Chicago.

Chapters elect undergraduate members from students in their last two years of medical school. Scholastic excellence is a key criterion but not the only one for election; capacity for leadership, compassion, and fairness in dealing with one's colleagues are also to be considered.

You may be elected to AOA while you are a student, as a resident, or as a faculty member. The local chapter elects student members from those in their last two years of medical school. A maximum of 1/6 of the class total may be selected from each medical school class, of which not more than 25% may be selected in their junior year.

Transfer students may also be considered for election to AOA in their senior year, after they have completed one academic year at SUNY Downstate.

## **ALUMNI ASSOCIATION**

*SUNY Downstate Medical Center, College of Medicine Alumni Association*

The primary mission of the Alumni Association-College of Medicine is to provide financial support and other assistance to the medical students to enhance the quality of their experience at Downstate. All medical students and graduates of the College of Medicine are members of the Alumni Association. Annual dues, paid by graduates, finance the activities and alumni publications and support services to alumni and students.

The Board meets quarterly to review activities and guide the programs. Income from the endowment trusts is used to support many programs and projects for the benefit of medical students. These include: student tuition scholarships, summer research fellowships, student activities (e.g. White Coat Ceremony, Freshman Orientation, publications, Clerkship Orientation, Match Day, Senior Awards, Senior Graduation celebrations), special education programs (e.g. Health Care in Developing Countries, Masters Program in Public Health, USMLE review books), and the Commencement Dinner

Medical Student Research Scholarship - a one-year paid full-time research scholarship. Completion of at least one year of medical school is required for eligibility.

### Alumni Mentoring Programs

The Freshman Mentoring Program is co-sponsored by the Alumni Association and the Dean of the College of Medicine's Office, and works to ease the transition into professional education. First-year students are matched with second-year co-mentors and faculty members according to their specialty interest and meet jointly for help regarding studying, managing the workload and other helpful guidance about adjusting to medical school.

A Career Mentoring Program is provided to assist students in the selection of their medical specialty. The Alumni office arranges for students to visit alumni physicians in their offices or in small groups at Downstate, to gain a greater understanding of this field of medicine.

### Student Advisory Program

The Alumni Office maintains lists of alumni practicing in many specialties who have volunteered to talk to students about their specialty, their training and practice location.

### Annual Reunion

There is an annual alumni reunion weekend held each spring for the classes celebrating a multiple of 5-years since graduation. Included are a scientific session of presentations by the 25-year class, awards to alumni for achievement, and a splendid dinner-dance. The 5-year and 10-years classes are invited to a reunion brunch at about the same time

## **CLINICAL ASSISTANT DEANS**

In January of the third year of medical school, students are assigned a clinical assistant dean. There are five clinical assistant deans who provide advisement on the senior year program of study and who prepare the dean's letter used in the residency application process.

## **THE CLINICAL NEUROSCIENCES PATHWAY**

Startling breakthroughs in molecular biology and basic neuroscience have defined the cause of many diseases of the nervous system and are transforming the practice of neurology, neurosurgery and psychiatry. Basic research is giving new information on how the brain works and how brain injury occurs-and how it can be prevented

or improved. A large number of our faculty are actively involved in and have been contributing significantly to these groundbreaking discoveries. Recognizing the exciting opportunities now available to better understand nervous system function and to design new treatments for neurological diseases, we've developed an interdepartmental program, *The Clinical Neurosciences Pathway*, to provide an enhanced exposure to the neurosciences while pursuing the Doctor of Medicine degree.

### Program goal:

The Clinical Neurosciences Pathway provides medical students with an enriched experience in the neurosciences throughout their four years in medical school. This program will provide students interested in the clinical neurosciences (e.g. Neurology, Neurosurgery, Ophthalmology, Neuropathology, Neuroradiology, Psychiatry, Neurorehabilitation, Neuroanesthesia) with access to a number of stimulating clinical and research activities. In addition, students will have the opportunity to participate in activities specifically designed for medical students in the program. Pathway students will be eligible for special summer research and year-out opportunities for clinical and basic neuroscience study.

### *Specific Elements of the Program*

#### Basic Mechanisms of Clinical Neuroscience course:

This course is offered as an elective every Fall of 2<sup>nd</sup> year; for students enrolled in the Pathway, it will be a mandatory part of their curriculum. Eight sessions, 1-1.5 hr each, cover clinical topics in the neurosciences and highlight what is understood about the underlying basic mechanisms. This is a cutting-edge course in which our research faculty members have the opportunity to share with the students their research endeavors in an exam-free setting. Students benefit by (1) gaining insight into the strong clinical relevance of the basic neuroscience they learned in 1<sup>st</sup> year, (2) hearing about breakthroughs in the neurosciences before these topics make it into their textbooks, and (3) discovering the extent of basic neuroscience research taking place on this campus by our world-renowned faculty.

#### Special Conferences and Seminars

Students will receive invitations to departmental programs such as Grand Rounds, Journal Club, and Visiting Professor and other special seminars. Opportunities will be provided for the students to meet with outstanding scientists from within and outside our institution.

#### Summer Research Experiences

The program will provide opportunities for research in laboratories of basic and clinical neuroscientists. Students may apply for funding for this work.

#### Clinical activities

In conjunction with activities sponsored by the Student Interest Group in Neurology (SIGN), the Downstate Psychiatry Society, and the Alumni Association, students have numerous opportunities to gain clinical exposure, even in their early years of training. Students in the program have the opportunity to shadow faculty and/or residents in relevant clinical areas if desired. Students can also arrange for tours of our specialized facilities (epilepsy monitoring unit, stroke unit, sleep lab). Other clinically-relevant activities typically include panel discussions on career opportunities and residency training in neuroscience-relevant fields as well as case presentations and clinical conferences by residents and/or faculty from the relevant departments. Finally, the Mystery Case of the Month provides the opportunity to work on advanced clinical cases in the neurosciences (see below for more information) and is accessible to all students in all years of training.

#### Mentoring Program

Through the cooperation of the Alumni Association mentoring program, each student enrolled in the Clinical Neurosciences Pathway will be paired with a clinical or basic neuroscientist as a faculty mentor. This mentor will meet with the student on a regular basis to discuss topics ranging from research issues and new approaches to treating neurological disease to career opportunities. Mentors will help students select summer or year-out research experiences and help develop opportunities for in-depth study.

#### History of Neuroscience/Journal Club Seminar and Discussion

In this series of lectures and discussions, students will review topical neuroscience articles (“landmark” papers) or cover aspects of the historical development of our knowledge about the nervous system and the evolution of modern neurology. These will be held in an informal social setting, allowing for an intimate casual discussion of the topic. There will be no more than 3-4 such sessions per year.

#### Mystery Case of the Month web-based competition

Each month (September through May), a new mystery case will be posted on PRIME, and students will be invited to submit their answers to the Director of the Pathway. This competition will be open to all students, but members of the Pathway will be expected to submit answers at least every other month in their 3<sup>rd</sup> and 4<sup>th</sup> years. This will allow participation in the program even when clinical rotations take our students off campus, making it difficult for them to attend meetings and seminars on site.

#### Partnering with junior students of the neurosciences

Students in the program will be able to participate in *Brain Awareness Week* activities at local elementary and high schools by giving presentations on common nervous system disorders (dizziness; seizures; effects of drug use; autism; et al.). They will also have the opportunity to serve as mentors to pre-med students at Hunter College and participate in activities held in conjunction with our *Co-SIGN* chapter there (Co-SIGN = College Student Interest Group in the Neurosciences).

#### Year-Out Fellowships

Students will have the opportunity to compete for support for a full year off to gain laboratory or clinical research experience in a number of areas (see graduate school website for details of opportunities on our campus). Molecular neuroscience, cellular neuroscience, experimental therapeutics and other exciting programs may be available.

#### Admission to the Program

The Clinical Neurosciences Pathway is open to all medical students who have a strong interest in pursuing a career in the clinical neurosciences. While students with previous experience in neuroscience are welcome, this is not a prerequisite. Students may participate as much or as little as they like, but those who have participated in all required academic components throughout their MS2 through MS4 years will be acknowledged as graduates of the CNS Pathway. Students who have enrolled may drop out at any time without penalty. To enroll, simply email your request to Dr. Lisa Merlin (Lisa.Merlin@downstate.edu) some time during your MS1 year and she will add you to the mailing list.

#### **COMPUTER LABS**

See Student Computing Section in the University Services section of this Student Handbook.

#### **COURSE DIRECTORS**

The following individuals are the coordinators for the indicated courses/blocks. Questions regarding course policies and procedures should be directed to these individuals

<u>First Year Block Directors</u>		<u>Tel.</u>
Genes to Cells (Co-Dirs)	M. Feuerman	1258
	J. Lewis	2215
Musculoskeletal System	S. Marquez	1014
Blood/Lymphoid/Head & Neck	S. Eisner	3890
Cardiovascular System (Co-Dirs)	M.A.Q. Siddiqui	1014
	K. Williams	4610
Respiratory System	R. Bianchi	1272
GI/Intermediary Metabolism (Co-Dirs)	J. Rushbrook	2647
	S. Marquez	1014
Endocrine/Reproductive Systems	R. Rubenstein	2019
	M. Makowske	3991
Urinary System	K. Perkins	2772
Neuroscience	J. Kubie	2632
	S. Fox	2177
Essentials of Clinical Medicine 1	M. Erogul	4361
	S. Landesman	3776
Anatomy Laboratories (Co-Dirs.)	S. Marquez	1014
	S. Eisner	3890
Histology Laboratories	G. Ojakian	2216

<u>Second Year Block Directors</u>		<u>Tel.</u>
Infection & Host Defense	F. Volkert	2923
	O. Dvorkina	2030
	R. Joks	2920
Hematology/Oncology	A. Braverman	2559
Cardiovascular	H. Michelson	3182
Respiratory	A. Ross Hill	245-3690
	F. Volkert	2923
Urinary	M. Oh	1565
Endocrine/Reproductive System	M. Banerji	2813
Gastrointestinal System	H. Siddiqi	1610
Nervous System	B. Anziska	2502
	L. Merlin	3957
Essentials of Clinical Medicine 2	A. Adler	4793
	R. Frankel-Ovitsh	1625
	S. Landesman	3776
Pathology Laboratory	T. Athanassiades	1288
Pathology	C. Rao	1410
Microbiology Laboratory	H. Siddiqi	1610

<u>Clerkships</u>		<u>Tel.</u>
Anesthesiology	C. Hill	3765
Emergency Medicine	C. An	245-2975
	P. Chatterjee	
Medicine	M. Augenbraun	2390
Neurology	B. Anziska	2502
	L. Merlin	3957
Pediatrics	M. Golden	2994
Primary Care 1	P. Harris	2257
Primary Care I, Family Practice	G. Mtomboti	4096
Primary Care 2	P. Harris	2257
Psychiatry	T. Brouette	1401
Surgery	L. Dresner	1982
Women’s Health	N. Gabbur	2076
Transition to Clerkships	R. Frankel-Ovitsh	1625

#### **EMAIL**

In order to participate fully in receiving official information distributed by faculty and administration, students are required to check their email on a weekly basis and to subscribe to the appropriate mailing lists described in their syllabi and orientation information.

#### **EMERGENCIES (Weather and Other Events)**

##### **(CANCELLATION OF CLASSES)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be

made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events, may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, "Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press "2" to hear the status of classes in your individual program. All others, Press "1" to continue to the main menu."

When you press "2," you will hear

For MS1 press 1

For MS2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the School of Public Health, press 6

#### College of Medicine, Years 1 & 2 only

Once you press the appropriate year, your block director will have an announcement which states the class schedule for all activities for that day, for that block.

#### College of Medicine, Years 3 & 4

Follow the schedule at your clinical site. Contact your preceptor and your clerkship director if you are unsure about your responsibilities or the clinical schedule.

### **HISTORY**

Downstate Medical Center, a unit of the State University of New York, had its beginnings as a small charitable medical service set up in 1856 by a group of German physicians. This free dispensary, organized to treat indigent Germans living in Brooklyn, was staffed by five physicians.

The original intention of the founders of the dispensary was to build a large hospital to care for the German population of Brooklyn. But changing population trends, which brought a largely Irish patient load to the dispensary, necessitated a revision to this plan. On October 27, 1857, physicians from the German General Dispensary, then located at 145 Court Street, and several other prominent Brooklynites, resolved to organize a charitable institution in the City of Brooklyn, to be called St. John's Hospital. From November 7, until December 23 of that year, the dispensary was called The St. John's Hospital; on December 23, the name of the hospital was changed to The Long Island Hospital and Medical College. It was on this date that a medical college with a hospital was first projected.

Dr. Bauer and John Bryne, M.D., the prime movers in the establishment of the medical college, were trained in Europe, where it was customary for medical schools to be associated with hospitals. The two physicians naturally wanted to adopt this system to prepare the future physicians of Brooklyn, then an independent city and the third largest in the United States. A bill to incorporate the Long Island College Hospital of the City of Brooklyn was introduced in the

State Legislature January 20, 1858, and was passed March 6. The hospital's charter empowered 25 regents to operate a hospital and to confer degrees on candidates twenty-one years of age, or older, who had passed three years of preceptorship under a practicing physician and had completed two courses of lectures at the hospital.

Almost immediately after the charter was signed, the Perry Mansion, located in Brooklyn Heights, was purchased to house the new medical complex. The old dispensary on Court Street was vacated, and by mid-June, 1858, the hospital was admitting patients. The official inauguration of the Long Island College Hospital took place June 3, and the complex was opened for the inspection of the profession and the public generally on November 15.

Financial difficulties beset the new institution almost immediately, slowing down efforts to open the medical school. The hospital itself was forced to close in late September, 1859. Meanwhile, several outstanding medical men were secured to fill the professorships at the college, and on March 29, 1860, the institution reopened its doors following financial arrangements underwriting the expense of the collegiate department and settling various liens.

The following day, March 30, 1860, the instruction of students began. The first teaching faculty was a distinguished one. Most eminent of all was Austin Flint, Sr., M.D., professor of practical medicine and pathology, who had been a professor of medicine at Rush Medical College in Chicago.

A medical student's training in 1860 consisted of his three year preceptorship under the direction of a practicing physician and his attendance at two courses of lectures of at least sixteen weeks each. The lectures that were given one year were repeated the next, sometimes verbatim, so many students took their first course of lectures at one school and their second at another. The first class had 57 students, as well as a number of graduates of other institutions. The first commencement took place July 24, 1860, with 21 students graduating.

In 1861, in anticipation of the medical needs of the Civil War, the curriculum included a one month course on military surgery, dissection, and clinical instruction on the wards. By 1869, major changes were introduced into the teaching curriculum. Daily class examinations were instituted to insure more exact knowledge, especially in the demonstrative and elementary branches. Another change, made in 1872, was the establishment of a reading and recitation term that began early in October and extended to the beginning of the regular term in March. This term included dissection and clinical instruction as well as reading and quizzes.

A new wing was added to the Pacific Street side of the Long Island College Hospital in March, 1869, and another wing was built on the Amity Street side in 1871. The latter was built chiefly for the accommodation of United States sailors, and brought the hospital's capacity to 200 beds. The total number of "indoor patients" treated in 1870 was 1,008, of whom 56 died in the hospital.

By 1879, the faculty of the Long Island College Hospital concluded that the system of teaching medicine in the United States was radically wrong. They debated the possibility of instituting a compulsory, full-graded, three year course of instruction, but abandoned the idea because of their fears that such a plan would result in the loss of many students, when the college was entirely dependent for its existence on students' fees. Certain changes were made, however, to improve the curriculum. The regular term was lengthened from sixteen weeks to five months, but the four month reading and recitation term remained optional. Thus, a total of eighteen month's instruction was available to any student electing two regular and two reading and recitation terms.

Between 1888 and 1897, the Long Island College Hospital grew rapidly. The Hoagland Laboratory building, built primarily for research in bacteriology, was constructed. At its opening, it was considered one of the best equipped buildings for research and medical training in the country.

In December, 1897, the Polhemus Memorial Clinic Building was completed. The new building, eight stories high, was erected on the southwest corner of Henry and Amity Streets.

By this time, State law required that a student take three courses of lectures in three different years. The system of having a regular term of five months and an optional reading term was retained. The entering class of 1897-1898 began the first four year graded course of instruction. The reading term was abolished, and the school year lasted seven months. In 1897, the student fees were raised to \$185 and \$190, from \$125 in 1895. In the period from 1899 to 1909, the average number of student in the school was 310, and the average number in the graduating class was 62.

During the years immediately before and after World War I, many additional changes occurred at Long Island College Hospital. Admission to the school was opened to women; postgraduate teaching was instituted; a new wing increased the number of beds to 500; and affiliations were established with other Brooklyn hospitals.

In 1930, the college and hospital were separated from one another so that each would be under its own governing board. The college was conducting much of its clinical teaching in other hospitals throughout the borough, and it seemed preferable that it not be governed by the board of only one hospital. The college became the Long Island College of Medicine.

Other changes occurring during the 1930s included the construction of the Polak Memorial Laboratory, housing laboratories in bacteriology, histology, physiology, pathology, gynecology, and surgery. In 1935, 500 beds at Kings County Hospital were set aside in a college division for the clinical instruction of students.

In the 1940s, full-time chiefs were appointed in all the clinical departments, training in psychiatry was offered a separate department, and Maimonides Hospital and the Veterans Administration Hospital in Fort Hamilton became affiliates, along with the Brooklyn, Brooklyn Jewish, Coney Island, Greenpoint, Kings County, Kingston Avenue, the Long Island College, and the Methodist Hospitals. In 1946, the third year curriculum was changed so that nearly two thirds of the work consisted of clinical clerkships.

In 1945, the college purchased a six and one-half acre tract of land that eventually became the site of Downstate Medical Center. After approval by a faculty committee and the board of trustees of the Long Island College of Medicine, the board of managers of the Alumni Association, the trustees of the State University of New York, and the State Board of Regents, the State Legislature in 1950 passed a bill legalizing the merger of the Long Island College of Medicine and the State University to form Downstate Medical Center. The establishment in 1966 of the School of Graduate Studies, the College of Health Related Professions, and the College of Nursing, and the construction of the basic sciences building in 1956, student residence halls in 1965, State University Hospital in 1966, the student center in 1967, and the nurses' residence in 1968, completed the transition of the medical school as it is now known form its early days as the German General Dispensary on Court Street.

Excerpted with permission from the New York State Journal of Medicine, July 1976. It was reprinted in Alumni Today, Spring, 1996, with the permission from the Medical Society of the State of New York.

## **INTERNATIONAL ELECTIVES**

You may have thoughts about taking an elective overseas. If you do, you may take an elective abroad for academic credit (provided that the corresponding department at SUNY Downstate approves it for graduation elective credit), or you can complete the experience on your own time (non-credit).

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

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

Our Department of Preventive Medicine offers an overseas elective in the senior year for a limited number of students. Application is through the department by December of your third year. A description is in the Course Selection Book "Health Care in Developing Countries."

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

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

The USA State Department's travel warnings, announcements and information sheets for every country is available by touch tone phone from 202 647-5225 or web site ([travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)).

The US Public Health Service, Center for Disease Control has a hot line at 404 332-4559 and a web site at [www.cd.gov](http://www.cd.gov) -- select the "Travelers' Health" menu and then the "Blue Sheet" option. Requirements and recommendations about vaccinations, and country specific health information from the Centers for Disease Control and Prevention. ([www.cdc.gov/travel/travel.html](http://www.cdc.gov/travel/travel.html))

Information on how and where to apply for passports, includes a passport application that can be downloaded ([travel.state.gov/passport\\_services.html](http://travel.state.gov/passport_services.html))

Links to home pages of U.S. embassies and consulates throughout the world ([travel.state.gov/links.html](http://travel.state.gov/links.html))

U.S. Custom Service regulations for returning U.S. residents ([www.customs.ustras.gov/travel](http://www.customs.ustras.gov/travel))

## **M.D./Ph.D. PROGRAM**

During the spring semester of the second year of medical school, M.D./Ph.D. students must complete a Leave of Absence form (available from the Office of Student Affairs) by February 15 of the spring semester which will inform the College of Medicine that they intend to begin the Ph.D. portion of their curriculum in July of that year.

M.D./Ph.D. students are obligated to take the June administration of the Step 1, USMLE at the end of their second year of medical school, the same as all other medical students, unless they have the written approval of the Dean of the College of Medicine for an alternative test administration .

When M.D./Ph.D. students plan to re-enter the M.D. curriculum, they must file a letter of intent with that information by February 1 of the year prior to the academic year in which they plan to return (e.g. if a student plans to return to the M.D. curriculum in July, he/she must file the letter of intent with the Office of Student Affairs by the

preceding February 1.) Three months prior to their expected return date, the student should contact the Registrar to confirm his/her return date and submit a letter from his/her faculty mentor confirming the return date. This is necessary due to delays in the research process which require an alteration of the clerkship schedule. A letter from the Dean of the School of Graduate Studies must also be submitted which states that the MD/Ph.D. student is eligible to return to the MD curriculum.

M.D./Ph.D. students may express a preference for a clerkship schedule by meeting with the Assistant Dean of Student Affairs/Registrar. It is strongly recommended that MD/Ph.D. students participate in a non-credit clinical refresher experience, or with the bedside preceptorships of the second year Clinical Diagnosis course, prior to their return to the M.D. curriculum. This will also permit completion of requirements such as fit mask testing, OSHA and Right to Know, etc.

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

### **OFFICE OF ACADEMIC DEVELOPMENT**

The primary goal of the programs offered by the Office of Academic Development is to help students achieve their full academic potential in medical school. Medical school presents a host of new learning challenges to incoming freshmen since the volume, time constraints and level of detail required for passing, far exceeds those of undergraduate college. In addition, the knowledge you acquire in medical school must be retained over long periods of time. For example, at the end of second year of medical school every student is tested on all the material learned in the first and second years on the United States Medical Licensure Examinations (USMLE, Step 1), an exam that must be passed in order to become a licensed physician.

The Office of Academic Development works closely with students and faculty by offering programs on efficient and effective approaches to learning in medical school. Seminars, workshops, and/or individual training are provided in the following areas:

Active learning to promote long term retention: Students learn about methods of summarizing, integrating and organizing information to facilitate long term retention of information and effective problem solving skills.

Exam taking skills: Strong test taking skills enable students to complete exams in a timely manner, and help prevent careless errors. Deductive reasoning skills are addressed.

Learning in a clinical environment: The educational setting for the third and fourth years of medical school is no longer the lecture halls and study carrels -- instead, it is primarily the hospital wards and clinics. This change requires new independent approaches to structuring and organizing study. How to learn in a comprehensive way in the relatively unstructured clinical setting is addressed. Assistance in preparing for clerkship exams is provided.

Memory: In addition to learning the principles and concepts of basic and clinical science, medical students must learn many facts and details. Approaches to memorizing, reviewing and self assessment are presented to help ensure effective, long-term mastery of the plethora of medical facts and details.

Reading Efficiency: The medical texts that are required in many courses are long and detailed. Advice on how to use, read and integrate the use of medical texts with handouts and other study resources assists students in developing an effective study method.

Resource Management: Medical study requires the use of a multitude of learning resources including lectures, labs, dense text books, class handouts, computer programs, small group instruction, and problem sets -- to mention just a few. An organized approach to using these resources is important for time-effective approach to study.

Time Management: The most important factors in implementing a high yield medical study program are effective organization and management of time. Students can learn how to plan their classes, study time, leisure and day to day living activities for the highest levels of productivity.

Tutorial program: A peer tutorial program is available to students who are experiencing academic difficulty. Upper level students who have achieved honors performance are trained and supervised as tutors and provide both individual and group tutorials.

USMLE, Step 1 preparation programs: The USMLE Step 1 exam is a comprehensive examination which must be passed at the end of second year and is a requirement for licensure. It covers all basic science material that is presented in the first two years of medical school. Instruction on how to organize, select material for, and implement a high yield review is provided through the Office of Academic Development. In addition, professional content reviews are offered in selected content areas and several opportunities to take mock licensure exams are provided.

USMLE Step 2 preparation programs: The USMLE Step 2 is a comprehensive exam that covers all the clinical science materials addressed in the third year of medical school (i.e. Medicine, Surgery, Obstetrics and Gynecology, Psychiatry, and Pediatrics). Practice exams, seminars on how to prepare for the exam, and individual counseling are all available.

### **OFFICE OF MINORITY AFFAIRS**

The Office of Minority Affairs provides academic counseling and advising for medical students. The office administers several programs which encourage and assist students to enter the fields of medicine, allied health, and graduate studies. The Science and Technology Entry Program (STEP) is funded by the Associated Medical Schools of New York to provide academic enrichment in math and science to disadvantaged students in junior high and high school. Information on various health related professions is made available to these students. An undergraduate Summer Research Fellowship is available in either the basic sciences or clinical specialties.

For further information contact:

Constance H. Hill, M.D.

Associate Dean for Minority Affairs

Clinical Professor, Anesthesiology

Room 2-72 BSB, Box 1186, 270-3033

website: <http://sls.downstate.edu/admissions/medicine/minority.html>

### **THE PARENTS ASSOCIATION OF THE COLLEGE OF MEDICINE**

#### Purpose:

1. To introduce parents to the College of Medicine and to help them become acquainted with the school;
2. To acquaint parents with the academic program of the school through guest speakers from the school (faculty and administration);
3. To assist parents in learning how to cope with the emotional needs of medical students.

The Parents Association has purchased computers for the medical students, and Gross Anatomy teaching models. They have also contributed funds to the senior class party, to the senior yearbook, and to the Student Counseling Service.

## History

The parents of the students at the Long Island College of Medicine began working as a group in 1943. They assisted in a fund raising campaign to expand the College's physical plant and to help meet its annual deficit. In 1947, the group adopted a constitution and by-laws and was formerly organized as the Parents' Society of the Long Island College of Medicine, dedicated to a "better understanding among parents, school and community." In November, 1995, the Parents' Association was incorporated as a non-profit, tax exempt corporation.

## Membership

Annual dues are \$35 (\$25 for single parents) and meetings are held the third Thursday of each month. These membership meetings provide an opportunity to meet other parents and share the common concerns and problems of the students.

## **RESEARCH OPPORTUNITIES**

A list of faculty mentors and their research topics is available from the institutional website. Research projects may be taken on a non-credit basis, through the First and Second Year Electives process (see Course Selection Book) or as senior elective credit (see Course Selection Book under extramural and research elective topic headings). For research projects of significant duration and effort, it is also possible to request a leave of absence for up to a year through the Leave of Absence procedure described previously.

## **RESIDENCY ADVISEMENT**

SUNY Downstate Medical Center has a reputation for clinical excellence. 2008 data from the Association of American Medical Colleges ranks SUNY Downstate 8th nationally in the number of alumni who hold faculty positions. (This list is on our institutional website in the Student Affairs section.)

Residency advisement is available to all students throughout their four years.

Two books which provide helpful information are:

Iserson, Kenneth, Getting into a Residency: A Guide to Medical Students

Taylor, Anita D., How to Choose a Medical Specialty

**Careers in Medicine** is an on-line program (<http://www.aamc.org/careersinmedicine>) designed to assist medical students in understanding options for choosing a specialty and applying to residency programs. There are four stages in the program — self-assessment, career exploration, decision-making, and implementation. You may find some of the resource links useful (be careful – some are simply commercial sites or outdated sites so you must be cautious about some of the information, as you would with any web site) including Specialty Information & Specialty Organizations, Career Planning Resources & CareerMD. To access the password protected part of the site, send an email to Ms. Anne Shonbrun, Office of the Registrar.

During the first and second years of medical school, students should avail themselves of various electives, which are designed to give students a brief exposure to a specialty field (these electives appear in the Course Selection Book). In the early spring of the first year, a presentation is given by second year students on the summer educational activities they participated in the previous summer.

We also encourage first and second year students to take advantage of the activities sponsored by such groups as the Family Practice Club, the Sports Medicine Club, Peds 'r Us, and the Surgery Club.

The Alpha Omega Alpha (AOA) Medical Honor Society organizes a Subspecialty Forum in the spring. Faculty representatives from

approximately ten departments come and talk to first and second year students about their field of medicine and considerations if someone is interested in going into the specialty.

A list of Specialty Advisors is distributed to students annually. This is a list of individuals designated by each department who are prepared to offer specialty counseling and advisement to students.

At the beginning of the third year, students receive a guidebook regarding how their clerkships relate to residency training. In the fall and spring of the third year, career advisement workshops are offered to undecided students. In spring of the third year, departmental information sessions regarding residency programs are offered in conjunction with the senior year elective registration. In addition, there are several class meetings given by the Office of Student Affairs on residency process timelines, senior electives, interviewing techniques, and an extensive residency application process meeting. A more detailed residency guidebook is provided for senior year guidance.

## Residency Information Resources

**Medical School Faculty Online Directory:** An online listing of full-time faculty at all 125 US medical schools, searchable by last name. <http://www.aamc.org/findinfo/infores/datarsc/facros/start.htm>

**AMA FREIDA:** The AMA has extensive information on U.S. residency programs accredited by the Accreditation Council on Graduate Medical Education. <http://www.ama-assn.org/freida>.

## **STUDENT COMMITTEES**

Curriculum Committee is a committee of the Faculty Organization. It consists of 20 faculty and student members. The faculty represents the basic and clinical sciences and there are 2 elected student representatives (one voting and one alternate) from each medical school class.

The committee's responsibilities are to advise the Dean on changes in the medical school curriculum. As an elected student member, you participate in a process which allows you to present the opinions of your class in a forum set up to evaluate the quality of your medical school education.

Each year, two 1st year students are selected to sit on the committee; one is the voting representative of their Class, the other, an alternate. These students will sit on the committee for four years. Every four years a new chairman is appointed to the committee. Every two years new faculty from varying departments are appointed to sit on the committee so that it evolves over a student's incumbency period. If you are interested or want further information please utilize our mailbox at the Student Center, Box # 3041.

## Organization of Student Representatives (OSR)

The Organization of Student Representatives (OSR) fulfills a unique role among medical student organizations. As part of the AAMC, it provides all United States allopathic medical students with voting representation to the nation's largest association dedicated solely to the advancement of academic medicine. The OSR provides medical students with an active role in achieving the AAMC's mission to improve the nation's health through the advancement of academic medicine. The OSR also seeks to assure that students actively participate in directing their education, preserving their rights, and delineating their professional responsibilities. To this end, the OSR provides medical students with a voice in academic medicine at a national level and strives to foster student involvement in this arena at a local level.

The strategic goals of the OSR are:

TO PROVIDE medical student input on all issues addressed by the AAMC and state or federal governments that will impact student education, quality of life, or professional development.

TO DEVELOP AND IMPLEMENT OSR initiatives and aid in the implementation of AAMC initiatives.

TO FACILITATE communication between student bodies of different medical schools and between medical student organizations regarding issues relevant to medical student life and education.

TO ENCOURAGE education techniques and objectives that provide medical students with the intellectual skills, professional standards, and knowledge required to meet the needs of an evolving health care system.

TO PROMOTE a safe, supportive learning environment free of abuse, unreasonable health risks, bias, and inequities.

TO ASSURE that all medical students possess equal freedom and opportunity to pursue the career directions of their choice.

Each school may designate one official and one alternate representative. The representatives of each school are required to attend a fall national meeting and a spring regional meeting of the OSR.

#### Student Course Liaison Committee

(approved by Medical Student Council in Spring, 1998)

Section 1: The Student Liaison Committee (SLC) is an elected body that acts as a liaison between faculty and students for the first and second year medical students only. The SLC shall use all resources in their power to communicate the majority opinion of the class. These resources shall include but are not limited to class meetings, surveys, electronic mail, and petitions.

Section 2: There shall be five (5) elected members and one (1) Med Council representative. Each class shall have a SLC. The Med Council members of each class shall act as the Election Committee. The election procedure shall follow those of Article VI that apply unless otherwise noted in Article XV. The elections shall take place after and no later than three (3) weeks from the Med Council elections.

Section 3: Elected members of the SLC shall hold the position for one (1) year and may be re-elected for a second term. The elected members of SLC shall be held to the same standards as Med Council representatives as written in Article VI, Section 12, Clause B. A majority vote of the SLC shall be needed to impeach a SLC member. Re-elections shall be held in accordance with Article VI, Section 12, Clause C.

Section 4: As long as there is a dichotomy of education in the College of Medicine, there shall be one (1) member of SLC from the Problem Based Learning Track and four (4) members from the Regular Track.

Section 5: The President of the Class shall provide the SLC with a nomination list consisting of Med Council representatives of the same class year as SLC. The SLC shall choose, within two (2) weeks of receiving nominations, one Med Council representative from the list of nominations to become a permanent member of SLC.

Section 6: The five (5) elected Liaison Members and the Med Council representative shall vote one of their members as chairperson. If the SLC is unable to appoint a chairperson prior to the first official SLC meeting with the faculty, the President of the Class reserves the right to appoint a temporary chairperson until a permanent chairperson is elected.

Section 7: Elected SLC members shall not be Med Council Representatives.

Section 8: There shall be two (2) Student Liaison Committee meetings every month. The first meeting shall be an open forum for students to discuss and present issues directly to the SLC. The second meeting shall be a closed meeting consisting of the SLC, faculty members, administrators, and invited guests.

Section 9: After each meeting the chairperson in conjunction with other members of the SLC members shall provide a written report (SLC report) concerning the events and decisions of the SLC meeting to the President of the Class as well as disseminate the same report to the rest of the class. A SLC member shall be present at every Med Council meeting to present the SLC report to Med Council. The SLC member is not required to attend the Med Council meeting if there has been no new SLC meetings or developments.

Section 10: Med Council reserves the right to oversee the SLC and make necessary changes.

#### **TIMELY RELEASE OF GRADES (MS 1/MS 2)**

To ensure timely release of grades, course statistics (mean and standard deviation) are calculated immediately after scoring of the final examination administered to the class as a whole. These statistics include only data from students who have completed all of the scored components of the course at this time, and are used to determine whether the course is graded using default or calculated grade cut-offs. Students who complete scored items later, who are excused from completing one or more of them, or have an unexcused absence, are graded on the same scale. In all cases, individual student scores and calculated cut-offs are computed before rounding and then are rounded to the nearest whole percent for determining grades.

#### **UNITED STATES MEDICAL LICENSING EXAM (USMLE)**

The National Board of Medical Examiners is pleased to announce the availability of NBME and USMLE sites on the World Wide Web with the following addresses:

<http://www.nbme.org>

<http://www.usmle.org>

# **COLLEGE OF NURSING**

## ACADEMIC POLICIES AND PROCEDURES

### ALL GRADUATE & UNDERGRADUATE STUDENTS

[When possible, items are organized alphabetically under topic headings.]

#### ACADEMIC ADVISING

All actively enrolled students will be assigned a faculty advisor. Academic advisors are assigned each semester. Students may refer to posted listings or inquire at the College of Nursing's Academic Programming Office about their advisors. It is recommended that students meet with their advisors at least one time during each semester.

#### ACADEMIC INTEGRITY Definition

"Integrity" is defined as a "firm adherence to a code of moral values." The College of Nursing further defines "academic integrity" as the maintenance of the highest standard of honesty observed in all aspects of college work. This includes demonstrating ethical and professional behavior in both the academic and clinical spheres, and performance of all tasks in accordance with the rules and regulations as set forth in these college "Academic Policies and Procedures."

Students are expected to maintain the highest standards of honesty in their college work. Academic dishonesty is considered a threat to the integrity and reputation of SUNY Downstate and all the faculty and students associated with it. Since the academic integrity and behavior of students indicates their future professional behavior and integrity in fulfilling their clinical responsibilities to the public, the faculty and students of SUNY Downstate are committed to upholding and enforcing high standards of academic integrity. Students found guilty of any form of academic dishonesty are subject to disciplinary action. Academic dishonesty includes cheating, forgery, plagiarism, and any and all other infringements that may imply deviance from the highest standard of honesty in all aspects of college work.

#### Forms of Academic Dishonesty

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

1. The use for academic credit of the same work in more than one course without the knowledge or consent of the instructor(s).
2. The reporting and/or recording of information relating to clinical performance that is not an accurate reflection of the student's own clinical work.
3. The fabrication of any information used to satisfy any academic or clinical requirement.
4. Behavior that constitutes academic dishonesty during an examination includes but is not limited to the following:
  - a. Copying the work of others.
  - b. Deliberately exposing examination materials to review by other students.
  - c. Using any notebooks, textbooks, information or materials not specifically authorized by the instructor.
  - d. Speaking or communicating with other students at any time during the examination.

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

**Plagiarism** is the representation, intentional or unintentional, of someone else's words or ideas as one's own. This includes using the work of another student, past or present, as well as the work of published authors. Since, under New York State Law, words in print are the property of an author or publisher, the intent to deprive that person of property is a form of larceny punishable by fine. When

using another person's words in a paper, students must place them within quotation marks or clearly set them off in the text and give them appropriate attribution by footnoting or references. When students use only the ideas and change the words, they must clearly identify the source of the ideas. Plagiarism, whether intentional or unintentional, therefore, is a violation of the property of the author plagiarized and of the implied assurance by the students when they hand in work that the work is their own. This includes those individuals who facilitate acts of academic dishonesty by providing papers or other information for use by another student as their own work. If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the matter by conferring with the instructor.

#### Turn It In Software

Turn It In is a software package that provides an "anti-plagiarism/anti-cheating" service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

#### ACADEMIC MISCONDUCT

##### Examinations

Behavior that constitutes misconduct during an examination includes:

- a. Copying the work of others.
- b. Deliberately exposing exam material to review by other students.
- c. Using any notebooks, textbooks, or materials not authorized by the examiner.
- d. Verbal, non-verbal, electronic, etc. communication with other students at any time during the examination.

Faculty responsibility for examinations is to:

- a. Review rules of misconduct before the exam.
- b. Make a statement in class to inform students that they are expected to be trustworthy.
- c. Distribute seating to maximize space between students during the examination. The faculty proctors can require that students place all study materials at a designated site before an examination begins.
- d. Advise students before the exam that they will not be allowed to leave the room once the exam is in progress.

If the faculty proctor suspects dishonest behavior, the faculty will take the following actions:

- a. the proctor will warn the student, and the student's seat will be moved;
- b. if dishonest behavior continues, the test paper will be removed and a zero grade given; the case may be referred for further action through the disciplinary process.

##### Plagiarism Offenses

In the event that the instructor can provide evidence that a student's work is other than her/his original work, the instructor should:

- a. confer with the student and produce evidence of plagiarism;
- b. if evidence is produced supporting plagiarism, then the student will receive an irrevocable grade of zero for the paper in question; and the case may be referred through the disciplinary process for further action.

#### ACADEMIC GRIEVANCE AND APPEALS

##### Appeals Procedure

To fully respect the rights of nursing students and, in the interest of due process, the appeals procedure can be invoked for dismissal.

Prior to initiating an appeal, the student must do the following (see below) within 10 calendar days of being informed of the Educational Policy Committee's decision, or within 10 calendar days of being notified of a final submitted course grade.

The Educational Policy Committee's decision remains in effect until an Appeals Committee has deliberated the issue. However, students may be allowed to attend classroom activities, but not clinical, if there is a high risk to the patient's (or others) health or safety, until the completion of the Appeals. The Educational Policy Committee will notify the student in writing if they are not allowed to attend clinical.

1. Meet with the course faculty and/or the faculty advisor to review the basis for the decision.

2. Meet with the appropriate Associate Dean to complete the "Initiation of Appeals Procedure Form."

3. The appeal will be considered by an Appeals Committee appointed by the Dean of the College of Nursing. The Associate Dean of Student Affairs or designee serves as an *ex-officio* member of the Committee. The Committee will be composed of three voting faculty members. Two faculty will be selected by the Dean and one will be selected by the student. Of the two faculty members appointed by the Dean, the Dean will appoint one as the chairperson. The Appeals Committee will consist of full-time faculty members who are not currently involved in the student's grievance. Each faculty member on the Appeals Committee, including the member selected by the student, will have full voting privileges.

4. The Appeals Committee will meet within two weeks of the receipt of the appeal. Materials related to the appeal must be provided by the Dean to the Appeals Committee faculty for review no less than three days prior to the appeals meeting.

5. The student should appear before the Appeals Committee to discuss extenuating circumstances related to the situation. In addition to the three faculty members, the student may elect to be accompanied either by a College of Nursing faculty member or another College of Nursing student, both of whom will have a voice, but no vote. Any additional written substantiating information should be provided at this time.

6. The course faculty member will be given the opportunity to appear before the Appeals Committee and to discuss information related to the student's grievance.

7. In its deliberations, the Appeals Committee will consider whether there were extenuating circumstances, misapplication, or inequitable application of the College of Nursing regulations, procedures, or policies.

8. The Appeals Committee can recommend that prior decisions be upheld, modified, or reversed. The Appeals Committee's recommendations must be submitted to the Dean, in writing, within two days after the Committee has met. The Dean's decision is final.

9. The Dean of the College of Nursing will inform the student of the final decision in writing.

10. If the original decision is reversed or modified, the appropriate associate dean, course and/or clinical faculty and the Educational Policy Committee will be notified by the Dean in writing of the outcome.

11. For a student who is permitted to retake an examination following an appeal and achieves a passing grade, the student shall receive the minimum passing grade for the course.

The filing of an appeal does not assure a reversal.

#### Process for Re-evaluation of Written Assignments

Students may request a reappraisal of any written assignment up to seven school days after the grade is received. The student:

1. Notifies the initial faculty member who graded the assignment, about the request for reappraisal.

2. Submits a written request to the Associate Dean, Graduate Programs or the Associate Dean, Undergraduate Programs.

3. Provides a rationale for the request.

4. Meets with the Associate Dean, Graduate Programs or the Associate Dean, Undergraduate Programs, to determine a second reader from the faculty of the College of Nursing. The second reader offers written comments on the papers being examined. The grade remains the responsibility of the faculty member who graded the written assignments initially.

The process should be completed within one week following the student request, and the student is notified in writing of the decision.

#### Process for Re-evaluation of final course grade

1. Written request to the course instructor within 7 business days of notification of grade.

2. The course faculty will review the student's request and communicate to the student the outcome within 5 business days of receipt of the grade reappraisal.

3. When the student sends the original request for grade reappraisal, it should be copied (cc) to the Associate Dean also. If the student and the course instructor do not arrive at a resolution, the instructor and the appropriate Associate Dean will meet. If they fail to come to a decision/resolution, the request for reappraisal is then referred to an Appeals Committee using the "Appeals Procedure" (above), used for appeal of a dismissal.

**ACADEMIC SUPPORT SERVICES**A variety of support services are offered to students to assist them in their academic development. They include group tutorials, individual learning sessions and group workshops. Topics include time management, test taking, study organization, reading, memory, test anxiety.

#### **ATTENDANCE**

Full and responsible participation in classroom and clinical experiences is deemed essential for the preparation of beginning and advanced practice nurses. Therefore students:

1. are obligated to attend all lectures and seminars;

2. are required to attend college and clinical laboratory experiences;

3. who are not meeting course/clinical objectives or are unprepared to participate in client care will be asked by faculty and/or clinical preceptor to leave the clinical setting;

4. who show lack of recognition of their own limitations in performing care, do not adhere to regulations of the college, clinical institution or agency, will be asked by faculty and/or clinical preceptor to leave the clinical setting.

5. who are assessed by faculty and/or clinical preceptor to be incapable of providing safe care to clients can be permanently denied access to the clinical setting.

**Absence from Scheduled Examinations and Clinical Days**Each student is required to be present for a scheduled examination or clinical days. In the event of an absence from a scheduled exam or clinical day(s), the student is required to contact faculty, no later than the day of the examination or the scheduled clinical, to explain the reason for the absence. Failure to notify faculty will result in a zero grade for that examination or clinical day(s).

Upon return, the student will document in writing the reason for the absence using the clinical/exam absence form accompanied by validating documentation such as a physician's note or funeral notice.

The student will give the documentation to the course faculty member who will place it in the student's file. If the faculty member deems the reason for the absence to be acceptable, the faculty and the student will discuss options for a make-up. Requirements and grading for course completion are the decision of the faculty.

**CHANGE OF PROGRAM** (adding and dropping courses, changing programs, program withdrawal) Students may add or drop courses during the change of program period. Forms are available from the College of Nursing's Office of Academic Programming. Add/drop changes must be approved by the student's faculty advisor. After the change of program period, withdrawal from a course is subject to policies outlined under "Course Withdrawal."

Program transfers must be approved by the Associate Dean for Graduate Programs, who files the Request for Academic Program Transfer Change of Status form with the Office of the Registrar. The date of matriculation in the College remains the same after the Program Change.

To withdraw from the College, the student should consult the appropriate Associate Dean and complete the following procedure:

1. Meet with the Associate Dean (graduate) or Associate Dean (undergraduate) and complete the Change of Status form.
2. Meet with the Associate Dean of Student Affairs or designee to remove all outstanding encumbrances, including: return of identification card and mailbox key, return of borrowed material to the library, bursar clearance, financial aid clearance, if applicable, and residence hall clearance, if applicable. Any student with outstanding encumbrances is not entitled to receive, or have sent on his/her behalf, transcripts of academic work, and may be denied readmission.
3. The student must continue with his/her course work (except in an emergency situation) until the withdrawal has been approved. The student will receive a letter from the Office of Student Affairs confirming the effective date of the withdrawal and a copy of the Change of Status form.

#### **CHANGES IN REGULATIONS AND COURSE OFFERINGS / PROGRAM SPECIFIC POLICIES**

Changes in academic regulations or course offerings will be communicated to students as soon as possible.

Copies of all changes and additions will be mailed to students through the local mailboxes. Updated copies of all regulations are available for review in the Office of the Dean and in the Office of Student Affairs.

For further information regarding changes in the College of Nursing *Bulletin* and program specific policies contact Undergraduate Nursing Programs  
Dr. Nellie Bailey, Associate Dean  
(718) 270-7617

RN-BS Program  
Dr. Yvonne Nathan, Director  
(718) 270-7644

Accelerated BS Program  
Ms. Luzviminda Casapao, Director  
(718) 270-7654

Graduate Programs  
Dr. Laila Sedhom, Associate Dean  
(718) 270-7605

Nurse Practitioner Programs  
Dr. Patricia Kizilay, Director  
(718) 270-7672

Nurse Anesthesia Program  
Mr. Joseph Jennas, Interim Director  
(718) 270-7657

#### **COMPUTER LABORATORY**

The College of Nursing computer laboratory is located on the 8th floor of HSEB, Room 839. (Additional information appears in the General Information, Office of Educational Computing and Technology section of this Student Handbook.)

#### **COURSE AUDIT**

After consultation with their faculty advisor, enrolled Downstate students may audit a course in the College of Nursing by obtaining permission from the faculty member teaching the course. Clinical courses may not be audited. No credits are awarded when a course is audited. Course enrollment is at the discretion of the course faculty.

#### **COURSE FAILURE (F)**

Students who receive a failing (F) grade while enrolled in the College of Nursing will be allowed to repeat the course only once. Students who fail to achieve a passing grade in the repeated course or who fail a subsequent course will be dismissed from the College of Nursing.

#### Failure in a Clinical Laboratory Experience

Students who fail the clinical laboratory component of a course will receive an automatic failure (F) in the course and be dismissed from the course at the time of the failure.

#### **COURSE INCOMPLETE**

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

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

## **COURSE WITHDRAWAL**

A withdrawal grade of “W” is reported when a student withdraws prior to completing one third of a course. There is no penalty attached to the grade.

A withdrawal passing grade of “WP” is reported when a student withdraws at a passing level after completing one-third and prior to completing two-thirds of the course.

A withdrawal failing, “WF,” is reported when a student withdraws at a failing level after completing 1/3 but prior to completing 2/3 of the course.

To withdraw from a course, the student must:

1. obtain an Add/Drop form from the College of Nursing’s Academic Programming Office;
2. discuss the intent to withdraw with the assigned faculty advisor;
3. obtain a withdrawal grade with the signature of the course instructor and the Associate Dean (graduate) or the Associate Dean (undergraduate); and
4. return one copy to the College of Nursing’s Academic Programming Office and submit the form to the Registrar’s Office. The effective date of withdrawal (W, WP, WF) is the day the form is received by the Office of the Registrar.

*Withdraw Failing (W/F) Policy* Undergraduate students are only permitted to receive a total of three withdrawal failing (WF) grades in the nursing program. These three WF grades may occur in any combination of nursing and supporting courses taken at the College of Nursing. However, only two WF grades are permitted in a single course. Dismissal from the program will occur when the WF limitation has been reached.

## **DISMISSAL**

Failure to meet requirements, whether through unsatisfactory academic or clinical performance, unavailability for learning experiences, or inappropriate or unprofessional behavior, may result in academic dismissal from the College of Nursing.

A student who has been dismissed from the program must submit a new application for readmission. In addition, the student must submit a written request for evaluation of previous courses taken at the College of Nursing. Students who have experienced dismissal may be readmitted one time and are held to the Admission, Curriculum and Educational requirements/policies in effect at that time. A decision by the Committee on Admissions to readmit a student who has been dismissed is based on evidence that the student has taken steps to overcome obstacles to academic success.

## **DRESS POLICY**

A clean, pressed uniform is required of all students in the clinical setting. Pullover shirts, etc., are not worn under uniforms. Light colored cardigan sweaters may be worn over uniforms but are to be removed when giving client care. The college patch is to be affixed to the shoulder of the left sleeve. The dress policy may be adapted in the community setting.

To complete the uniform, hosiery, closed shoes, and the SUNY Downstate student identification card are also worn. A watch with a second hand is required. The dress policy of the affiliating agency will be maintained.

Students may wear rings without edges, designs, or raised stones. Bracelets, dangling earrings and multiple necklaces are not permitted. Nails should be kept short and clean. Hair should be pulled back off the collar when administering client care.

## **ELECTIVE COURSES FOR DEGREE REQUIREMENTS**

While enrolled in the College of Nursing, RN-BS students must take seven (7) credits of electives; and Accelerated BS students must take (5) credits of electives. One course (three credits) must be either

Independent Study or guided study in nursing, a nursing elective, an interdisciplinary course, or a course in another discipline offered at SUNY Downstate. Guidelines are available from the Academic Programming Office and are to be used for all electives.

## **E-MAIL**

In order to participate fully in receiving critical information distributed by faculty and administration, students are expected to check their e-mail on a weekly basis.

## **EVALUATION AND GRADING**

It is the responsibility of the College of Nursing faculty and administration to examine and evaluate students in order to graduate qualified and competent nurses. Faculty meetings are held at intervals to evaluate students’ academic status and clinical standing in the College of Nursing. A student’s work is evaluated in a variety of ways, including written tests, written assignments, oral presentations, and clinical performance. Course and clinical objectives are the criteria used in the evaluation process. Students are encouraged to participate by evaluating their own progress throughout the program.

Evaluation reports are maintained in the student’s departmental folder until graduation. Students may review their departmental folders at the College of Nursing’s Academic Programming Office. Students must make an appointment with the secretary in the College of Nursing’s Academic Programming Office for this purpose.

## **FULL TIME EQUIVALENCY**

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

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

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

## **GRADUATION REQUIREMENTS**

To graduate, students must meet all college and program requirements as established in the catalog and other university, college or program publications. Where applicable, students must also meet specific academic requirements as specified by the program.

Candidates for graduation must complete all of the following by the day of graduation:

1. Complete all academic requirements for admission to the respective program.
2. Complete the program of study for the degree, including satisfactory completion of all required courses.
3. Meet all attendance, course, credit and other stated requirements of the program and college.
4. Have a minimum cumulative grade point average of 2.5 for the B.S. degree; 3.0 for the M.S. degree with no more than 6 credits of “C” grades in core or supporting courses.
5. Satisfy clinical course requirements.
6. Meet program residency requirements.
7. Satisfy all financial obligations due to SUNY Downstate.
8. In the RN-BS program, pay all fees for the NLN exam prior to registering for the last semester of attendance.
9. Complete a mandatory financial aid exit interview if the student has received financial aid at SUNY Downstate.
10. Complete all program requirements for the degree as listed on the Program of Study Acknowledgment form during the semester prior to

Commencement or the semester prior to your expected last semester of attendance.

11. Have no disciplinary charges in progress or pending.

Note: The student has the responsibility to register for and satisfactorily complete all required course work. It is strongly recommended that each student make an appointment with her/his academic advisor and a staff member in the Office of the Registrar prior to his/her last semester, to review his/her program of study and verify that all degree requirements will be met.

All degree requirements must be completed within five years of the date a student is first matriculated, except nurse anesthesia students. Time elapsed during formal leave of absence is not counted toward the five year limit.

Nurse anesthesia students must complete all degree requirements **within three and one-half years** of the date of matriculation. Time elapsed during a formal leave of absence is **counted** toward the three and one-half years limit, for nurse anesthesia students.

#### Issuance of Diplomas

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

#### Commencement Ceremony Participation

Students who are following the usual full-time program of study for their program are permitted to participate in the Commencement ceremony in May, with the approval of the faculty and the Registrar. If the program normally specifies completion after May and degree requirements will be fulfilled within one semester of the May Commencement Ceremony, students may be granted permission to participate in the Commencement ceremony. Participation in Commencement is based on the completion of degree requirements, not when the student entered the College. The determination of who is eligible to participate in the Commencement Ceremony rests with the College and the Registrar. There is only one Commencement ceremony each year and students are entitled to participate in only one Commencement ceremony per degree earned at SUNY Downstate.

Students who have pursued an irregular program of study (e.g., stopped out, leave of absence, part-time program of study) may be deemed ineligible to participate in a Commencement ceremony until all graduation requirements are fulfilled or until they are within one semester of completion of requirements.

### **GRADUATION HONORS**

#### Bachelor of Science Degree

The following honors are granted at graduation:

- *cum laude*, for a cumulative GPA of 3.50 - 3.74.
- *magna cum laude*, for a cumulative GPA of 3.75 - 3.89.
- *summa cum laude*, for a cumulative GPA of 3.90 - 4.00.

Master of Science DegreeTo graduate with distinction, a student must meet the following criteria:

- 3.80 GPA or above.
- No "C" or lower grades.
- Outstanding thesis or research proposal using course evaluation criteria.
- No record of disciplinary action or lack of professionalism while in the program.

### **HIPAA POLICY**

All students in the College of Nursing are required to provide proof of HIPAA training at the time of matriculation. However, if a program extends for more than three years, the student will be required to submit proof of HIPAA retraining

### **LEAVE OF ABSENCE**

A leave of absence may be granted for up to one academic year.

1. A request for a leave of absence should be submitted in writing to the Associate Dean (graduate) or Associate Dean (undergraduate) of the College of Nursing. This letter must include the student's reason for requesting the leave of absence. The student will then meet with the appropriate Associate Dean and, if the request is deemed appropriate, complete the Leave of Absence form. The student will then meet with the Associate Dean of Student Affairs or designee to review any outstanding encumbrances. Any student with outstanding encumbrances is not entitled to have official transcripts sent and may be denied readmission. The student will receive notification of the decision from the Associate Dean of Student Affairs.

2. Incomplete grades remaining from the semester in which the leave was taken must be removed in accordance with item "5" under "Course Incomplete" Grade Regulations.

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

1. Students who wish to return after one semester "out of status" must file for a retroactive leave of absence.

2. Nursing students who are "out of status" from the program more than one semester will be withdrawn after two semesters, by a Change of Status form being sent from the appropriate Associate Dean to the Registrar.

#### Returning from a Leave

It is the student's responsibility to initiate the process. The student must:

1. Contact the Office of Student Affairs before the deadline stated in the leave of absence notification letter regarding his or her intent to return. The student must be prepared to document that all of the conditions of the leave have been met. If the student does not contact the Office of Student Affairs by the deadline date, he or she will be considered to have withdrawn from the program.

2. If the deadline date and conditions have been met, the student will receive a letter from Student Affairs advising the student to meet with the academic advisor to schedule courses for the upcoming semesters.

3. If the student misses the deadline date and still wishes to attend the program, the student must reapply for admission to the program, following all admission procedures; or will be administratively withdrawn.

4. If the student wishes an extension of his/her leave of absence, a written request must be submitted to the Office of Student Affairs before the deadline date of the expiration of the leave (deadline for return). The decision of whether to grant an extension and any additional required conditions is at the discretion of the program.

### **MAINTENANCE OF MATRICULATION**

In order to graduate at the end of any given semester, a student must be registered for that semester. A student may satisfy this requirement either by (a) being registered for coursework until graduation; or (b) registering for Maintenance of Matriculation to

maintain matriculation. Students must receive permission from their appropriate Associate Dean in the College of Nursing to register for Maintenance of Matriculation.

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

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

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

### **MALPRACTICE INSURANCE**

All students in the College of Nursing are required to carry professional liability insurance. Information about insurance appropriate to the level of student is available from the Office of Academic Programming, College of Nursing. Evidence of current malpractice insurance must be documented in the student's record at the College of Nursing prior to any course involving clinical practice.

### **MATRICULATED STUDENTS**

Students admitted to the College of Nursing are designated as matriculated. "Matriculated" indicates students who have been accepted as candidates for a Bachelor of Science degree or a Master of Science degree, and have met the College of Nursing admissions requirements.

Matriculated students will be assigned a faculty advisor as long as they are actively enrolled in courses in the College of Nursing. Advisors are assigned each semester. Students can refer to posted listings or inquire at the College of Nursing's Academic Programming Office about their advisors. It is recommended that students meet with their advisors at least one time during a semester. All degree requirements must be completed within five years of the date a student is first enrolled.

### **NON-MATRICULATED STUDENTS**

Individuals who wish to enter as non-matriculated students with the intention of ultimately applying to the College of Nursing programs must meet the following criteria:

- a. Completion of an associate degree in nursing (RN-BS program), baccalaureate degree in nursing (MS program) or a baccalaureate degree in any field (Accelerated BS program) from a regionally accredited college or university
- b. Completion of the non-matriculated application
- c. Submission of an official transcript of the degree completed
- d. Copy of current RN registration (RN-BS and MS students)

Individuals who meet the criteria for non-matriculated students are limited to specific courses in each program. Students must achieve a grade point average (GPA) of 3.0 for each graduate course and (GPA) 2.5 for each undergraduate course to be considered for admission as a matriculated student.

#### **1. Courses Available for Non-Matriculated Students**

##### Undergraduate Courses

Nursing Process in Health Promotion

Professional Nursing Development  
Contemporary Issues in Health Care  
Pathophysiology  
Principles of Teaching and Learning  
Statistics

##### Graduate Courses

Advanced Pathophysiology  
Pharmacology

Theoretical Foundations for Advanced Practice Nursing  
Family Theory and Applications

2. Non-matriculated status shall not extend beyond 7 credits maximum, and shall not extend beyond one calendar year. Time spent as a non-matriculated student will not count towards the five year limit for work on a degree in the Nursing program.

3. No registration will be processed by the Registrar for non-matriculated status if that student has previously registered for 7 credits.

4. Non-matriculated status does not guarantee entry into a program. A non-matriculated student must complete the entire admissions procedure and will be considered on the same basis as any other applicant.

5. If you are accepted to a program, grades and credits obtained in the non-matriculated courses will count towards your degree.

6. Non-matriculated students are not allowed to pre-register for courses during the pre-registration period. They are eligible to register the first day of classes, if space is available.

7. Health clearance is required for students to register each semester.

### **REGISTRATION FOR CLINICAL COURSES**

Student pre-registration for clinical courses is mandatory.

Students are not allowed to register in any clinical course unless all of the following documents are current and on-file in the College of Nursing Academic Programming Office: RN License, New York State registration, proof of malpractice coverage\*, BLS and/or ALS certification, health history and physical examination with documentation of appropriate titers and/or vaccinations including PPD.

#### Special Requirements for Graduate Students

Graduate students will not be allowed to register for a clinical course without obtaining permission from the Clinical Coordinator and the Associate Dean for Graduate Programs. Nurse practitioner students must carry nurse practitioner student malpractice coverage and nurse anesthesia students must carry nurse anesthesia student malpractice coverage.

#### Special Requirements for Undergraduate Students

Students will not be allowed to add clinical courses during in-person registration and/or the Add/Drop period. Failure to provide the necessary information by the final day of the respective pre-registration period will result in cancellation of the student's registration for the clinical course(s).

### **STUDENT ACCESS TO RECORDS**

The College of Nursing is in full compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives students access to educational records. Students may arrange to review their records by making an appointment with the

secretary in the College of Nursing's Office of Academic Programming. (See additional information in Appendix.)

## GRADUATE NURSING PROGRAM ACADEMIC POLICIES AND PROCEDURES

### Advanced Placement/Transfer of Credits

Students admitted to the Master's program must complete required credits as specified in the graduate program description. There are, however, several policies that modify this general rule, in order to give recognition to prior learning on a more equitable basis.

#### Transfer of Credits/Records

Students who have completed graduate courses at another institution, prior to matriculation, with a minimum grade of "B" or better, may transfer credits if the courses are judged equivalent to those required at SUNY Downstate's Graduate Nursing Programs. The graduate faculty determines acceptability of transfer courses.

Transfer of approved credits earned prior to matriculation to the College of Nursing will appear on the transcript accompanied by the letter "TR."

A maximum of nine credits may be approved for transfer from other accredited graduate schools, if those credits were taken prior to matriculation. Once matriculated, credits will not be transferred if taken subsequent to matriculation.

To qualify for program of study transfer credit, you must initiate a request for it through the Associate Dean during your first year at SUNY Downstate. Students must provide an official transcript and a copy of the course materials for the courses to be considered for transfer.

### Conditional Students

A conditional student is one who has been accepted to a degree program with an outstanding undergraduate nursing research course, statistics and/or health assessment.

1. Conditional students must successfully complete all outstanding undergraduate courses before the completion of the first 12 graduate credits or by the end of the second semester, whichever comes first.

2. No registration will be processed by the Office of the Registrar for conditional students if that student has previously registered for 12 graduate credits and did not meet all the admission pre-requisites.

3. Conditional students are not allowed to register for NRMS 518 and NRMS 585 without having completed the undergraduate physical assessment and nursing research courses respectively.

### Pre-requisite Courses

If a transcript does not reflect a grade for a prerequisite course, other evidence of the student's grade achievement for the prerequisite will be required for graduate students.

## GRADUATE ACADEMIC PROGRESSION

Students in the graduate program are expected to meet the academic progression requirements of both the College of Nursing and the School of Graduate Studies. Graduate students must:

1. maintain cumulative grade point averages of "B" or better (3.0);
2. achieve no more than six credits of "C" level or below (2.0 or below) work in supporting and/or core courses;
3. achieve a minimum grade of "B" (3.00) in all clinical specialization courses.

Clinical specialization courses for CNS students are:

CNNP 523, NRMS 510, NRCS 524, 534, and 544.

Clinical specialization courses for NP students are:

CNNP 523, NFNP 513 or NWHP 514,

NFNP 523 OR NWHP 524,

NFNP 530, 533, and 534.

NWHP 530, 534, and 535.

Clinical specialization courses for Nurse Anesthesia students are:

NRAN 501, 507, 508, 509, 513, 520, 523, 524, 525.

In addition, Nurse anesthetist students must achieve passing grades in:

NRAN 505, 510, 511, 521, and 519

(the clinical practicum courses).

Students failing to meet these academic requirements will have their academic status reviewed by the Educational Policy Committee of the College of Nursing. Actions that may be taken by the Committee in consultation with the associate dean, include placement on academic probation, modification of the student's program of study, or dismissal from the College.

### Academic Probation

1. A graduate student is placed on academic probation if the cumulative and/or semester GPA falls below 3.0.

2. Students on probation may register for a maximum of 7 credits, including clinical courses. Following placement on academic probation, a cumulative GPA of 3.0 must be achieved within 2 consecutive semesters in order to be removed from academic probation. A student who fails to achieve a cumulative GPA of 3.0 within 2 consecutive semesters will be dismissed from the College of Nursing.

3. Requirements for the degree include completion of the graduate program, with a minimum grade point average of 3.0 on a 4.0 scale, within five years of entry.

## CLINICAL COURSE INCOMPLETE

Graduate students who do not complete the required clinical hours for a course will receive a grade of "IP." Clinical hours must be completed no later than four weeks from the end of the semester in which the course was offered. Failure to complete the clinical hours within the specified time limit will result in the "IP" grade being changed to an "F".

A grade of "IP" does not apply to the semester in which the student is graduating. All clinical hours must be completed by the date of graduation.

## GRADUATE GRADING SYSTEM

The grading system for the Graduate Program of the College of Nursing appears below:

<u>Grade</u>	<u>Quality Points</u>	<u>Numerical Range</u>
A	4.00	95-100
A-	3.67	90-94
B+	3.33	85-89
B*	3.00	80-84
B-	2.67	77-79
C+**	2.33	74-76
C**	2.00	70-73
F	0.00	Below 70

I            None            A portion of the requirements for the course have not been completed for reasons beyond the control of the student (e.g. illness)

IP           None            Clinical course in progress

P            None            Successful completion of course requirements. No letter grade assigned.

W	None	Withdrawal prior to completion of 1/3 of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0.00	Withdrawal at failing level after completing 1/3 but prior to completing 2/3 of the course. A WF is considered an academic deficiency and is averaged into the GPA.
E	None	Credit by Examination
TR	None	Course transferred from another institution without grade and grade is not averaged into HSCB GPA
Z	None	Thesis in Progress

\*A grade of "B" is the minimum requirement for successfully completing a clinical specialization course. Any grade below a "B" becomes an "F."

\*\*A grade of "C+" or "C" is acceptable for Graduate Core and Advanced Core courses. Any grade below a "C" becomes a "F." A grade of "F" will be given for failure to successfully complete the requirements for a major part of the course.

#### Quality Point Definitions

None = is not averaged into student's GPA

0.00 = is averaged into student's GPA

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

Exemption from course (with no credit) will appear on student's transcript as a "note on record" in the "Comments" section of the transcript.

Some courses may be graded pass/fail. A "P" grade allows no points, but an "F" grade is calculated as 0.0 in the grade point average.

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.

#### Grading in Clinical Specialization Courses

Graduate students receive a grade of Pass/Fail for the clinical components of the graduate program. Grading is based on the student's ability to meet course objectives, which is determined through the following:

1. faculty/preceptor observation of student performance in the clinical setting and a faculty student conference.
2. faculty/preceptor discussion of student progress.
3. a written evaluation of student performance by the preceptor(s) using established criteria.
4. a written self-evaluation by the student using established criteria.

A grade of "IP" indicating "Course in Progress" will be used for students attending a clinical course who do not complete the required clinical hours during the semester in which they registered for the clinical course. Clinical hours must be completed no later than four

weeks from the end of the semester in which the course was taken. Failure to complete the clinical hours within the specified time limit will result in the "IP" grade being changed to an "F."

#### **THESIS ADVISEMENT**

To maintain matriculation, students must register for one credit thesis advisement NRMS 550 every semester until successful completion of thesis/research project. Credits for NRMS 550 are not counted in the total number of credits accumulated for graduation.

#### **TIME LIMIT FOR COMPLETION OF THESIS / RESEARCH PROJECTS**

Within the five (5) year limit to complete the Master's degree program, students will be allowed 3 semesters excluding the summer from the end of NRMS 586 to complete their thesis/research project. Inability to successfully complete the thesis research project may result in dismissal from the program.

**ADVANCED CERTIFICATE NURSING PROGRAMS** Students enrolled in Advanced certificate programs offered by the College of Nursing are subject to policies and procedures contained in the Student Handbook. All students are subject to academic standing policies of the Graduate Programs. Faculty teaching in the program assume the responsibility to inform students about College of Nursing Handbook content and regulations relevant to their educational status.

#### **UNDERGRADUATE NURSING PROGRAM**

##### **ADVANCED PLACEMENT**

Students admitted into the baccalaureate program at the College of Nursing must complete 65 credits in the upper division as specified in the undergraduate course of study. Students in the Accelerated BS Program must complete 60 credits. In order to give recognition to prior learning, transfer credits and course exemptions are available to eligible students.

##### Challenge Examinations

RN students may be exempted from selected courses through challenge examinations. Results of these challenge examinations are not subject to appeal.

##### Credit by Examination (RN Students)

Registered nurses in the undergraduate program are exempt from N324, N325, N340, N350, N400, N410, N420 and N430 (27 credits) upon successful completion of the National League for Nursing (NLN) Career Mobility Profile II Examinations in Care of the Adult, Care of the Child and Childbearing Client, and Care of the Client with Mental Disorders. The minimum satisfactory score on these examinations is the 50th percentile. Exams where scores fall below the 50th percentile must be repeated for progression and graduation. In addition to the passing scores in the four NLN Profile II examinations, payment of the challenge examination fee is required in order to be exempted from the 27 credits of equivalent courses offered by the College of Nursing (see NLN payment). The RN Director is to be contacted for applications and testing dates.

NLN Payment Students enrolled in the RN program are required to pay the NLN transfer of credit fees prior to enrollment in N441 and N451. A Bursar's Office receipt must be obtained by the student. The student must bring a copy of the receipt to the College of Nursing's Academic Programming Office.  
Process/Policy for Exemption from Research Course in the Undergraduate Program

1. A request for exemption from N465: The Research Process, should be initiated in writing by the student during his/her first semester in the program. The request supported by the transcript and course description should be submitted to the Associate Dean, Undergraduate Programs, College of Nursing.

2. To get the credit for any research methods course without a critique application (nursing and non-nursing), the student must satisfactorily complete a critique of a nursing research article according to criteria from the faculty teaching the research course. If students fail the critique they must take the course.

3. The process for exemption from N465: The Research Process by transfer credits must be completed no later than the semester prior to the semester that the students take the course.

Transfer Credits

RN-BS

1. Undergraduate transfer credits may be awarded for statistics and pathophysiology when these courses are comparable to those offered by the College and when they are taken in addition to the 60 credits required for admission. At the discretion of the Admissions Committee, transfer credits may also be awarded for up to 4 credits of electives when these credits are in addition to the 60 credits for RN to BS required for admission. Elective credits at the upper division level will not be granted for prior clinical nursing, technical courses such as First Aid or CPR, or for Continuing Education Units (CEU's).

2. Courses in the areas of Research, Introduction to Physical Assessment, and Principles of Teaching and Learning, when taken in addition to the 60 credits for RN to BS and 65 credits for Accelerated BS required for admission, can be evaluated for equivalence by expert faculty in the respective undergraduate course at the College of Nursing. Students must provide course descriptions and syllabi for evaluation of courses. If deemed equivalent, transfer credit may be granted.

3. Any 3 credit research methods course with critique application from an accredited college will be given 3 transfer credits (see Process/Policy for Exemption for Research Course).

4. Grades on all prior coursework applied toward the 65 credit upper division, undergraduate degree requirement must be "C" or above.

5. Transfer of approved credits earned prior to matriculation at the College of Nursing will appear on the transcript accompanied by the letter "TR." The process to be followed in the transfer of credit is:

- a) advisor approval, and
- b) approval of the Associate Dean, Undergraduate Programs of the College of Nursing who will follow up on the Registrar's transfer of credit.

Accelerated BS

1. Undergraduate transfer credits may be awarded for pathophysiology when these courses are comparable to those offered by the College and when they are taken in addition to the 65 credits required for admission.

2. Courses in the areas of Research, Introduction to Physical Assessment, and Principles of Teaching and Learning, when taken in addition to 65 credits required for admission, can be evaluated for equivalence by expert faculty in the respective undergraduate course at the College of Nursing. Students must provide course descriptions and syllabi for evaluation of courses. If deemed equivalent, transfer credit may be granted.

3. Any 3 credit research methods course with critique application from an accredited college will be given 3 transfer credits (see Process/Policy for Exemption for Research Course).

4. Grades on all prior coursework applied toward the 60 credit upper division, undergraduate degree requirement must be "C" or above.

5. Transfer of approved credits earned prior to matriculation at the College of Nursing will appear on the transcript accompanied by the letter "TR." The process to be followed in the transfer of credit is:

- a) advisor approval, and
- b) approval of the Associate Dean, Undergraduate Programs of the College of Nursing who will follow up on the Registrar's transfer of credit.

Courses taken outside the College of Nursing after matriculation will not be transferred for credits toward the degree.

**UNDERGRADUATE ACADEMIC STANDING AND GRADING SYSTEM**

Academic standing in completed undergraduate courses is indicated by letter grade. Undergraduate students are required to achieve a minimum grade of "C+" (75%) for each course taken at the College of Nursing. Students must maintain a cumulative and/or semester grade point average of 2.5 in order to remain in satisfactory academic standing. A cumulative grade point average of 2.5 must be achieved for progression in the program.

When a student's cumulative and/or semester grade point average is below 2.5, a change in academic standing from satisfactory to probationary or dismissal is determined by the Educational Policy Committee.

- 1. The grades and their quality point value will be published in the Student Handbook.
- 2. The P, W, WP, I, E, and TR grades will have no point value.
- 3. 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.

The scale of grades, numerical ranges and quality points for each grade for the Undergraduate Program of the College of Nursing appears below:

<u>Grade</u>	<u>Quality Points</u>	<u>Numerical Range</u>
A	4.00	95-100
A-	3.67	90-94
B+	3.33	87-89
B	3.00	84-86
B-	2.67	80-83
C+	2.33	75-79
F	0.00	Failure to successfully complete the requirements for a major part of the course. If a course in which a student received an "F" is repeated, only the second grade is averaged into the GPA.
I	None	Incomplete : A portion of the requirements for the course for have not been completed for reasons beyond the control of the student (e.g. illness).
P	None	Pass: Successful completion of course requirements. No letter grade assigned.
W	None	Withdrawal prior to completing 1/3 of the course.
WP	None	Withdrawal at passing level after completing 1/3 but prior to completing 2/3 of the course.
WF	0.00	Withdrawal at failing level after

completing 1/3 but prior to completing 2/3 of the course. A WF is an academic deficiency.

\*\*\*\*\*

E	None	Credit by Examination
TR	None	Course transferred from another institution without grade and grade is not averaged into HSCB GPA

#### Quality Point Definitions

None = is not averaged into student's GPA

0.00 = is averaged into student's GPA

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

Some courses may be graded pass/fail. A "P" grade allows no points, but an "F" grade is calculated as 0.0 in the grade point average.

If a course in which the student has earned an "F" is successfully repeated, the "F" will appear on the transcript, but will not be counted in the GPA.

#### **ACADEMIC PROBATION**

An undergraduate student whose cumulative and/or semester GPA is below 2.50 will be placed on academic probation. A student on probation may register for a maximum of six credits.

Following placement on academic probation, a cumulative GPA of 2.5 must be achieved within 2 consecutive semesters in order to be removed from academic probation. A student who fails to achieve a cumulative GPA of 2.5 within 2 consecutive semesters will be dismissed from the College of Nursing.

#### **DEAN'S LIST (Undergraduate Only)**

Matriculated full-time students who achieve a high standard of scholarship in a semester are named to the Dean's List, published at the end of each semester. Honors are awarded based on:

- achieving a minimum GPA of 3.5 for that semester; and
- recommendation by the Associate Dean of the Undergraduate Program.

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

#### **GRADING OF COURSES WITH A CLINICAL COMPONENT**

Each clinical nursing course has two components, classroom and a clinical experience. Each component must be completed successfully to pass the course. A student must receive a minimum average of 75% in order to pass the course.

Evaluation criteria are presented at the beginning of each learning experience for classroom and clinical performance. Students are informed of their progress and advised of specific measures needed to improve performance during the course and the clinical experience.

Students are expected to participate in self-evaluation. Evaluation criteria used for self-evaluation and faculty evaluation are the same relative to course and clinical experience.

A grade of Pass/Fail will be given for the clinical component of a course. When a student receives a failing grade, the faculty member will document the failure in writing according to the pre-determined evaluation criteria. Students who fail a clinical laboratory component fail the course and are subject to dismissal from the College of Nursing.

### **ADDITIONAL INFORMATION**

#### **DISCIPLINARY PROCEDURES**

Applies to all College of Nursing students. Refer to Appendix III.

#### **EMERGENCIES (Weather and Other Events)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events, may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, "Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press "2" to hear the status of classes in your individual program. All others, Press "1" to continue to the main menu."

When you press "2," you will hear

For MS1 press 1

For MS2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the School of Public Health, press 6

#### College of Nursing

A message on the College of Nursing's main number regarding cancellation or delayed starting time.

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

Nursing students who are in clinical should follow the emergency procedure of the particular agency then notify the appropriate Program Director.

# **SCHOOL OF PUBLIC HEALTH**

In addition to consulting the SUNY Downstate Medical Center Student Handbook, all School of Public Health (SPH) students, both single and concurrent degree, should consult the School of Public Health Student Handbook for more detailed information regarding the respective programs.

## ACADEMIC POLICIES

### DEFERRAL OF ADMISSION

Accepted applicants to the School of Public Health (SPH) who request a deferral of admission and who are granted a deferral, are deferred for only one year. Deferrals of admission will not be extended beyond the one year limit except under extraordinary circumstances.

### TRANSFER CREDIT (Degree Residency Requirements)

MPH Program: A maximum number of twelve (12) credits from another CHEA regionally accredited college and/or university can be transferred into the MPH program. Transfer of credits for courses used towards the completion of a granted degree will not be considered. Courses taken at other CHEA accredited institutions must be approved by the departmental chair. **Courses used for previous degrees cannot be transferred.**

Doctoral Program: A maximum number fifteen (15) credits from another CHEA regionally accredited college and/or university can be transferred into the doctoral program. Courses used towards the completion of a granted degree will not be considered. However, some DrPH coursework may be waived if relevant doctoral level courses have been taken at another institution. **A waiver or transfer of credits for course(s) taken at another accredited institution(s) must be approved by the departmental chair.**

For transfer of credits or a waiver, the accepted student must provide: 1) a course description and 2) verification of at least a B grade (3.0 on a 4.0 system) in that particular course(s).

### ACADEMIC ADVISING, SUPERVISION, AND EVALUATION OF STUDENT PROGRESS

Each student is assigned a faculty advisor upon admission to the School. Advisor assignments are based on faculty availability within the School. Faculty advisors assist students in selecting a program of study and monitoring progress toward the successful completion of the degree. Advisors are available throughout the academic year to assist students with problems or issues and for discussions regarding academic progress and career opportunities. Advisors may be changed by request to and with the approval of the departmental chair.

Advisors are required to remain current with each student's academic progress. Instructors are required to inform the advisor at appropriate intervals concerning students who are having academic difficulties. The advisor will, in turn, share said status with the departmental chair. Together, the advisor, and, as needed, the departmental chair, will work with the student to find necessary assistance.

Students are encouraged to maintain regular contact with advisors. Each student has the responsibility to meet with his/her faculty advisor at least once each semester prior to registration in order to review completed course work and course requirements and assure that the course plan is appropriate.

Confidential files will be maintained on each student charting the student's academic progress according to the Family Educational Rights and Privacy Act (FERPA).

For MPH students, a special emphasis is placed upon advising students engaged in the Culminating Experience. Each student and faculty advisor must review the protocol for the Culminating Experience and assure that the proper documents are completed.

For DrPH students, a special emphasis is placed upon advising students engaged in the doctoral dissertation process. Each student and his/her dissertation advisor (committee chair) and Committee, must work closely throughout to assure that the student and accompanying requirements and documents are completed properly. Note that the student engaged in dissertation work must register for thesis advisement each semester until the dissertation is completed and approved.

### ACADEMIC COUNSELING

The Academic Counseling Offices of the respective Colleges of Medicine, Nursing, Health Professions, and the School of Public Health are available to students for academic support. They provide individualized instruction, workshops, and resource materials on time management, study organization, test-taking techniques, and stress management. Group tutorials will be available for selected courses as needed. Referrals for one-to-one tutoring are available. An educational counselor is available to meet with individual students who are experiencing academic difficulties. The SPH will provide additional resources as needed.

### ACADEMIC INTEGRITY

Students are expected to maintain the highest standards of honesty in their academic pursuits. Academic dishonesty is considered a threat to the integrity and reputation of SUNY Downstate Medical Center and all the faculty and students associated with it. Since academic integrity and behavior of students suggest their future professional behavior and integrity in fulfilling their public health responsibilities, the faculty and students of SUNY Downstate Medical Center are committed to upholding and enforcing the highest standards of academic integrity. Students found guilty of any form of academic dishonesty are subject to disciplinary action. Academic dishonesty includes cheating, forgery, plagiarism, and any other infringements that may imply deviance from the highest standards of honesty in all aspects of academic endeavor.

### Forms of Academic Dishonesty

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

- a. The use of the same work for academic credit in more than one course without the knowledge or consent of the instructor(s).
- b. The fabrication of any information used to satisfy any academic requirement.
- c. Behavior that constitutes academic dishonesty during an examination include, but is not limited to:
  - 1) Copying the work of others.
  - 2) Deliberately exposing examination materials to review by other students.
  - 3) Using notebooks, textbooks, information, or materials not specifically authorized by the instructor.
  - 4) Speaking or communicating with other students at any time during the examination.
  - 5) Using a cell phone, beeper or other electronic device during an examination.
  - 6) Leaving the examination for any length of time during the examination, without the authorization of the instructor/proctor. (Leaving the examination room after the exam has started will only be authorized for genuine issues or emergencies. Student may be escorted when leaving and returning to exam room.)

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

**Plagiarism:** This is the representation, intentional or unintentional, of someone else's words or ideas as one's own. This includes using the work of another student, past or present, as well as the work of published authors. Since under New York State law, words in print are the property of the author or publisher, the intent to deprive that person of property is a form of larceny punishable by fine. When using another person's words in a paper, students must place them within quotation marks or clearly set them off in the text and give them appropriate attribution by footnoting or references. When students use only the ideas and change the words, they must clearly identify the source of the ideas. Plagiarism, whether intentional or unintentional, is therefore a violation of the property of the author plagiarized and of the implied assurance by the students when they hand in work that the work is their own. This includes those individuals who facilitate acts of academic dishonesty by providing papers or other information by another student as their own work. If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the matter by conferring with the instructor.

The model for citations and references used in course work is the Manual of Style of the American Medical Association (AMA), Ninth Edition. You can review it on the AMA website (<http://healthlinks.washington.edu/hsl/styleguides/ama.html>). The ISBN number is: 978-0-683-40206-3

Please note that the SPH Committee on Student Evaluation, Promotion, and Honors is responsible for:

1. Evaluating the academic performance of all students
2. Recommending students for promotion
3. Evaluating students in academic difficulty
4. Consequences to be applied for infractions of academic integrity
5. Recommending plans for remediation of those students with deficiencies or those who have failed to register for the semester without an approved leave of absence
6. Recommending students for graduation (see below for graduation requirements)
7. Recommending the conferring of honors on those students whose work is outstanding
8. Recommending students for marching in the annual May Commencement ceremony [Those students who have not yet completed all requirements, but are reasonably expected to finish by the following August, must apply to the Committee to march.]

More details are presented below under The SPH Committee on Student Evaluation, Promotion, and Honors.

#### Turn It In Software

Turn It In is a software package that provides an "anti-plagiarism/anti-cheating" service for checking documents, and a grading system for enhancing feedback to students on written assignments. Faculty members at SUNY Downstate may opt to utilize this software. Violations of academic integrity policies by students are subject to academic integrity procedures and sanctions, and/or disciplinary procedures and sanctions.

## **PROFESSIONAL CONDUCT**

All students are expected to exhibit a professional demeanor and behave in an appropriate manner while in class, in field experiences, and when interacting with SPH faculty, staff, and other students, and as individuals and groups within the respective communities. Students are expected to show respect for faculty, staff and fellow students during class and all program related interactions.

Unprofessional/inappropriate behavior includes, but is not limited to, the following:

1. Late arrival to class.
2. Late submission of papers or dated assignments.
3. Disruptive behavior in class, which includes the following:
  - a) Reading non-course related material in class.
  - b) Using cell phones/beepers/other electronic devices during class.
  - c) Having non-course related discussions with other students during class.

Please see the [SUNY Downstate Medical Center Student Handbook \(Appendix III\)](#) for The Rules of Student Conduct.

## **ABSENCES FROM EXAMS**

Students are expected to appear for examinations at the appointed time, or the course instructor may award the student a grade equivalent of "F" or "zero" for the exam. Students must contact the course instructor or the SPH Program Office no later than the day of the exam to explain the reason for his/her absence from the scheduled exam. Failure to notify the course instructor in a timely fashion regarding an absence from an exam may result in an "F" or "zero" for the exam. A student may be excused by the course instructor due to illness or other emergency. Personal physician notes (**may not be from a relative**) or a note from SUNY Downstate's Student Health Service, must be presented to the course coordinator to document excused absences for illness. (Some courses coordinators may only accept notes from the Student Health Service. Students are advised to consult the course instructor for the policy in that course.) If the student provides appropriate documentation, a make-up exam **may** be authorized by the course instructor. **The date and time of the make-up is at the discretion of the course instructor and/or the departmental chair.**

## **WRITING PLACEMENT EXAM**

All students accepted into the MPH program are required to pass a Scientific Writing examination. The purpose of the examination is to determine student proficiency in writing and expressive abilities. Students who pass the examination are exempted from taking a required two credit course in Scientific Writing and Presentation.

## **MATH PLACEMENT EXAM**

All students accepted into the MPH program are required to pass a Math Placement examination. The purpose of the examination is to determine student proficiency in mathematics and statistics. Students who pass the examination are exempted from taking a required one credit course in mastering math

## **AUDITING**

No course auditing will be permitted. Only SPH matriculated students, or those for whom a specific educational program (for example; medical residents/fellows) has been agreed upon by the departmental chair and/or Vice Dean, will be admitted to classes.

## **COURSE WITHDRAWALS FROM REQUIRED COURSES**

### From Required Courses

A student may withdraw from a required course upon his/her written request. The request requires approval by both the course director and the SPH Departmental Chair.

A “W” will be recorded on the student’s official transcript if the withdrawal is prior to the completion of 25% of the course.

A “Withdraw Pass” (WP) or “Withdraw Fail” (WF) will be recorded, according to academic status, if a student withdraws at a passing grade level from a course after 25% of the course is completed but prior to 75% of the completion of the course.

A “Fail” (F) will be recorded on the student’s official transcript if a student voluntarily withdraws after the completion of 75% of the course.

To withdraw from a course, the student must:

1. Obtain an Add/Drop form from the SPH Program Administration Office,
2. Discuss the intent to withdraw with the assigned faculty advisor,
3. Obtain a withdrawal grade with the signature of the course instructor and the departmental chair, and,
4. Return one copy to the SPH Program Administration Office and submit the form to the Registrar’s Office.

Students must speak to the course director and advisor(s) before withdrawing from a course.

Please note that withdrawal within the first week of classes entails no penalties – no “W” on the student’s record; no withdrawal fee. Withdrawal within the second week of classes entails no “W” on the student’s record, but does incur a 30 percent of the tuition charge. Please see the academic calendar for specific dates.

## **EVALUATION OF STUDENT PERFORMANCE**

The faculty is charged with being objective and fair in the evaluation of student performance. Evaluation of student performance is conducted through multiple measures such as examinations (written and oral), class participation, and by observations in discussion groups.

Attendance in the SPH is a privilege and not a right. The SPH reserves the right to dismiss a student at any time for deficient academic performance or unprofessional behavior as determined by the SPH Committee on Student Evaluation, Promotion, and Honors or the disciplinary procedures of the College.

Course instructors are obligated to inform students of the course requirements and evaluation procedures at the beginning of each course. This information must be provided to students in writing. Each course instructor provides students with advice about their academic standing in the course, to detect academic difficulties prior to the final grade.

Course instructors are responsible for the submission of student grades in a timely fashion to Office of the Dean, who will then submit them to the Office of the Registrar. Any change in a student grade must be submitted in writing to the Office of the Registrar by the course instructor or SPH departmental chair. Student questions regarding a grade in a course must first be directed to the course instructor. If questions still remain, the student must meet with the departmental chair. The departmental chair’s decision is final. If a student believes that his/her final course evaluation has been affected by discriminatory behavior as defined by law, the student is urged to meet with the Vice Dean and/or the Chief of Diversity in addition to the individuals listed above.

The Office of the Registrar will mail final grades to student addresses on record at the end of each academic year. Students who do not receive notification should contact the Office of the Registrar. **Students are responsible for keeping their current mailing address and telephone number on file with the Office of the Registrar and the SPH Office.**

Institutional policy prohibits the posting of student grades by social security number or other personally identifiable mechanisms. Some instructors post final grades on the PRIME system. To ensure confidentiality, students may access their final grades electronically through Prime using their personal ID names and passwords. At the discretion of the departmental chair, students may receive verbal notification of their grades from SPH Program staff *after* final grades are submitted to the Registrar each semester.

## **ACADEMIC PROBATION**

A student whose cumulative GPA is below 3.0, based on a minimum of four (4) courses (12 credits), may be placed on academic probation. A student on probation may register for a maximum of six (6) credits per semester.

After completing twelve (12) credits on academic probation, a cumulative GPA of 3.0 must be achieved in order to be removed from academic probation. A student who fails to achieve a cumulative GPA of 3.0 or higher at the end of taking these additional twelve (12 credits) or whose performance on a lesser number of credits makes it mathematically impossible for him/her to achieve the required GPA of 3.0, shall be referred to the Committee on Student Evaluation, Promotion, and Honors by the departmental chair, which will recommend one of the following options:

1. that the student be dismissed because of poor academic performance;
2. that the student be allowed to continue the next semester on a modified study program and be required to successfully repeat any failed course(s);
3. that the student take a leave of absence (for not more than one year) from the School of Public Health until readmitted to either repeat the course(s) or raise his/her GPA to 3.0;

The Committee may request that members of the faculty who are involved in the case be present to answer questions. They may also request additional information. A formal vote is taken and a recommendation is submitted in writing to the Dean. After considering the recommendations of the Committee, the Dean will make a determination. The Vice Dean will notify the student in writing of the action and of his/her right to appeal (See “Appeal and Notification”).

Concurrent degree students who are placed on academic probation will have the other degree program notified of the change in status.

## **DEFICIENT GRADES**

A “Fail” (F) grade and a “Withdraw Fail” (WF) are both considered a deficient grade and can be remediated only by repeating the entire course. However, the “F” grade and the “WF” remain on the official transcript along with the grade achieved by removing the deficiency. A student has only one opportunity to remove a deficient grade in a course. If the student fails this make-up, the student will be given a “Fail” grade.

Deficient grades in two or more courses in a semester may subject the student to dismissal. However, since each student's academic performance is reviewed on an individual basis, students are advised to meet with his/her student advisor and/or the departmental chair during the academic semester if they have questions about their particular situation.

## **SPH COMMITTEE ON STUDENT EVALUATION, PROMOTION, AND HONORS (SEPH)**

### Responsibilities

The SPH Committee on Student Evaluation, Promotion, and Honors is responsible for:

1. Evaluating the academic performance of all students
2. Recommending students for promotion
3. Evaluating students in academic difficulty
4. Consequences to be applied for infractions of academic integrity
5. Recommending plans for remediation of those students with deficiencies or those who have failed to register for the semester without an approved leave of absence
6. Recommending students for graduation (see below for graduation requirements)
7. Recommending the conferring of honors on those students whose work is outstanding
8. Recommending students for marching in the annual May Commencement ceremony [Those students who have not yet completed all requirements, but are reasonably expected to finish by the following August, must apply to the Committee to march.]

### Members

1. Voting Members: The Committee will consist of a minimum of five voting faculty members inclusive of the Chair. All new voting faculty members will be appointed by the Dean.

Eligibility requirements for faculty appointment to the Committee include:

- a. The faculty member must be a member of the voting faculty.
- b. The faculty member may not be an officer of the administration.

2. Non-voting members:

- a. The SPH Vice Dean and the SPH Director of Student Affairs.
- b. One representative from the office of Student Affairs.

The following may attend as ex-officio members: SUNY Downstate Medical Center Dean or Associate Dean of Student Affairs.

Meetings of the SPH Committee on Student Evaluation, Promotion, and Honors are confidential and closed to all but the members of the Committee and *ex-officio* members and invited guests.

The Committee will meet a minimum of three times per year; ad hoc meetings will take place as needed. All matters discussed in the Committee are decided by vote in a meeting consisting of at least three voting members.

The Committee may make the following recommendations:

1. Graduation.
2. Graduation with Honors.
3. Promotion, unqualified.
4. Promotion with qualification:
  - a. Recommendation for probationary status (Academic Probation) because of poor academic record or unprofessional behavior.

- b. Requirement for remedial work, such as a make-up examination or course paper, or repeat of a course/courses
5. Dismissal for academic failure or unprofessional behavior.

All recommendations of the Committee for Academic Probation, to repeat all or part of a course or courses, dismissal for academic failure, or unprofessional behavior shall require a majority vote. Such recommendations will be submitted to the Dean of the SPH. Students will not be allowed more than six (6) years to complete the MPH curriculum, or seven (7) years to complete the DrPH curriculum, except under special circumstances as determined and approved by the Committee and recommended to the Dean. The time limits pertain only to the MPH or DrPH portion of the concurrent degree program.

The SPH Committee on Student Evaluation, Promotion, and Honors is responsible for recommending to the Dean the dismissal of a student that may occur for any of the following reasons:

1. Unprofessional behavior
2. Inadequate performance while on probation (i.e. receives a deficient grade or violates the conditions of probation).
3. Failure to make satisfactory progress towards graduation.

In the event that the Committee is considering recommending a student for dismissal, prior to the Committee making a final recommendation, the student will be notified in writing and will be given an opportunity to meet with the committee to discuss and clarify any issues regarding his or her academic performance (See Appeals Process described below). The student will have a minimum of 48 hours to prepare his/her statement. If the student opts not to appeal, the recommendation for dismissal will be forwarded to the SPH Dean. A majority vote is required for dismissal.

### **Appeal and Notification**

Students who have been recommended for Academic Probation, repeating a course or dismissal for academic failure, or unprofessional behavior by the SPH Committee on Student Evaluation, Promotion, and Honors shall be notified by the SPH Vice Dean (or designee) and granted the right to appeal the recommendation to the Dean. The appeals process is as follows:

1. Written notification will be given to the student of a decision of the SPH Committee on Student Evaluation, Promotion, and Honors of unsatisfactory academic progress within seven business days of the decision. The Vice Dean (or designee) is required to employ only his/her best effort to notify the student of his/her status. (Initial notification will be made to the student's current local address as on file with the Registrar's Office, or the MPH program unless otherwise requested by the student.)

### **Students are responsible for keeping their mailing address and telephone number on file with the office of the Registrar and the SPH Program Office.**

Students in academic difficulty are advised to contact the Vice Dean immediately following the SPH Committee of Student Evaluation, Promotion, and Honors meeting to ascertain their academic status.

2. A student who wishes to appeal a decision of the SPH Committee on Student Evaluation, Promotion, and Honors must submit a written notice to the Vice Dean for an appeal within 2 business days of notification of the SPH Committee on Student Evaluation, Promotion, and Honors decision. The student will have no less than 2 business days to prepare for the appeal. Appeals are intended to be expedited in the shortest reasonable

time in order to provide the student with the opportunity to register for the next ensuing term or for summer sessions.

3. The Dean, after due consideration, may accept or reject the SPH Committee on Student Evaluation, Promotion and Honors decision, issue a final and binding determination, or request the SPH Committee on Student Evaluation, Promotion and Honors to undertake another review.

4. The student will be notified of the final decision of the Dean within ten business days. The Dean is required to employ only his/her best effort to notify the student of his/her status. (Notification will be made to the student's local address unless otherwise requested by the student.)

### GRADING SYSTEM

Instructors assign a letter grade reflecting the performance of each student in a course. Grade points are assigned to each letter grade based on a 4.0 system and the number of credits for each course. Cumulative grade point averages are calculated each semester

Course Average	Letter Grade	Grade Points/ Credit	
96-100	A	4.00	
90-95	A-	3.67	
85-89	B+	3.33	
80-84	B	3.00	
75-79	B-	2.67	
70-74	C+	2.33	
60-69	C	2.00	
	F	0	
	I	None	
	P	None	Successful completion of course requirements. No letter grade assigned
	W	None	
	WF	0	
	WP	None	
	Y		Year long course
	Z	None	Thesis in Progress

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

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

When the course requirements have been completed in a timely fashion (usually within two weeks), the course director reports the change of grade to the Registrar. If the course requirements have not been completed by the specified time, the "I" grade is changed to an "F". Course directors must submit any extensions to deadline dates for Incompletes, to the Office of the Registrar, in writing. The maximum length of time for satisfying course requirements is the last day of classes in the subsequent semester, unless there are special circumstances approved by the SPH Committee on Student Evaluation, Promotion, and Honors.

To be eligible for graduation, a student must remove any "Incomplete" grade. An "Incomplete" grade is not considered a deficient grade. However, for awarding graduation honors, the

outstanding work must be completed before such honors will be granted.

**Credit:** the transcript notation when a student has advanced standing (e.g. transfer credit) for a course previously completed.

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

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

**Withdraw/Failing:** when a student withdraws at a failing grade level from a course after 25% of the course is completed, but prior to 75% of the completion of the course; or failure to complete an elective course and not officially withdrawing from the elective. A "WF" grade is an academic deficiency and subject to review in the Student Evaluation process.

### GRADUATION REQUIREMENTS

Students must meet all SPH graduation requirements:

1. Register for, and satisfactorily complete all required course work in the curriculum.
2. Register for, satisfactorily complete the Culminating Experience.
3. Satisfactory remediation of any academic deficiencies.
4. Be in good standing (i.e. not on academic or clinical or disciplinary probation at the time of graduation).
5. A grade point average of B or 3.0 on a 4.0-point system is required for successful completion of the degree requirement.
6. Have no disciplinary charges in progress or pending.
7. Satisfy all financial obligations due the SUNY Downstate Medical Center.
8. Complete a mandatory financial aid exit interview if the student has received financial aid while at the SUNY Downstate Medical Center.

**Please note:** Students are permitted to march in Commencement Ceremony and have their names listed in the program only once. Any student who meets the above criteria and marches in the Commencement Ceremony and subsequently does not complete the final requirements for graduation WILL NOT be permitted to march again or have his/her name in the program the following year

### GRADUATION HONORS

To graduate with honors, a student must meet the following criteria

- a. 3.60 GPA or above
- b. Outstanding (with honors) Culminating Experience
- c. No "C" or lower grades
- d. No record of lack of professionalism or disciplinary issues while in the program

Students graduating in August or December of the previous year, or May of the current year and participating in the May Commencement Ceremony **of the current academic year** are eligible for the General Excellence Award for that academic year.

#### August Graduates

SPH Students who complete all degree requirements in August, may march in the Commencement in May of the following year.

#### December Graduates

Students who complete all degree requirements in December may march in the Commencement in May of the following year.

### **Awards for August and December Graduates**

Students who graduate in August and December and March in the May Commencement Ceremony of the following year, are eligible for consideration for the MPH and DrPH Graduation Awards the following May

### **LEAVES OF ABSENCE**

All leaves of absence are granted by the departmental chair. A request for a leave of absence may be approved or disapproved by the departmental chair. Permission for the leave must be obtained in accordance with these procedures and prior approval to return must also be granted.

#### Requesting a Leave

To request a Leave of Absence from the SPH, a student must:

1. Obtain a Leave of Absence form from the Office of Student Affairs.
2. Request a leave in writing as specified on the Leave of Absence form. The request must include:
  - a) the length of time desired for the leave (up to one year)
  - b) reasons for the request; and;
  - c) a description of the activities that will make the leave meaningful and useful (outline a plan).
3. This written request must be brought/sent to the SPH Program Office, and the student must meet with the departmental chair.
4. The student must continue in coursework (barring an emergency situation as defined by the departmental chair), until the leave of absence is approved. The departmental chair (or designee) may request that the student meets with the Vice Dean prior to granting approval for the leave. If the leave will extend the student's academic time past the four (4) year deadline, that extension will require approval by the SPH Committee on Student Evaluation, Promotion, and Honors
5. Clearances from the Bursar, Financial Aid and Housing, if appropriate, must be obtained.

Although the departmental chair may grant a leave, the SPH Committee on Student Evaluation, Promotion, and Honors will review the student's academic status up until the time the leave was approved, and may recommend action. All grades earned by the student prior to the approval of the leave remain on the student's transcript (permanent record).

Leaves of absence may be granted for the following reasons:

1. For Reasons of a Special Academic Program
2. Occasionally, leaves are granted for the purpose of special study. Written requests should be made to the departmental chair with documentation.
3. For Reasons of Health or Other Personal Emergency

If a health, family, social, or emotional situation necessitates time away from the program, a leave of absence may be recommended by the student's advisor or requested by the student. Depending on the nature of the student's request for leave, consultants from the Student Health Service and/or psychiatric consultants may be asked to provide information (with the student's consent) to the committee.

Leaves of absence are granted for a maximum of one year. An extension may occasionally be granted by the Dean, upon recommendation by the SPH Committee on Student Evaluation, Promotion, and Honors for unusual circumstances if the student requests an extension in writing at least two months prior to the expected reentry date.

### **Returning from a Leave**

A student may only return if the departmental chair determines that the student has met the goals and conditions for the leave. A

request to reenter must be received by the departmental chair by the date specified in the letter from the SPH Committee on Student Evaluation, Promotion, and Honors. Such requests will be evaluated in terms of the student's success in resolving the problems that necessitated the leave and the student's ability to resume the responsibilities of continuing in their program. Every student returning from a leave of absence must be cleared by the Student Health Service and receive written approval to resume classes.

A student granted permission to return from a leave must meet with the departmental chair and/or the student's advisor to schedule courses for the academic year.

If, at the end of the approved absence, the student has not applied for reentry or is not permitted reentry, reentry, the student is withdrawn from the college. There is no appeal from this determination.

### **STUDENT RECORDS**

The SPH is in full compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives students access to educational records. Students may arrange to review their program records by making an appointment with the SPH Program Coordinator in the SPH Program Office.

### **EMAIL**

In order to receive official information distributed by faculty and administration, students are responsible for checking their email frequently – at least on a weekly basis.

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### **DISCIPLINARY PROCEDURES**

This applies to all GHHP students. See Appendix III

### **EMERGENCIES (Weather and Other Events)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, an announcement would be made on local radio or television stations, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events, may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, "Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press "2" to hear the status of classes in your individual program. All others, Press "1" to continue to the main menu."

When you press "2," you will hear

For MS1 press 1

For MS2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the School of Public Health (Master of Public Health), press 6

OR, you may call the School of Public Health Office of Student Affairs at (718) 270-1065 for any information regarding cancellation or delayed starting time.

# APPENDICES

# APPENDIX I

## FEES POLICIES

### Summary of Fees

ITEM	PAYABLE To	CHARGE
Drop-Add Fee*	SUNY Downstate	\$20.00
Late Registration Fee*	SUNY Downstate	\$40.00
Duplicate Diploma	SUNY Downstate	\$30.00
Mailing Fee Only	SUNY Downstate	\$ 9.00
Licensure	SUNY Downstate	\$15.00
Transcripts	SUNY Downstate	\$ 5.00
Mailbox key replacement	SUNY Downstate	\$20.00*
Carrel Key replacement	SUNY Downstate	\$20.00*
Late Payment Fee*	SUNY Downstate	up to \$50.00 per billing
Student Health Fee Full-Time Students/semester	SUNY Downstate	\$55.50
Student Health Fee Part-Time Students/credit	SUNY Downstate	\$ 4.63
Technology Fee Full-time Students/semester	SUNY Downstate	\$125/sem Fall 08 \$140/sem Spr 09
Technology Fee Part-Time students/credit	SUNY Downstate	pro-rated based on credits Fall- \$10.42/cr Spring-\$11.67/cr

\* effective 7/1/2006

## TUITION AND FEES

### New York State Residency Guidelines for Tuition Determination

An individual's domicile is that place where one maintains a permanent home and to which one intends to return. A residence hall is generally not considered a permanent home, and additional documentation is required for exceptions.

The deadline for change of residency by matriculated students with appropriate documentation are one month prior to the registration date for your college for the next semester (you must file a change for residency status six weeks prior to the registration deadline that you wish to have the change in effect). The Application for continuing/returning students is available in the Office of the Registrar.

Residency application for in-state versus out of state tuition rates for entering students are made by filing an application through the Office of Student Admissions.

A U.S. citizen or permanent resident of the U.S.A. whose domicile has been in New York State for a one-year period prior to registration pays in-state tuition rates. Persons who do not meet this one-year requirement are out-of-state residents and pay out of state tuition rates. In-state rates will be applied to members of the U.S. Armed Forces, while on full-time active duty in New York State. This classification is provided to the eligible individual only and not to the spouse or dependents of such person. Individuals who are not U.S.

citizens or permanent residents of the U.S.A. must provide proof of immigration status before a residency determination can be made. Students on a temporary immigration status, aliens not lawfully present in the U.S.A. and students awaiting approval of an application for a change of immigration status are generally not eligible for New York State residency for tuition purposes. Each case will be considered individually, following State University of New York's "Administrative Policies on the Establishment of Residence for Tuition Purposes."

A. The term resident is defined as an individual whose domicile is in New York State. The following principles would assist the residency determination under this policy.

1. An individual's domicile is that place where one maintains a permanent home and to which one intends to return. (In general, a residence hall is not considered a permanent home address.)

2. One retains a given domicile until it is abandoned and another established.

3. One does not acquire a new domicile simply by a presence in New York State for attendance at an institution of higher education. The act of living within the State's boundaries is, in itself, an insufficient demonstration of residency. The student must demonstrate establishment of a domicile (permanent place of abode) in New York State. Living in New York State solely for the purpose of attending a college or other postsecondary institution does not, in itself, demonstrate that legal residence has been established.

4. The domicile of an unemancipated student is that of the parents or guardians. Evidence of emancipation must include the establishment of financial independence. Factors relevant to the determination of financial independence include, but are not limited to, the following:

- employment of student on a full or part-time basis.
- sources and extent of financial support by parents or guardian.
- sources and extent of other income.
- independent filing by student of Federal or State income tax return.
- parental claim of individual as dependent for exemption on Federal and State income tax return.
- residence with parents or guardian during summer or other academic term recess.
- status of student as financially independent for purposes of receipt of Federal and/or State financial assistance.

5. Proof of domicile is based upon an intention to make New York State a permanent home and the existence of facts tending to confirm such intention. Factors relevant to a determination of domicile include:

- residence of parents, spouse and children.
- place of voter registration.
- residence for personal income tax purposes.
- financial independence, business pursuits, employment and income sources.
- situs of motor vehicle and other personal property registration.
- situs of real and personal property.
- state issuing driver's license.

### Tuition and Fee Increases

All tuition charges listed below reflect current rates which were in effect for the 2009-2010 academic year. Student tuition and fees are subject to amendment at any time at the discretion of the Board of Trustees of the State University of New York and/or Downstate Medical Center Administration. Every effort will be made to provide advance notice of such changes.

Tuition - College of Medicine: Full-Time Students

The current annual tuition for full time students is \$22,800.00 for New York State Residents and \$40,640.00 for non-New York State residents and International students. Payment is generally made in two parts, the exact dates being determined each year. Students leaving school prior to the payment dates established are responsible for paying tuition for any time attended during the academic year. Liability for tuition is determined on a semester basis using the academic calendar and SUNY policy for tuition liability and refunds.

All medical students (except transfer students) are obligated to pay eight full semesters of tuition. Transfer students are obligated to pay tuition equivalent to their time of attendance -- e.g. third year transfer students pay four semesters of full-time tuition.

Students who encounter academic difficulty and are required to repeat the year or other educational activities as determined by the faculty will probably incur obligations for more than eight semesters of tuition.

Tuition - College of Medicine: Part - Time Students

Students taking less than a full schedule (less than 12 credit hours) per semester are considered part-time students and billed at the special student rate of \$950.00 per credit resident and \$1693.00 per credit nonresident. As part-time students, they are ineligible for TAP, but could be eligible for other forms of aid depending on their credit load. Students returning from a leave of absence may also be charged in this manner, depending on when they return and what their schedule is.

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

Tuition for full-time students is currently \$2,485.00 per semester for New York State residents and \$6,435.00 for nonresidents and international students. Part-time students (those taking less than twelve credits) pay \$207.00 per credit (New York State residents) and \$536.00 per credit (nonresidents and international students). Students leaving school prior to the tuition payment dates established are responsible for paying tuition for any time attended. Summer session students pay the part time rate, regardless of their credit loads.

Tuition - Graduate Level School of Graduate Studies, College of Health Related Professions, College of Nursing, School of Public Health

Tuition for full-time students is currently \$4,185.00 per semester for New York State residents; and \$6,625.00 for nonresidents and international students. Part-time students (taking less than twelve credits) pay \$349.00 per credit (New York State residents) and \$552.00 per credit (nonresidents and international students).

Tuition – Doctor of Physical Therapy

Tuition for full-time students is \$6,925/semester for New York State residents and \$11,095/semester for non residents and international students. Part-time students pay \$577/credit for New York State residents and \$925/credit for non-residents and international students. Summer session students pay the part-time rate, regardless of their credit loads.

Refunds

Students leaving school are entitled to a refund or a liable for payment of tuition as indicated below:

Students on a semester basis who withdraw during the:

first week of school	100% tuition refund	0% liability
second week of school	70% tuition refund	30% liability
third week of school	50% tuition refund	50% liability

fourth week of school	30% tuition refund	70% liability
fifth week of school	0% tuition refund	100% liability

The above schedule is different during Summer terms. It is based on the specific length of time of the term and mandated by State University of NY Policies and Procedures. You can contact the Bursar’s Office directly for summer term liability and refund percentages specific to your program.

A) Approval of the withdrawal with the date it became effective must be certified by the Registrar’s Office and/or the Dean of the College or his/her duly designated representative. The date used to determine tuition and fee liability for dropping courses or withdrawing is the date appropriate documentation is received and certified by the Office of the Registrar. No money shall be refunded unless application for the refund is made within one (1) year after the end of the term for which the tuition requested to be refunded was paid. The first day that classes are offered, as scheduled by the campus, shall be considered the first day of the semester or other term, and the first week of classes shall be deemed to have ended when seven (7) calendar days, including the first day of scheduled classes, have elapsed.

B) A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees for that term.

Deferral of Institutional Charges

Deferral of tuition, fee and dorm rent payments are made in anticipation of Financial Aid and can be obtained only by presenting appropriate documentation on a timely basis to the Financial Aid Office.

Late Payment Fees

Students who do not settle their account as requested are assessed late payment fees on a per invoice basis up to \$50.00 per billing.

Past Due Debts

Past due student accounts are subject to assessment of interest and other collection costs up to 22 % of the amount due if they are transferred to a collection agency or the NYS Attorney General’s Office. Interest is assessed at the corporate underpayment rate set by the Commissioner of Taxation and Finance minus two percentage points.

Return of Title IV Financial Aid

Students leaving the institution may be liable to return any Title IV financial aid that has not been "earned" based on federal regulations. The amount of aid earned increases as the term progresses. If you leave early in the semester, you will have earned only a small portion of your aid; if you leave later, you will have earned a larger portion of your aid. Once you have completed more than 60% of the term, you will have earned all (100%) of your Title IV Financial Aid. **If you leave before completing 60% of the term, you will have to repay any "unearned" aid funds that were already disbursed to you.**

Student Activities Fees

Under Board of Trustees resolution #17-91 dated March 24, 1971 as amended by #71-327 dated October 27, 1971, the Health Science Center Students voted to assess themselves a mandatory Student Activity Fee. The current annual amounts are shown below. The full text of the resolution is distributed annually to appropriate student organization treasurers and is available for inspection by any student in the office of the Director of Student Activities, the office of the Faculty Student Association or the Office of Student Affairs.

Medical School	\$ 180.00
Health Related Professions	\$ 125.00

Nursing (undergraduate)	\$ 110.00
Masters Nursing	\$ 110.00
MPH	\$ 100.00
Graduate School	\$ 100.00
Graduation fee for all graduating students	\$ 40.00
Additional fee for dormitory residents	\$ 20.00

Part-time students are generally charged in accordance with the number of credits carried.

#### Student Health Fees

Student Health fees for full-time students is \$55.50 per semester and pro-rated to \$4.63 per credit for part-time students. The student health fee is a mandatory fee.

#### Student Health Insurance

For 2010-2011, the student health insurance policy offered through the Health Science Center is \$ 3960 per year (Fall \$1650; Spring \$2310). Health insurance is mandatory for all full-time matriculated students, and for part-time matriculated students enrolled in a clinical course. The policy offered by the school can be waived if comparable coverage is claimed.

#### College Fees

College fees for all full-time students are \$12.50 per semester; for part time students \$0.85 per credit.

#### International Student Health Insurance

Students attending on an international student visa (F-1, J-1) are required to pay for SUNY sponsored health insurance, the exact amounts to be determined each year by SUNY. The annual rate in 2010-2011 is \$1089.75. It can be waived if comparable coverage is shown.

#### Residence Hall Rental - Refunds/Liability/Deposits

1) All students must pay an advance room deposit of \$500.00, payable to SUNY Downstate Medical Center at the time they submit their application for on-campus housing. This deposit is non-refundable 60 calendar days prior to the start of the contract period. Students who defer payment of their deposit based on financial aid and fail to notify the housing office in writing 60 calendar days prior to the start of the contract period of their decision not to take on-campus housing will be billed \$500.00.

2) Once either a single or married student/domestic partnership couple assumes occupancy, he/she is fully liable for the balance of the academic year rental except as indicated in #6 below. For rent liability purposes, the academic year shall be considered to be from the day before the beginning of the academic year for a specific program and class year to the day after the last day required by the academic program.

3) Students may remain in housing after their academic contract period ends. Students remaining in housing and returning for the fall will be offered a contract period for the fall semester that includes the non-academic period. A student exercising this option is considered to have assumed occupancy for the fall semester and is responsible for the full contract length.

4) Payment of the academic year rental obligation for single students can be in two installments, during Fall and Spring registration. Student-licensees who intend to pay their rent from financial aid funds must obtain a letter of deferment from the Financial Aid Office and present it to the Bursar during registration. Advance deposits paid can be deducted from the fall payment.

5) The summer period shall be considered to be from June 1 through August 1. Liability for rent during the Summer period is based on actual occupancy, and is due on or before June 1.

6) A student-licensee who vacates prior to the expiration of an academic year will be fully liable for the full academic year rental, except in the following instances:

- a) Withdrawal due to induction into the military
- b) Withdrawal due to circumstances beyond the control of the student (generally illness or illness in family)

A student licensee wishing to apply for a reduction in the rental charge for one of the reasons stated above must first complete the following procedures:

1. The student must submit a written request to the Director prior to check-out. This request must include justification and/or documentation for consideration for a reduction in rental obligation. Student licensees will be notified of any further documentation needed and of the approval or denial of their request.

2. Once approved, the student must return his/her room key to the main desk in 811 New York Avenue and sign the registration card. A member of the Residential Life staff will inspect the room and complete the room inventory form. The student must sign the room inventory form. At this time the student will be considered checked out.

## APPENDIX II: Federal & State Regulations

### BIAS-RELATED CRIME AND SEXUAL ASSAULT STATEMENTS

#### BIAS CRIMES PREVENTION

##### Hate Crimes and the Law

It is a State University of New York Downstate Medical Center University Police mandate to protect all members of the Downstate Medical Center community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York Law are available from the Office of Work Place Training and Development, ext. 6745.

Penalties for bias related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, State University of New York Downstate Medical Center University Police also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the University as acts of bigotry, harassment, or intimidation directed at a member or group within the Downstate Medical Center community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the State University's Discrimination Complaint Procedure or the campus conduct code. Bias incidents can be reported to University Police as well as to the Office of Opportunity and Diversity (AA/EEO office).

If you are a victim of or witness to, a hate/bias crime on campus, report it to University Police by calling 2626 in an emergency, or the red campus emergency telephone. University Police will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling services from the Director of Student Counseling (Dr. Christine Saunders-Fields) at 718 270-1408. Academic support services from the campus are available from the faculty or through the Office of Student Affairs, 718-270-2187.

For general information on Downstate Medical Center security procedures, see the University Police Department's web site at [www.downstate.edu/police](http://www.downstate.edu/police).

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes is available from the University Police Department at 718-270-3161.

#### SEXUAL ASSAULT PREVENTION

##### Sexual Assault and the Law

The State University of New York at Downstate Medical Center has programs in place to protect all members of the Downstate

community from sexual assault, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of SUNY at Downstate Medical Center Police.

NYS Law contains the following legal provisions defining the crimes related to sexual assault:

**Section 130.20 - Sexual Misconduct.** This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

**Section 130.25/30/35 - Rape.** This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to 25 years.

**Section 130.40/45/50 - Criminal Sexual Act.** This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**Section 130.52 - Forcible Touching.** This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

**Section 130.55/60/65 - Sexual Abuse.** This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

**Section 130.65.a/66/67/70 - Aggravated Sexual Abuse.** This series of offenses occurs when a person inserts a finger or foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

If you are sexually or otherwise assaulted on campus:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence; do not bathe, douche, or change your clothes.
- Contact State University of New York at Downstate Medical Center Police immediately (call 2626 in an emergency, or use a red emergency phone).

-follow-up services are available from Student Health and the Director of Student Counseling

Remember, assaults - sexual or otherwise - are crimes; they are not the victim's fault. Victims have the right to pursue adjudication of crimes that occur on the Downstate Medical Center campus through criminal courts and/or through the University's internal disciplinary process (under the Campus Code of Conduct). SUNY at Downstate Medical Center University Police are trained to assist with prosecution in both systems.

### **Disciplinary Action**

Where there is probable cause to believe the college's regulations prohibiting sexual misconduct have been violated, the college will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the college.

An individual charged with sexual misconduct will be subject to college disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.

The college will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the college's priority. When the victim and the accused live in the same residence hall, an immediate hearing with the Director of Residential Life and Services will be held to determine the need for modifying the living arrangements.

Assistance for any other personal or academic concerns will be reviewed and options provided.

During the disciplinary process, the victim's rights are:

- To have a person or persons of the victim's choice accompany the victim throughout the disciplinary hearing.

- To remain present during the entire proceeding.

- As established in state criminal codes, to be assured that his/her irrelevant past sexual history will not be discussed during the hearing.

- To make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code.

- To be informed immediately of the outcome of the hearing.

- During the disciplinary process, the rights of the "accused" are as described under the -Due Process Procedure of the College Judicial System.

### **Information and Support**

If you are the victim of sexual assault or sexual misconduct, you may seek support services as well as the assistance described above. If you need help, call the following:

The New York City Police Department maintains a Rape Hotline - Female Detective)  
24 hours  
212-267-7273 (267-RAPE)

University Police  
24 hours  
(718) 270-2626  
Director of Student Counseling  
718 270-1408

### **Educational Programs**

Educational programs to promote awareness of rape, acquaintance rape, and sex offenses are presented to the campus community. University Police and Student Development staff provide programs in the Residence Halls. Orientation/informational packets are also distributed at each orientation.

### **BUSINESS AND COMMERCIAL ACTIVITIES ON CAMPUS, DISTRIBUTION OF PRINTED INFORMATION, AND MARKETING OF CREDIT CARDS**

In accordance with SUNY Board of Trustees resolution number 79-100 of 5/23/79: "No authorization will be given to private commercial enterprises to operate on State University campuses or in facilities furnished by the University other than to provide for food, campus bookstore, laundry, and cultural events." This resolution shall not be deemed to apply to Faculty Student Association activities approved by the University.

The contract between SUNY and Faculty Student Association provides for the operation of activities such as those described above plus other auxiliary services and facilities for students, faculty, and staff as authorized by the university president or his designee.

All student organizations engaged in selling a product or services on campus MUST check with the Assistant Vice President for Student Life with regard to the proper guidelines and procedures to be followed.

The peddling of newspapers or handbills which convey a point of view in the public areas of a SUNY campus is protected by the First Amendment. Public areas include the main lobby of the Student Center and sidewalks, but not areas such as corridors, rooms and all other lobbies in buildings.

Harassment or intimidation of members of the campus community by persons selling goods or services or proselytizing points of view or cause may require the removal of individuals from University property in accordance with the rules for the maintenance of public order.

Announcements offering subscriptions to newspapers and magazines or other goods or services may be placed on established bulletin boards on campus only after approval has been obtained from the University official in charge of the area in which the bulletin board is located. Door to door solicitation is not permitted on campus. Unaddressed hand bills and other notices of goods or services for sale are not to be sent through the campus mail, distributed to persons, or placed on vehicles on campus property.

Activities such as craft fairs and flea markets approved in advance by the proper authority (such as the Assistant Vice President of Student Life, SUNY Downstate Facilities Use Committee) may be held on campus. Such activities are limited to participation by students, faculty, and staff, and invited members of the public, and must be under the on-site control of a recognized campus organization. Commercial vendors are not permitted to sell or offer items for sale at events such as fairs and flea markets.

Political parties are also prohibited from soliciting funds or promoting membership on State University facilities.

Recognized University activities such as the performing arts and athletic, cultural, social, educational, or recreational events are not commercial by nature and are the responsibility of sponsoring campus organizations within the limits of their charter and/or University policy and regulations.

When approval has been granted to authorized individuals or organizations to engage in business or commercial activities on campus, they are subject to all University regulations. Violations may require revocation of approval to operate on campus.

In accordance with the legal requirements of NYS Education Law §6437, all SUNY campuses shall prohibit the advertising, marketing, or merchandising of credit cards on college campuses to students, except pursuant to an official college credit card marketing policy. At DMC, this marketing falls within appropriate contracted services under the Faculty Student Association. Students are cautioned that external commercial entities may inappropriately solicit services and or information from students for the purpose of inappropriately or illegally conducting business on the campus and or the marketing of credit card services to other students. Students are urged to reject such solicitations or if uncertain of its validity to consult in advance with the Office of Student Affairs about the specific activity. *Improper solicitations to market credit card services to students should be reported to the Office of Student Affairs.*

## **EQUAL EMPLOYMENT OPPORTUNITY AND ACCESS TO STUDENT SERVICES**

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

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

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

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

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

## **POLICY ON SEXUAL HARASSMENT**

Colleges and universities have a dual responsibility in the prevention of sexual harassment. As employees, we must meet the obligations imposed by the 1980 guidelines issued by the Equal Employment Opportunity Commission (EEOC). In addition, institutions of higher education also must provide protection from and access to redress for sexual harassment against students, as recommended in Title IX of

the 1972 Educational Amendments. SUNY Downstate Medical Center, as employer and as educator, remains committed to providing an environment free from harassment for its employees and students.

### **I. POLICY**

It is the policy of SUNY Downstate Medical Center, in keeping with efforts to establish an environment in which the dignity and worth of all members of our community are respected, that sexual harassment of employees and students is unacceptable conduct and will not be tolerated. Sexual Harassment situations that are brought to management's attention will be dealt with immediately, and appropriate corrective action will be taken promptly. Sexual Harassment may involve the behavior of a person of the opposite or same sex, when that behavior falls within the definition outlined below.

### **DEFINITION**

Sexual harassment of employees and students at SUNY Downstate Medical Center is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature, as well as gender-based harassment that need not include sexual advances, when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student; submission to or rejection of such conduct is used as the basis for decisions affecting the employment or academic status of that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work or educational environment. A hostile environment is created by, but not limited to, discriminatory intimidation, ridicule or insult. It need not result in an economic loss to the affected person.

These guidelines define sexual harassment and recognize it as a violation of Title VII of the Civil Rights Act of 1964. There are many types of conduct that could constitute sexual harassment. Some examples include, but are not limited to, demanding sexual favors in exchange for a promotion or raise, changing performance expectations after a subordinate refuses repeated requests for a date, comments about body parts or sex life, leering, offensive e-mail, off-color jokes, touching inappropriately, gestures, suggestive pictures, and/or personal gifts.

### **COMPLAINT PROCEDURES**

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

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

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

For those who have a complaint concerning sexual harassment that they wish to make during off-hours (5:00 p.m. – 9:00 a.m.), the following procedures are available:

For incidents that take place within University Hospital, employees or students or members of the public may contact University Police/Public Safety at extension 2626 to notify them of the complaint. A University Police/Public Safety Supervisor will arrange

to take the complaint and will simultaneously notify the Hospital Administrator on Duty (A.O.D.) or the Nursing Supervisor on Duty. The A.O.D. or the Nursing Supervisor will have the responsibility to take any immediate steps that may be necessary to protect the complainant until the next business day, when the Office of Diversity (O.D.) initiates contact with the complainant. University Police/Public Safety and the A.O.D. will transmit the information to O.D. by hand by 9:00 a.m. the next business day.

If, for any reason, the complainant chooses not to report the incident(s) to University Police/Public Safety (if, for example, the alleged harasser may be a member of that Department), then the complainant should call extension 2121, the Page Operator, and page the Hospital Administrator on Duty (A.O.D.), or, in the A.O.D.'s absence, the Nursing Supervisor on Duty. The A.O.D. or the Nursing Supervisor will respond by contacting the complainant, meeting with her/him and taking a brief statement.

In this instance, the A.O.D. or the Nursing Supervisor will be solely responsible for an administrative response that protects the complainant until the O.D. initiates contact with the complainant and has an opportunity to investigate. The A.O.D. or the Nursing Supervisor will transmit the report to O.D. at 9:00 a.m. the next business day.

For incidents that occur outside University Hospital proper [for example, in the Basic Science Building or the Health Science Education Building, or a satellite clinic], persons should contact University Police/Public Safety at extension 2626 to report any complaint of sexual harassment. A University Police/Public Safety Supervisor will respond, take the complaint and have the responsibility to take any immediate steps that may be necessary to protect the complainant until the next business day, when the Office of Diversity (O.D.) initiates contact with the complainant and has an opportunity to investigate. University Police/Public Safety will transmit the report to O.D. at 9:00 a.m. the next business day.

The person who believes that she/he has experienced sexual harassment may also leave a telephone message at extension 1738, the Office of Diversity (O.D.), if the caller believes an administrative response to the report can wait until the next day. The caller should leave a clear message as to how to contact her/him the next morning. O.D. will respond to the complaint during the next business day.

The person who believes she/he has experienced sexual harassment is strongly encouraged to promptly give a written statement to the Office of Diversity. This procedure provides a better opportunity to investigate and expeditiously remedy any misconduct.

Retaliation of any kind will not be tolerated. This prohibition includes any retaliation against a person who has filed a complaint of sexual harassment as well as anyone who assists in an investigation or in good faith provides information on behalf of a party.

To effect this policy, every student and employee should consider it a civic and moral obligation to report knowledge of any illegal discrimination to the Office of Diversity.

Therefore, we strongly encourage students and employees to offer support to anyone who believes he or she is a recipient of illegal discrimination. Part of that support should consist of urging the person to report such an incident to the Office of Diversity, to one's supervisor, to Labor Relations or, if appropriate, to University Police/Public Safety.

Recent decisions of the United States Supreme Court make it clear that aggrieved persons may forfeit their opportunity to successfully litigate cases if they unreasonably fail to

bring matters of discrimination to the attention of the in-house officer responsible for investigating those matters. SUNY Downstate Medical Center's Office of Diversity stands ready to thoroughly and objectively examine every formal complaint, which is brought to its attention.

Revised August 2001 (SUNY Downstate Medical Center)

## **POLICY ON CONSENSUAL RELATIONSHIPS**

The State University of New York Downstate Medical Center is committed to providing a work and educational environment for its faculty, staff and students free of intimidation and harassment. The Downstate Policy on Sexual Harassment states that such conduct is unacceptable and will not be tolerated. Further, sexual harassment situations will be dealt with promptly and appropriate corrective action will be taken. Faculty, staff and students may use the SUNY Grievance Procedure for Review of Allegations of Discrimination to file a complaint of discrimination with the Downstate Office of Diversity.

Downstate encourages the development of mentoring and collegial relationships characterized by professional and ethical behavior that is free of discriminatory actions. Consensual sexual relationships between a faculty member and a student, or between a supervisor and an employee exceed what is believed to be a collegial business or academic partnership and may compromise the objectivity and integrity of the individuals in positions of influence and power. Downstate recognizes that the decision to engage in such relationships is a personal one. Nonetheless, to fulfill its obligation and commitment to equal employment and educational opportunity and to prevent questionable standards of professional conduct, Downstate strongly discourages consensual sexual relationships between faculty and students, and between supervisors and subordinate employees.

Consensual sexual relationships are considered problematic by Downstate for two major reasons: conflict-of-interest and the power differential. Students depend upon professors for grades, recommendations and opportunities for teaching and research. Employees rely upon supervisors for promotions, raises, job assignments, overtime, and other terms and conditions of employment. Conflict-of-interest inevitably arise when individuals have responsibility for evaluating the work or academic performance, or for hiring or making salary or other personnel decisions involving those with whom they have intimate romantic relationships.

The parties in a consensual sexual relationship must recognize that the reasons for entering, maintaining or terminating such a relationship may be a function of the power differential, and that the relationship may not be truly welcome or consensual. With an academic or employment career at stake, a student or employee may find it difficult or threatening to refuse a request from a professor or supervisor, no matter how casual the request. Such relationships may also be inappropriate in that they may create a negative or uncomfortable working or learning environment for others who may perceive preferential treatment.

Further, even in a seemingly consensual sexual relationship, consent cannot be considered a defense in a complaint of sexual harassment or retaliation. In addition, it is almost always the individual in the relationship with greater power who bears the burden of accountability. Thus, as the person in authority, it is the faculty member's or supervisor's responsibility to refrain from initiating and to discourage such behavior, and to maintain appropriate professional boundaries at all times.

## GUIDELINES:

Persons entering a consensual sexual relationship should seriously consider the problems and issues such a dual relationship can create. Faculty members and supervisors who develop a sexual relationship and who are also involved in a work or academic relationship should act immediately to remove themselves from the mentoring or supervisory role.

Consensual sexual relationships between faculty members and students, or between supervisors and employees outside the instructional or supervisory context may also lead to difficulties, particularly when the parties involved are in the same academic unit or work department. Problems may occur from the student's or employee's perspective, and can affect not only the individuals involved directly, but also the overall academic or work environments. Therefore, Downstate encourages faculty and administrators in positions of influence to remove themselves from personal relationships or situations in which they will be perceived as making academic or personnel decisions that are based on favoritism rather than merit. It shall be the responsibility of the individual with the power or status advantage to eliminate or mitigate a conflict situation, the consequences of which might prove detrimental to either party in the relationship.

The Office of Diversity, x1738, is available to answer questions regarding this policy and to consult if problems occur or when individuals are uncertain about how to manage boundaries in a dual relationship.

OOD: 9/11/01

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY

### ACT (Buckley Amendment)

#### Definitions

For the purposes of this policy, SUNY HSCB has used the following definition of terms.

Student - any person who attends or has attended SUNY HSCB.

Education Records - any educational record directly related to the student and maintained by SUNY HSCB or by a party acting for SUNY HSCB except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except a temporary substitute for the maker of the record.
2. Records created and maintained by SUNY HSCB's Public Safety Department for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for the treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

#### Annual Notification

Students will be notified of their FERPA rights annually by publication in the Student Handbook.

#### Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate SUNY HSCB staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate SUNY HSCB staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

#### Right of SUNY HSCB to Refuse Access

SUNY HSCB reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in his or her file before January 1, 1975.
3. Records connected with an application to attend SUNY HSCB if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

#### Refusal to provide copies

SUNY HSCB reserves the right to deny transcripts or copies of educational records not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to SUNY HSCB.
2. There is an unresolved disciplinary action against him or her.

#### Fees for Copies of Records

The fee for copies of educational records will be \$.10 per page. If the document is to be mailed, the cost of mailing will also be charged.

#### Disclosure of Education Records

SUNY HSCB will disclose information from a student's education records only with the written consent of the student, except:

1. To University officials who have a legitimate educational interest in the records.

A university official is: a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person elected to the Board of Trustees; a person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

A University official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the University.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. Directory information so designated by the University.
12. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

#### Record of Requests for Disclosure

SUNY HSCB will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party has in requesting or obtaining the information. The record may be reviewed by the eligible parents or student.

#### Directory Information

SUNY HSCB designates the following items as directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, student photos, and the most recent previous educational agency or institution attended. SUNY HSCB may disclose any of these items without prior written consent, unless notified in writing to the contrary during the fall registration period.

Each year SUNY Downstate publishes the HSC Student Telephone Directory which is made public. This directory contains name, local address, student box number, program and class year, and local telephone number. Because the Directory is published only once a year, requests to change directory information after the date of publication may not be reflected in the printed directory. However, the changes will be made in all official student records and will remain until such time as one requests a change in data to be released/withheld.

#### Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. The student must ask the appropriate official of SUNY HSCB to amend a record in writing. The student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his/her privacy or other rights.
2. That office must reach a decision and inform the student of this decision, in writing, within a reasonable time after receipt of the request. If it decides not to comply, that office will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

3. Upon request, SUNY HSCB will arrange for a hearing, and notify the student, reasonably in advance, of the day, place, and time of the hearing.

4. The hearing will be conducted by a person or persons appointed by the Vice President for Student Affairs, who do not have a direct interest in the outcome of the hearing. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. If the student is represented by an attorney, SUNY Legal Counsel must also be present.

5. The hearing officer/panel will prepare a written decision based solely on the evidence presented at the hearing, within a reasonable time period after the conclusion of the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the hearing officer/panel decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, the record will be amended and the student will be notified, in writing, that the record has been amended.

7. If the hearing officer/panel decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, the student will be notified that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained a part of the student's education records as long as the contested portion is maintained. If SUNY HSCB discloses the contested portion of the record, it must also disclose the statement.

#### Note:

1. Former students are not given a right to inspect records which only contain information about them after they left school.
2. Notification of student rights under the Act need not be sent to former students.
3. Students may give consent for disclosures of their education records to a "class of parties" as well as a specific individual or institution.
4. Schools need only make a "reasonable effort" to notify students of a subpoena in advance of compliance.
5. Parents of students attending the University are not given a right to inspect student records (e.g. receive grades) without student consent.
6. The opportunity for a hearing as specified in 99.21 of the regulations should not be construed to apply to questions concerning the underlying reasons for the granting of a particular grade. Instead, a hearing to determine the accuracy of any grade should be confined to the issue of whether or not the recorded grade corresponded to the grade reported by the faculty member.

Alleged failures to comply with the requirements of FERPA may be filed by students with the U.S. Department of Education. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 600 Independence Avenue, SW  
 Washington, D.C. 20202-4605

Types, Locations, and Custodians of Education Records

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Admissions Records	Office of the Registrar Dean's Office	Registrar Student Affairs Academic Dean
Academic Records (current students)	same as above	same as above
Academic Records (graduates)	Archives	Registrar
Health Records (current students)	Student Health	Director, Student Health
(former students)	Archives	Director, Student Health
Financial Records	Financial Aid Bursar	Financial Aid Bursar
Progress Records	Dean's Office at each college or dept/Instructor	Dean
Disciplinary Records	Student Affairs Office	VP of Student Affairs

**HEALTH REGULATIONS**

As required by the 1982 resolution of the SUNY Board of Trustees, and as a condition of registration, all students must submit a fully completed medical history form and a physician's report to the Health Service. Effective August 1, 1990, New York State Public Health Law 2165 requires students born since January 1, 1957, to show immunity against measles, mumps, and rubella. In addition, all students in the clinical setting must be in compliance with the New York State Health Department regulations and comply with an annual health assessment. Students not in compliance will have a "health clearance hold" placed on their registration, and will not be eligible to register for the subsequent semester until they are in compliance. OSHA regulations also require TB mask fitness and fit testing prior to any patient contact.

**Sect. 224-a New York State Education Law: "STUDENTS UNABLE BECAUSE OF RELIGIOUS BELIEFS TO ATTEND CLASSES ON CERTAIN DAYS"**

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that s/he is unable, because of religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.

2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday,

similar or makeup classes, examinations, study, or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements or registration held on other days.

5. If effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.

6-a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the regents of the university of the state of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

**POLICY ON CAMPUS DISORDER**

§535.2 CHAPTER V - STATE UNIVERSITY  
Part 535

Rules of the Board of Trustees

(Statutory authority: Education Law, §6450)  
Sec. Sec.

- 535.1 Statement of Purpose 535.5 Penalties
- 535.2 Application of Rules 535.6 Procedure
- 535.3 Prohibited conduct 535.7 Enforcement program
- 535.4 Freedom of speech and assembly; 535.8 C communication, picketing and demonstrations
- 535.9 Notice, hearing, determination

*Historical Note*

*Part added and filed October 14, 1969*

1. Applicability

Held that Part 535 et seq. of the rules and regulations of the Board of Trustees of the State University relating to the maintenance

of public order (8 NYCRR Part 535 et. seq.) are applicable not only to campus disorders which involve militant students demonstrating against national policy, racial discrimination, the Vietnam War, etc., but also to apply to a situation where, after having engaged in a heated intramural basketball game, a student allegedly took part in assaulting and injuring several players on opposing team, an official, and other students. *Matter of Hanger v. State University of New York at Binghamton*, 39 AD 2nd 253 (1972).

Section 535.1 Statement of Purpose. The following rules are adopted in compliance with section 6450 of the Education Law and shall be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendments or revisions thereof shall be filed with the Commissioner of Education and the Board of Regents within 10 days after adoption. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students and administration, or to relieve the institution of its special responsibility for self regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

*Historical Note*

*Sec. added and filed Oct. 14, 1969*

Section 535.2 Application of rules. These rules shall apply to all State-operated institutions of the State University except as provided in Part 550 as applicable to the State University Maritime College. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith.

The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities, provided however, that charges against any student for violation of these rules upon the premises of any such institution other than the one at which he is in attendance shall be heard and determined at the institution in which he is enrolled as a student.

*Historical Note*

*Sec. added, filed Oct. 14, 1969, amds. 1973*

*Amended 1st sentence filed: Oct. 14 1969, Apr. 10, 1979, Jan. 9*

Section 535.3 Prohibited conduct.. No person, either singly or in concert with others, shall:

9a) Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or to do any act which he has a lawful right not to do.

(b) Physically restrain or detain any other person, not remove such person from any place where he is authorized to remain.

(c) Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.

(d) Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.

(e) Enter upon and remain in any building or facility for any purposes other than its authorized uses or in such manner as to obstruct its authorized use by others.

(f) Without authorization, remain in any building or faculty after it is normally closed.

(g) Refuse to leave any building or facility after being required to do so by an authorized administrative officers.

(h) Obstruct the free movement of persons and vehicles in any place to which these rules apply.

(i) Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers.

(j) Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such a person.

(k) Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

(l) Take any action, create, or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

*Historical Note*

*Sec. added filed Oct. 14, 1969*

Section 535.4 Freedom of Speech and assembly; picketing and demonstrations.

(a) No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views not for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

(b) In order to afford maximum protection to the participants and to the institutional community, each State-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the ground of such institution, its proposed locale and intended purpose, provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further, that this provision shall not supersede nor preclude the procedures in effect at such institution for obtaining permission to use the facilities thereof.

*Historical Note*

*Sec. added, filed Oct. 14, 1969; and. filed Apr. 10, 1979 effective immediately.*

*New sec. substituted.*

*Decisions*

1. Use of campus meeting facilities-union organizing efforts. Held that although its collective bargaining agreement with petitioner employee organization precluded it from granting "meeting space in State facilities" to outside organizations, respondent State University of New York at Stony Brook nevertheless validly gave permission to members or rival hospital union to speak at campus meeting sponsored by student organizations. Respondent could not constitutionally preclude use of its facilities to outside organizations for purposes unrelated to union organizing efforts. *Civil Service Employees Association, Inc. V. State University of New York, 82 Misc 2d 334 (1974)*

Section 535.5 Penalties. A person who shall violate any of the provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall:

(a) if he is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so he shall be subject to ejection.

(b) If he is a trespasser or visitor without specific license or invitation, be subject to ejection.

(c) If he is a student, be subject to expulsion to such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.

(d) If he is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.

(e.) If he is a staff member in the classified service of the civil service, described in Section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.

(f) If he is a staff member other than one described in subdivisions (d) and (e) be subject to dismissal, suspension without pay or censure.

*Historical Note*

*Sec. added, filed Oct. 14, 1969; and. filed Apr. 10, 1970 effective immediately. Inserted parenthetical material in first sentence.*

Section 535.6 Procedure.

(a) The chief administrative officer or his designee shall inform any licensee or invitee who shall violate any provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) that his license or invitation is withdrawn and shall direct him to leave the campus or other property of the institution. In the event of his failure or refusal to do such officer shall cause his ejection from such campus or property.

(b) In the case of any other violator, who is neither a student nor faculty or other staff member, the chief administrative officer or his designee shall inform him that he is not authorized to remain on the campus or other property of the institution and direct him to leave such premises. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation nor to

affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.

(c) In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented and shall be heard and determined in the manner hereinafter provided in Section 535.9 of this Part.

(d) In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.

(e) In the case of any staff member who holds a position in the classified Civil Service, described in Section 75 of the Civil Service law, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.

(f) Any other faculty or staff member who shall violate any provision of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be dismissed, suspended, or censured by the appointing authority prescribed in the policies of the Board of Trustees.

*Historical Notes*

*Sec. added, filed Oct. 14, 1969; and. , filed Apr. 10, 1970 effective immediately. Substituted new (a), (c), (d), (e), (f)*

Section 535.7 Enforcement Program.

(a) The chief administrative officer shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

(b) It is not intended by a provision herein to curtail the right of student, faculty, or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which in the judgment of the chief administrative officer or his designee, make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).

(c) In any case where violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or his designee shall cause the ejection of the violator from any premises which he occupies in such violation and shall initiate disciplinary action as herein before provided.

(d) The chief administrative office or his designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and

he may request the State University Counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violations or threatened violation of such rules.

*Historical Notes*

*Sec. added, filed Oct. 14, 1969; and, filed Apr. 10, 1970 effective immediately. New sec. substituted*

Section 535.8 Communication

In matters of the sort to which these rules are addressed, full and prompt communication among all components of the institutional community, faculty, students and administration, is highly desirable. To the extent that time and circumstances permit, such communications should precede the exercise of the authority, discretion and responsibilities granted and imposed in these rules. To these ends each State-operated institution of the State University shall employ such procedures and means, formal and informal, as will promote such communication.

*Historical Notes*

*Sec. added, filed Apr. 10, 1970 effective, immediately*

Section 535.9 Notice, hearing and determination of charges against student.\*

\* Applies to charges for violation of the rules prescribed by or referred to in this Part heretofore served which have not been finally determined within 60 days after the adoption hereof, which charges shall be referred to the committee constituted pursuant to said Section 535.9 for determination in accordance therewith, and said section shall apply to all charges for violation of such rules hereafter made, whether for violations heretofore or hereafter committed.

(a) The term chief administrative officer, as used in these rules, shall be deemed to mean and include any person authorized to exercise the powers of that office during a vacancy therein or during the absence or disability of the incumbent, and for purposes of this section shall also include any designee appointed by said officer.

(b) Whenever a complaint is made to the chief administrative officer of any State-operated institution of the University of a violation by a student or students of the rules prescribed in this Part (or of any rules adopted by an individual institution supplementing or implementing such rules) or whenever he has knowledge of the facts reduced to writing. If he is satisfied from such investigation and statements that there is reasonable ground to believe that there has been such a violation he shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation which shall state the provision prescribing the offense and shall specify the ultimate facts alleged to constitute such offense.

(c) Such charges shall be in writing and shall be served on the student or students named therein by delivering the same to him or them personally, if possible, or if not, by mailing a copy of such charges by registered mail to such student or students at his or their usual place or places of abode while attending college and also to his or their home address or addresses, if different.

(d) The notice of charges so served shall fix a date for hearing thereon not less than 10 nor more than 15 days from the date of service which shall be the date of mailing where necessary to effect service by mail. Failure to appear in response to the charge on the date fixed for hearing, unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon. Before taking such action, the hearing committee, herein after referred to, shall give notice to any student, who has failed to appear, in the manner prescribed in subdivision (c), of its proposed findings and recommendations to be submitted to the chief administrative officer and shall so submit such findings and

recommendations 10 days thereafter unless the student has meanwhile shown good cause for his failure to appear, in which case a date for hearing shall be fixed.

(e) Upon demand at any time before or at the hearing the student charged or his representative, duly designated, shall be furnished a copy of statements taken by the chief administrative officer in relation to such charges and with the names of any other witnesses who will be produced at the hearing in support of the charges, provided however, that this shall not preclude the testimony of witnesses who were unknown at the time of such demand.

(f) The chief administrative officer may, upon the service of charges, suspend the student named therein, from all or any part of the institution's premises or facilities pending the hearing and determination thereof, whenever, in his judgment, the continued presence of such student would constitute a clear danger to himself or to the safety of persons or property on the premises of the institution or would pose an immediate threat of disruptive interference with the normal conduct of the institution's activities and functions, provided however that the chief administrative officer shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.

(g) There shall be constituted at each State-operated institution a hearing committee to hear charges against students of violation of the rules for maintenance of public order prescribed by or referred to in this Part. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the chief administrative officer, and three students who shall be designated by the members named by the chief administrative officer. Each such member shall serve until his successor replacement has been designated. No member of the committee shall serve in any case where he is a witness or is or has been directly involved in the events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the chief administrative officer shall designate an alternate member of the administrative staff and an alternate member of the faculty, and his principal designees shall designate an alternate student member, to serve in such cases. Any five members of the committee may conduct hearings and make findings and recommendations as hereinafter provided. At any institution where the chief administrative officer determines that the number of hearings which will be required to be held is, or may be, so great that they cannot otherwise be disposed of with reasonable speed, he may determine that the hearings committee shall consist of six members of the administrative staff and six members of the faculty to be designated by him and of six students who shall be designated by the members so designated by him. In such event the chief administrative officer shall designate one of such members as chairman who may divide the membership of the committee into three divisions each to consist of two members of the administrative staff, two faculty members and two students and may assign charges among such divisions Any four members of each such division may conduct hearings and make recommendations as hereinafter provided.

(h) The hearing committee shall not be bound by the technical rules of evidence but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereof. A student against whom the charges are made may appear by and with representatives of his choice. He may confront and examine witnesses against him and may produce witnesses and documentary evidence in his own behalf. There may be present at the hearing; the student charged and his representatives and witnesses; representatives of the institutional administration; and, unless the student shall request a closed hearing, such other members of the institutional community or other persons,

or both, and may be admitted by the hearing committee. A transcript of the proceedings shall be made.

(i) Within 20 days after the close of a hearing the hearing committee shall submit a report of its findings of fact and recommendations for disposition of the charges to the chief administrative officer, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his representative. Within 10 days thereafter the chief administrative officer shall make his determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made to expel, suspend or otherwise discipline them shall be vested in the chief administrative officer. If he shall reject the findings of the hearing committee in whole or in part he shall make new findings, which must be based on substantial evidence in the record and shall include them in the notice of his final determination which shall be served upon the student or students with respect to whom it is made.

*Historical Note*

*Sec. added, filed Apr. 10, 1970; and filed May 7, 1970. Added "At any \*\*\*hereinafter provided.*

Section 535.10

(a) Organizations which operate upon campus of any State-operated institution or upon the property of any State-operated institution used for educational purposes shall be prohibited from authorizing the conduct described in subdivision (1) of Section 535.3 herein.

(b) Procedure. The chief administrative officer at each state-operated institution shall be responsible for the enforcement of this section, and, as used herein, the term chief administrative officer, shall include any designee appointed by said officer.

(1) Whenever the chief administrative officer has determined on the basis of a complaint or personal knowledge that there is reasonable ground to believe that there has been a violation of this section by any organization, the chief administrative officer shall prepare or cause to be prepared written charges against the organization which shall state the provision proscribing the conduct and shall specify the ultimate facts alleged to constitute such violation.

(2) Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization may respond in writing to the charges within ten (10) days of receipt of said notice. The notice of the charge so served shall include a statement that the failure to submit a response within ten (10) days shall be deemed to be an admission of the facts stated in such charges and shall warrant the imposition of the penalty described in subdivision (c) herein. The response shall be submitted to the chief administrative officer and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charge. The chief administrative officer may allow an extension of the ten (10) days response period.

(3) Upon written request, by an authorized representative of the organization, the chief administrative officer shall provide the representative organization an opportunity for a hearing. A hearing panel designated by the chief administrative officer shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge and which will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence on its behalf. The hearing panel shall submit written findings of fact and recommendations for disposition of the charge to the chief administrative officer within twenty (20) days after the close of the hearing.

(4) Final authority to dismiss the charges or to make a final determination shall be vested in the chief administrative officer. Notice of the decision shall be in writing; shall include the reasons supporting such decision; and shall be served on the principal officer of the organization by mail in the manner described in paragraph (2) above within a reasonable time after such decision is made.

(c) Penalties. Any organization which authorizes the prohibited conduct described in subdivision (1) of Section 535.3 shall be subject to the rescission of permission to operate upon the campus or upon the property of the State-operated institution used for educational purposes. The penalty provided in this subdivision shall be in addition to any penalty which may be imposed pursuant to the Penal Law and any other provision of law, or to any penalty to which an individual may be subject to this Part.

(d) Bylaws Section 6450 (1) of the Education Law requires that the provisions of this Part which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be deemed to be part of the bylaws of all organizations which operate upon the campus of any State-operated institution or upon the property of any State-operated institution used for educational purposes. The statute further requires that each such organization shall review these bylaws annually with individuals affiliated with the organization.

(e) Distribution of the provisions of this Part which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled in each State-operated institution.



## **PROCEDURES FOR PROCESSING GRIEVANCES ALLEGING DISCRIMINATION**

### INTRODUCTION:

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

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

This SUNY DMC Grievance Procedure for the Review of Allegations of Illegal Discrimination provides the mechanism

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

#### **REQUIREMENTS FOR FILING GRIEVANCES:**

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

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

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

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

#### **PROCEDURES FOR PROCESSING GRIEVANCES:**

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

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

#### **ACADEMIC GRIEVANCES:**

If a campus Academic Grievance Committee has been established to review student complaints concerning grades, it shall continue to hear such complaints. If discrimination is alleged to be the basis for the grade, the campus chief diversity officer may at the request of the Academic Grievance Committee sit with that committee in an advisory capacity during the review.

For more information on filing a grievance alleging discrimination, please see the Office of Diversity's webpage at <http://www.downstate.edu/diversity>

DMC: 7/2010



## **UNLAWFUL SALE OF DISSERTATIONS, THESES AND TERM PAPERS**

The following is a reproduction of Section 213(b) of the Education Law of New York State, which was amended June 22, 1981, concerning the illegal sale of term papers, theses or dissertations:

1. No person shall, for financial consideration, or the promise of financial consideration, prepare, offer to prepare, cause to be prepared, sell or offer for sale to any person any written material which the seller knows, is informed or has reason to believe is intended for submission as a dissertation, thesis, or term paper, essay, report or other written assignment by a student in a university, college, academy, school or other educational institution to such institution or to a course, seminar or degree program held by such institution.

2. Nothing herein contained shall prevent such educational institution or any member of its faculty or staff from offering courses, instruction, counseling or tutoring for research or writing as part of a curriculum or other program conducted by such educational institution. Nor shall this section prevent any educational institution or any member of its faculty or staff from authorizing students to use statistical, computer or any other services which may be required or permitted by such educational institution in the preparation, research, or writing of a dissertation, thesis, term paper, essay, report, or other written assignment intended for submission to such educational institution in fulfillment of the requirements for a degree, diploma, certificate or course of study. Nor shall any person be prevented by the provisions of this section from rendering services for a fee, which shall be limited to the typing, transcription or reproduction of a manuscript.

3. Nothing contained within this section shall prevent any person from selling or offering for sale a publication or other written material which shall have been registered under the United States laws of copyright, provided, however, that the owner of such copyright shall have given his authorization or approval for such sale, and provided, however, that the owner of such copyright shall have given his authorization or approval for such sale, and provided further that such publication or other written material shall not be intended for submission as a dissertation, thesis, term paper, essay, report or other written assignment to such educational institution within the State of New York in fulfillment of the requirements for a degree, diploma, certificate or course of study.

4. No person shall sell, assign or otherwise transfer for business or for any other purpose to any person any information and material of a personal or private nature acquired from a purchaser of a dissertation, thesis, term paper, essay, report or other written assignment without the prior consent of such purchaser. The term "information and material of a personal and private nature" as used in this subdivision shall include, but not be limited to, the name of such purchaser, his address and telephone number, the name of such educational institution, the name or number of the course, the name of the faculty member or members for whom such written assignment has been prepared, and any description of the research involved or the nature of such written assignment.

5. A violation of the provisions of this section shall constitute a class B misdemeanor.

6. The attorney general and district attorney of the county wherein a violation of this section occurs shall have concurrent authority to investigate and prosecute any violation of this section and any related violations discovered during the course of such investigation.

7. Whenever there shall be a violation of this section, an application also may be made by the attorney general in the name of the people of the State of New York to a court or justice having jurisdiction to issue an injunction and, upon notice to the defendant of not less than five days, to enjoin and restrain the continuance of such violation; and if it shall appear to the satisfaction of the court or justice that the defendant has, in fact, violated this section, an injunction may be issued by such court or justice, enjoining and restraining any further violation, without requiring proof that any person has, in fact, been injured or damaged thereby. In any such proceeding the court may make allowances to the attorney general as provided in section eighty-three hundred three, subdivision six of the civil practice law and rules. In connection with any such proposed application, the attorney general is authorized to take proof and make a determination of the relevant facts and to issue subpoenas in accordance with the civil practice law and rules. Additionally, the attorney general may apply in any such proceeding for a monetary penalty of not more than one thousand dollars per violation.

**SUNY DOWNSTATE POLICY STATEMENT ON ALCOHOL AND CONTROLLED SUBSTANCE ABUSE**  
(first issued December 31, 1990)

All students are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance or alcohol on the SUNY Downstate campus or at SUNY Downstate sponsored activities. If a positive determination of abuse of alcohol or a controlled substance is made, SUNY Downstate will seek disciplinary penalties in accordance with the following schedule. Similar rules apply to SUNY Downstate employees.

**Campus Penalties**

1. Violation of Alcoholic Beverages Policies:

1.01 Possession of alcohol or consumption of alcohol while engaged in clinical or learning duties or in a manner which renders them unfit for clinical or learning duties. Students are prohibited from being under the influence of alcohol while engaged in clinical or learning duties. Unlawful possession or use of alcohol on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited.

- 1st Offense: Probation and referral to an in-house or community substance abuse program.
- 2nd Offense: Suspension for one semester; reinstatement subject to completion of a certified substance abuse program.

3rd Offense: Suspension for one year or expulsion if circumstances warrant.

1.02 Unlawful manufacturing of alcohol is prohibited.

- 1st Offense: Penalties range from a formal warning through suspension for one semester and referral for criminal prosecution.
- 2nd Offense: Suspension for one year and referral for criminal prosecution.
- 3rd Offense: Expulsion and referral for criminal prosecution.

1.03 The sale of alcohol on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited, except as authorized by SUNY Downstate policies or procedures.

The service of alcohol in public areas of SUNY Downstate property or as part of any SUNY Downstate activity is prohibited except as authorized by SUNY Downstate policies and procedures.

- 1st Offense: Penalties range from a formal warning through suspension for a semester and possible referral for criminal prosecution.
  - 2nd Offense: Suspension for one year and possible referral for criminal prosecution.
  - 3rd Offense: Expulsion and possible referral for criminal prosecution.
- 1.04 The use of alcoholic beverages for pledging or qualifying for membership in any organization is prohibited.

- 1st Offense: Individuals: Suspension from University for one semester.  
Organizations: Privileges and status are revoked for a period not to exceed two years.
- 2nd Offense: Individuals: Expulsion  
Organization: Privileges and status may be revoked indefinitely.

2. Violation of Drugs Policies

2.01 Students are prohibited from unlawful possession of controlled substances\*\* or consumption of controlled substances\*\* on SUNY Downstate property or as part of any SUNY Downstate activity. Students are prohibited from being under the influence of controlled substances\*\* on SUNY Downstate property or as part of any SUNY Downstate activity.

- 1st Offense: Probation and participation in an in-house or community substance abuse program and possible referral for criminal prosecution.
- 2nd Offense: Suspension for one semester; reinstatement subject to completion of a certified substance abuse program and possible referral for criminal prosecution.
- 3rd Offense: Suspension for one year or expulsion and possible referral for criminal prosecution.

2.02 Unlawful possession of any substance\*\* with intent to sell or in quantities sufficient to constitute a felony under the Penal Law of New York State on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited. (See information on New York State felony drug offenses.)

- 1st Offense: Expulsion and referral for criminal prosecution.

2.03 Unlawful distribution, dispensing, sale, attempted sale, or purchase of any substance\*\* on SUNY Downstate property or as part of any SUNY Downstate activity is prohibited.

- 1st Offense: See 2.02

2.04 Unlawful possession of drug paraphernalia on SUNY Downstate property, or as part of any SUNY Downstate activity is prohibited.

- 1st Offense: See 2.01
- 2nd Offense: See 2.01
- 3rd Offense: See 2.01

\*\* As used in this section “substance(s)” is any drug listed in the following Policy Statement.

### **Legal Penalties**

New York State and Federal penal laws provide a wide range of penalties for crimes related to the possession, sale and trafficking of controlled substances and marihuana. In New York, penalties for possession of marihuana range from a minimum of a fine up to \$100 to a maximum of fifteen years imprisonment. Penalties for possession or sale of other drugs, such as cocaine, crack, heroin, LSD or amphetamines range from a minimum of up to one year to a maximum of life imprisonment. A table summarizing the New York State penalties for narcotic and marihuana offenses is contained in Attachment C.

Federal penalties for manufacturing, importing, exporting or trafficking (including possession with intent to commit such offenses) in marihuana range from a minimum of up to eighteen months imprisonment to life imprisonment for repeat offenders when death or serious injury results from the use of marihuana. Federal penalties for such offenses involving other drugs such as heroin, cocaine and amphetamines range from a minimum of up to thirty-seven months imprisonment to life imprisonment for repeat offenders when death or serious injury results from the use of such drugs. A table summarizing the Federal penalties for narcotic and marihuana offenses is contained in Attachment D.

The New York State Vehicle and Traffic Law also provides significant penalties for driving under the influence of alcohol or a controlled substance. Penalties for driving while intoxicated (a blood alcohol content of at least .08%, or intoxication by a drug) range from a minimum of a \$500 to \$1000 fine and/or up to one year imprisonment to a maximum of a \$1000 to \$5000 fine and/or up to four years imprisonment. In addition, the operator’s driver’s license must be revoked for a period of six months to one year.

Penalties for driving while impaired by alcohol or a controlled substance (a blood alcohol content of less than .08%) range from a minimum of a \$300 to \$500 fine and/or up to 15 days imprisonment, plus suspension of the operator’s driver’s license for a period of 90 days, to a maximum of a \$750 to \$1500 fine and/or up to 6 months imprisonment plus revocation of the operator’s driver’s license for six months.

### **Health Risks**

The health risks of drug and alcohol abuse are substantial. Medical authorities indicate that the short-term effects of marihuana include impairment of memory and physical coordination, anxiety and increased heart rate. Long-term effects of habitual use include severe lung damage and deleterious effects on male and female reproductive hormones. The use of cocaine or crack, a highly addictive drug, may result in depression, paranoia, an irregular heartbeat, and increased blood pressure. Long-term or substantial use may lead to destruction of live and nasal cell, angina, seizures, delirium, heart attacks and strokes. Cocaine or crack use also has a devastating effect on fetal development, and may result in miscarriage, an addicted baby, or stillbirth. Attachment E lists the harmful effects associated with these and other drugs.

The use of alcohol causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderated doses also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other

depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### **Counseling, Treatment, Rehabilitation and Re-Entry Programs**

This policy is a supplement to SUNY Downstate’s Policy Statement on Alcohol and Controlled Substances in the Workplace, issued on October 27, 1989 (see Appendix). This policy has a direct effect only on employees; however, students should be aware of the rules that affect SUNY Downstate as a whole.

Any students who may have developed a drug-related problem, suspect they are at risk, or seek information about illegal or controlled drugs, may seek counseling and referral by the Student Health Service or from the Director of Student Counseling, to an appropriate treatment program. Please note, however, that such a referral does not exempt any student from disciplinary or other action by SUNY Downstate. (A list of treatment programs in New York City also appears at the end of this section). A full range of detoxification, outpatient and inpatient rehabilitation and re-entry programs is available in New York City. The programs listed below will refer clients based on individual needs.

Alcoholics Anonymous	212-870-3400
Al-Anon	212-941-0094
Greater NY Regional Help Line	212-929-6262
N.Y.S. Addictions Hotline	800-522-5353
Federal Substance Abuse & Mental Health Services	800-662-HELP

SUNY Downstate will review its drug and alcohol programs periodically for effectiveness and consistency of application and where necessary make appropriate changes.

If you have any questions about any aspects of this statement, contact the Office of Student Life, 718 270-2487.

### **SUBSTANCE ABUSE PROGRAM FOR STUDENTS**

A standing, campus-wide Substance Abuse Committee (SAC), reporting directly to the President, provides the overall operation and coordination of the **Substance Abuse Program for Students**. Membership of the SAC consists of faculty, staff, and students from the four colleges at SUNY Downstate. The functions of the Committee are to plan and coordinate educational programs, outreach and extracurricular activities around the issues of alcohol and other drug abuse, and to manage the Substance Abuse Program for Students. **For more information, contact our pre-recorded information line at 718-270-4545.**

If you are interested in getting involved with the Committee, please contact Regina Finan at 718 270-2487.

#### **Goals of the Substance Abuse Program for Students**

- To provide compassionate assistance to students with substance abuse problems before they or other are seriously or irreversibly harmed;

- To assist recovering students to continue their education without stigma or penalty;
- To protect the rights of students to receive information, referral, and treatment **in confidence**;
- To protect patients and others from the harm that impaired students may cause;
- To increase student, faculty, and staff awareness of, and sensitivity to, the dimensions of alcohol and other drug abuse problems;
- To educate students, faculty, and staff about the options available for dealing with alcohol and other drug abuse problems.

Seeking help voluntarily through the Substance Abuse Program for Students is an alternative to getting caught and/or arrested and facing expulsion from school. **We encourage all students with problems with alcohol or other drugs to use this Program. There is no penalty for seeking help through this program.**

If you would prefer not to make an initial, confidential, contact with anyone on campus, the following off-campus confidential services are also available:

- For medical students and PA students (licensed or unlicensed), **The Committee for Physicians' Health at 800-338-1833**
- For nursing students and CHRP students (who are already licensed by the State of New York), **The Professional Assistance Program at 518-473-6809**
- For CHRP students (who are unlicensed), please utilize our on-campus resources



## **SUBSTANCE ABUSE TREATMENT PROGRAMS IN NEW YORK CITY WITH TRACKS FOR IMPAIRED PROFESSIONALS**

### **In-Patient Treatment Programs**

Holliswood Hospital, 87-37 Palermo Street, Holliswood, NY 11423: Most insurances, sliding scale for self pays, adults 17 and above; dual diagnosis program. HOLLISWOODHOSPITAL.COM (800) 486-3005.

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

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

South Beach Alcoholism Treatment Center, 777 Seaview Avenue, Bldg. #1, Staten Island, NY 10305: Most private insurances, Medicaid/Medicare, sliding scale for self-pay, no charge; adults 18 and over. (718) 667-5202

### **Out-Patient Treatment Programs**

Arms Acres Manhattan Outpatient Services, 1841 Broadway, Suite 300, New York, NY 10023: Most private insurance, sliding scale for self pay; adults 18 and over; 3 months-1 year program; day, evening and intensive care programs. ARMSACRES.COM/OUTPATIENT (888) 227-4641

Bedford Stuyvesant Alcoholism Treatment Center, 1121 Bedford Avenue, Brooklyn, NY 11216: Most private insurance, Medicaid/Medicare, sliding scale for self pay, no charge; adults 18

and over; dual diagnosis program; alcoholism treatment only. (718) 636-4200

Bellevue Hospital Outpatient Clinic 462 1st Avenue at 30th Street, New York, NY 10009: Most private insurance, sliding scale for self pay, Medicaid/Medicare; adults 18 and over; alcoholism treatment only. (212) 562-4487

Cumberland Neighborhood Family Care Center-Alcoholism Treatment Center, 100 North Portland Avenue, Brooklyn, NY 11205: Most private insurance, Medicaid/Medicare, sliding scale for self pay, no charge; adults 21 and over; alcohol and other drugs; dual diagnosis program; length of program varies. (718) 260-7500

Montefiore North Medical Center (718) 920-9000

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

South Bronx Mental Health Council, 1241 Lafayette Avenue, Bronx, NY: Most private insurance, sliding scale for self pay, no charge; adults 18 and over; alcohol and other drugs; dual diagnosis program; Spanish speaking services; length of program 12-18 months; gay and lesbian program. (718) 378-6500 x238

St. John's Episcopal Hospital, 1908 Brookhaven Avenue, Far Rockaway, NY 11691: Most private insurance, sliding scale for self pay, Medicare/Medicaid; adults 18-65; dual diagnosis program; average length of program 18 months. EHS.ORG (718) 869-7000

## **STUDENT ORGANIZATION ALCOHOL & EVENT POLICY**

SUNY Downstate Medical Center desires to provide opportunities for personal growth and leadership development for its students. One goal of the institution is to provide co-curricular education through programming for students. Another is to help create a campus environment that allows for the social development of the student population. In tandem with this objective is the concern for the safety and overall well-being of the campus community and campus facilities, recognizing that involvement in the co-curricular experience is not a right but a privilege.

This concept allows recognized student organizations the freedom to plan, organize and implement activities. This enables them to achieve their individual organizational goals, while accepting responsibility for the activities of the organization. The following policy was developed in an effort to achieve these objectives.

The purpose of these Policies is to serve as a substantive policy guide for all student organizations at SUNY Downstate Medical Center whether on or off campus. Each organization should understand that these policies do not take the place of the SUNY Downstate Student Handbook or any existing SUNY Policies and Procedures. As officers of a student organization working closely together, it is your responsibility to make sure that all College Policies and Procedures are made known to your members. SUNY Downstate Medical Center will assume that all members of the SUNY Downstate Community, including members of student organizations are aware of, and agree to abide by and uphold, all SUNY Policies, as well as all local, state and federal laws. Questions should be immediately referred to the Department of Student Life.

ONLY REGISTERED STUDENT ORGANIZATIONS ARE PERMITTED TO HAVE EVENTS OR ACTIVITIES ON THE SUNY DOWNSTATE CAMPUS.

#### Registration/Planning

a) All student organization events, whether on campus or off, whether alcohol will be present or not, must be registered with the Department of Student Life. Depending on the nature and scale of the event, Registration may require completion of the "Event Request & Registration Form." The "Event Request & Registration Form" is required for events that: involve alcohol or have attendance over 60 people; the form may be required for other events or activities at the discretion of the Department of Student Life. Forms must be completed and turned in to the Office of Student Life no later than 2 weeks prior to the event. It is the responsibility of the hosting Organization(s) to make sure that all paperwork is completed on time.

b) All publicity, including, but not limited to electronic communications, flyers, posters, and invitations must be approved by the Department of Student Life.

c) Additional University Police coverage may be required for events. This will be determined by the Department of University Police in consultation with the Department of Student Life. Additional coverage will be charged to the Student Organizations at current rates established the Department of University Police.

d) Events with alcohol will need to complete an "Alcohol Policy Form;" available from the Department of Student Life.

#### Food

a) When a student organization would like to provide beverages and/or food to individuals outside of their organization, catered food services must be arranged with a Department of Health licensed food service provider. Due to health and liability issues, students may not cook or otherwise provide any homemade food at events.

#### Alcohol

The serving of alcoholic beverages at student organization events is limited to spaces within and adjacent to the Student Center and Residence Halls.

##### **a) Individual Responsibility**

No persons under the age of 21 may bring alcoholic beverages into or consume such beverages within the facilities of the SUNY Downstate and adjacent patios, courtyards, and exterior properties.

The consumption of alcoholic beverages by those of legal age is limited to officially approved events. Consumption must be confined to the area specifically designated in the approval form.

Students living in the Residence Halls, who are 21 years of age or older, may consume and serve alcoholic beverages in the privacy of their own rooms, within the limits of applicable state laws and university policies. The serving of alcoholic beverages in lounges and other public areas must be registered in advance as described. Parties in private rooms need not be registered.

##### **b) Approval Process**

Recognized student organizations wishing to serve alcoholic beverages at functions within the Student Center and Residence Halls must follow the procedures as described herein. Alcoholic beverages are limited to beer and wine. Hard liquor is prohibited.

1. The person (who must be at least 21 years of age) assuming responsibility for the event must reserve the requested facility and complete and return a "TERMS AND CONDITIONS FOR

SERVING ALCOHOLIC BEVERAGES" form a minimum of 3 weeks in advance of the event and provide proof of age. These forms are available from the Department of Student Life.

2. The form will be reviewed by the Department of Student Life who will set the limits on amounts of alcohol and duration of the event. Upon approval the form will be returned to the applicant.

3. The applicant completing the form assumes responsibility for insuring that all state laws and institutional policies are enforced and adhered to.

4. Advertising should focus on the social, cultural or educational aspects of the events rather than the types and amounts of alcohol to be served. Advertising may not suggest or imply that the general public is invited. Advertisement of alcoholic beverages in may not be the primary focus of publicity. All advertisements for events where alcohol is to be served must be reviewed by the Department of Student Life and may be prohibited for any reason.

5. Parties in the Residence Halls and Student Center are limited to 4 hours in length. Parties in the Residence Halls will be limited to a four-hour time limit ending no later than the following time requirements: Sunday - Thursday from 8pm-12am, and Friday and Saturday from 9pm-1am.

##### **c) Responsibility For Administering The Event**

1. Student and staff must present their proper identification as legal proof of age. Guests at events where alcohol is served must be 21 years of age and must present two forms of identification [at least one a photographic ID (ie. student ID or drivers license)] to be issued a hand stamp. No individuals may be served without a hand stamp indicating legal age. Student organizations must provide a minimum of 2 people to work the door at all times at all events where alcohol is to be served.

2. Any student or person ( student, faculty or staff) who invites a guest, assumes responsibility for the behavior of the guest and must be present for the duration of the guest's stay. Guests who arrive in the absence of their host or hostess may not be admitted to the function and/or building. Management reserves the right to deny access to any guest. No guests under the age of 21 are permitted at any event where alcohol is served. Guests in the Residence Halls must be officially signed-in by their host. No guest will be admitted to the Residence Halls without their host.

3. All alcoholic beverages must be served. There is no self-service of any alcoholic beverages and alcoholic beverages may not be served in original containers (i.e. beers must be served in cups, not in their can). Bottles, kegs, and beer balls are prohibited. Only 1 drink is to be served per person at a time. All servers of alcoholic beverages must be a minimum of 21 years of age. They may not consume alcoholic beverages before or during an event. They must be fully briefed as to means of identifying those who can be served as well as to not serve anyone whom they consider to be intoxicated. The Department of Student Life reserves the right to refuse service to any person at any time.

4. Appropriate, sizeable and visible quantities of food and nonalcoholic beverages will be available at all functions where alcohol is served. Failure to provide adequate quantities will result in termination of the event.

5. Drinking games and devices that encourage intoxication are not permitted. Beverages of any type with unusually high alcoholic content are not permitted.

6. Gambling of any type is prohibited on campus at organized

student organization events.

7. The serving of alcoholic beverages must end 1/2 hour prior to the ending time established on the "TERMS AND CONDITIONS" form.

8. Events will be visited and monitored by Department of Student Life staff during the event and may be ended at any time.

#### d) Procedures for Obtaining Alcohol for Events

1. Beer and wine are the only approved alcoholic beverages for student organization events. All alcoholic beverages must be ordered through the Department of Student Life.

2. Alcoholic beverages obtained by groups through the above procedure can only be served on the premises. It may NOT be taken to an off-campus location. It is illegal to sell alcohol at any function unless a special permit is obtained from the New York State Liquor Control Board. The charging of an admission fee to an event where alcohol is served or any revenue-generating activity at such an event constitutes the sale of alcohol and as such, is prohibited.

3. No alcoholic beverages may be obtained from the institution for use by individuals or groups for private functions.

#### e) Violations of the Alcohol Policy

Violations of the State law and/or of SUNY or Downstate policy by any persons will result in their removal from the event. Students will be referred to their appropriate Dean for disciplinary action. Staff will be referred to their supervisors. Groups (staff or students) whose representatives responsible for supervising an event fail to insure that the policies enumerated above are enforced, may have the privilege of sponsoring further on-campus events withdrawn. Students who reside in the Residence Halls are subject to disciplinary action through the Office of Residential Life and Services and may jeopardize their housing eligibility. AT THE DISCRETION OF MANAGEMENT, ANY EVENT MAY BE SHUT-DOWN IMMEDIATELY.



### DRUG FREE SCHOOL AND COMMUNITIES ACT AMENDMENT OF 1989

The New York State Penal Law, Article 220, prohibits the unlawful use of controlled substances. The penalties for the illegal use, possession, or distribution of controlled substances are clearly spelled out by law and include prison terms ranging from one year to life in prison on conviction. The mere giving or offering to give another person any controlled substances is defined by law to mean "sell" and is a felony. Possession alone of a controlled substance constitutes a felony.

As a student of SUNY Downstate Medical Center, and in compliance with the Drug Free Schools and Communities Act Amendments of 1989, you should be aware of the following policy, which must be followed:

The unlawful use, possession, manufacture, dispensation or distribution of illicit drugs or alcohol in all SUNY Downstate Medical Center locations is prohibited.

Students who manufacture, distribute, dispense, possess, or use an illicit drug or alcohol will be subject to disciplinary procedures consistent with applicable New York State and Federal laws, rules and regulations.

Disciplinary measures shall include, but not be limited to, criminal prosecution of violations of State and Federal laws, rules and regulations and disciplinary actions by the college judicial process, ranging from dismissal or lesser sanctions of suspension, probation or warnings, as the facts of the situation warrant or are determined appropriate. Convictions in the courts for a felony

offense may similarly lead to dismissal. Referral to an appropriate rehabilitation program may also be included.

In the Appendix are the details applicable to legal sanctions under State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol, and a description of health risks associated with the use of illegal drugs and the abuse of alcohol.

The University is obliged to, and will, cooperate fully with local or state authorities in any cases of suspected illegal use, possession, or distribution of drugs controlled by state law.

### SANCTIONS FOR DRUG AND ALCOHOL POLICY VIOLATIONS

Following is the schedule of sanctions for violations of the drug and alcohol policies that SUNY Downstate is required to develop under the Drug Free Schools and Communities Act Amendments of 1989. Violations of the policies often occur simultaneously with other behavioral problems, such as failure to attend to duties, poor performance of assignments, threats, and altercations, to name only a few possibilities. The penalties suggested do not preclude SUNY Downstate from seeking or imposing, additional penalties for any related behavioral problems.

#### Abuse of Alcohol Consumption

a) Obvious abuse of alcohol consumption is prohibited and may lead to University disciplinary action;

b) Intoxication is not an excuse for violation of the University rules and expectations.

1. Every student is subject to, at all times certain provisions of the New York State Penal Law, the New York Alcohol Beverage Control Law, and university policy as it pertains to the use and sale of alcoholic beverages. The consumption of alcoholic beverages is not permitted in the public areas of any building on the SUNY Downstate Medical Center premises, except at approved social functions. Also see Appendix: SUNY Downstate Medical Center Alcohol Policies and Procedures; and the Drug Free School and Communities Act of 1989.

2. The use of alcoholic beverages at SUNY Downstate Medical Center is subject to the State Liquor Authority Alcoholic Beverages Control Law and to certain provisions of the New York Penal Law, in addition to the policies outlined in the Student Handbook and Board of Trustees Policies.

a. Prohibited Sales (ABC Article 5, Section 65 Revised Penal Law) No person shall sell, deliver, or give away any alcoholic beverages to:

1) Persons under the age of twenty-one (21) years;

2) Any intoxicated person or any person who appears to be under the influence of an alcoholic beverage.

3) Any habitual drunkard known to be such to the person authorized to dispense alcoholic beverages. Individuals violating this law are subject to arrest under New York State law and/or action by Downstate Medical Center disciplinary system.

3. Other Violations of the Law and College Policy (ABC Article 5, Section 65) Persons under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage. Exceptions are provided for consumption in an instructional setting and in cases where the alcoholic beverage is provided by the parents or guardian.

4. Violators are subject to a fine of up to \$50.00 per offense, but are not subject to arrest. Alcoholic beverages involved in alleged violation of this law may be seized by authorized law enforcement officials, including campus safety officers. Disposal and destruction of the seized alcoholic beverage are also authorized but can not be carried out until three days after the initial appearance date, unless otherwise ordered by the court.

5. Persons under the age of 21 who falsify or fraudulently alter proof of age for the purpose of purchasing or attempting to purchase alcoholic beverage are guilty of a violation punishable by a fine of up to \$100.00 and a community service requirement of up to thirty (30) hours.

6. A person under the age of 21 who presents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to ninety (90) days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver's license following the suspension.

**SUNY Downstate Sanctions for Violations of the Alcohol and Drug Policies**

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

\*\* As used in this document, "substance(s)" is any drug listed in Attachments A or B to the Policy Statement.

## APPENDIX III:

### RULES OF STUDENT CONDUCT

In addition to the rules of student conduct described below, students are also obligated to follow the regulations and behavioral guidelines in other sections of this Student Handbook (particularly the academic integrity and professionalism sections described in the college sections and federal and state regulations described in Appendix II), in rules and regulations distributed in the Residence Halls, and any other written documents disseminated by the University or your academic program pertaining to this topic. Violations of student conduct rules are subject to disciplinary action.

The decision following disciplinary action may include, but is not limited to:

- a) dismissal of charges
- b) disciplinary warning
- c) disciplinary probation
- d) loss of privileges
- e) fines, restitution, community service
- f) residence hall suspension
- g) residence hall expulsion
- h) university suspension
- i) university expulsion
- j) permanent transcript notation – a student found guilty of

hazing or other serious violations of the student conduct code, especially when it leads to the death or serious physical injury to another person will have a permanent notation made on their permanent transcript. In addition, a student found responsible for such violations shall not receive credit for the semester in which the suspension or expulsion occurred, and will be liable for all tuition and fees for that semester.

#### Expectations

Every member of the Health Science Center community has a right to feel secure in person and property and has a responsibility to respect and protect the rights of others.

Conduct which interferes with or threatens the operation of the University or the rights of others, either in or out of the classroom is not condoned.

All members of the University are expected to conduct themselves lawfully, maturely, and responsibly, and to share the responsibility of maintaining standards of behavior which are essential to the smooth functioning of the institution.

Violations of the Rules of Student Conduct on or off-campus by any full-time or part-time student may lead to administrative and/or disciplinary action and/or criminal prosecution. Campus judicial action for inappropriate student conduct at off-campus locations may be taken whenever the student's conduct adversely affects the campus community or undermines the interests and/or mission of the institution.

Students are expected to abide by the rules of the University and by state, local, and federal laws.

#### Abuse

Physical harm or verbal abuse, intimidation, or harassment of another person or persons is prohibited. Reckless actions which could endanger the safety of others or which result in harm to another person or persons are prohibited and may lead to University disciplinary action and/or criminal prosecution.

#### Address and Change of Address

Providing a correct address is part of the registration process. If this information is missing, registration can be declared incomplete.

Changes of address, telephone, or home address which occur during the year must be reported immediately to the Registrar's Office.

The assigned campus post office box is the "official" student address as recognized by the University, for students who have a campus post office box. This box should be checked often; important University information, such as notices relating to Student Accounts Office activities is mailed by the University to the assigned post office box and not to the student's off-campus address.

#### AIDS and AIDS- related Conditions

SUNY Downstate recognizes that human immunodeficiency virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) are serious health problems. SUNY Downstate's policy on HIV and AIDS is designed to assist in efforts to halt transmission of HIV, to protect the rights of all individuals affiliated with the campus, and to provide clear and consistent guidance for decision-making by campus administrators when faced with situations in which HIV or AIDS is a factor. Policies and procedures will be reevaluated and changed according to new medical, legal, and scientific advances; and recommendations from the Surgeon General and the Centers for Disease Control.

1. The University's primary response to AIDS is educational. The University expects that well-informed individuals will make positive and responsible decisions about their sexual and social behavior. The University also expects that individuals will interact sensitively, appropriately, and compassionately with persons with HIV/AIDS. The University will not tolerate harassment of individuals with HIV/AIDS or of those who are perceived to have or be at risk for HIV/AIDS. Individuals who harass others will be subject to appropriate disciplinary action.

2. The University supports the rights of individuals with HIV/AIDS to engage in the activities of daily living. The University will not unlawfully discriminate against individuals having or perceived as having HIV/AIDS in regard to access to employment, facilities, programs, or services. Students with HIV/AIDS shall not be denied the opportunity to participate in any aspect of campus community life, affairs, or social activities as long as they are able to do so.

3. The University will respond to individuals with HIV/AIDS on a case by case basis.

4. Individuals with HIV/AIDS shall be accorded the same respect for personal privacy and confidentiality due all members of the University. The University will protect and maintain confidentiality of individuals with HIV/AIDS to the fullest extent authorized by law and with the proviso that the right to privacy may be limited by public health reporting requirements.

5. HIV antibody testing will not be required or performed by the University. HIV antibody testing will not be required as a condition of employment or admission, or for participating in any aspect of campus community life, affairs, or activities.

The University will support and assist those individuals who themselves consider testing by referring them to the appropriate resources for counseling, testing, and related services.

6. The University is committed to the prevention of HIV transmission through development of policies and procedures that safeguard campus individuals. The guidelines and precautions outlined by the Center for Disease Control of the United States Public Health Service must be considered and followed for any occupational activities or programs of instruction, practice, research, or training in which there is a potential risk for exposure of individuals to the HIV virus.

### **Animals on Campus**

The campus is not a sanctuary for unsupervised animals. Person who wish to bring their pets on campus are not prohibited from doing so, but must take the responsibility to uphold the following conditions:

1. Animals (dogs, cats, birds, etc.) are not permitted in any area of the Student Center. This is based on the New York State Sanitary Code, which reads as follows: "No animals or fowls shall be kept in or allowed in any area in which food is prepared, stored, or served." The Health Department will shut down the food service if this code is violated.
2. Dogs brought to campus must be in proper custody as prescribed in the New York City dog law, which stipulates that dogs are not to run at large.
3. University regulations require that dogs must be leashed and under control at all times. NOTE: An animal tied and left unattended is in violation of this regulation.
4. Permission to have supervised pets in classrooms and buildings, not included in the above, is determined by the person in charge.
5. Unlicensed dogs may be impounded. This ordinance is enforced both by Public Safety officers and the New York City dog warden.
6. Animals are not allowed in the residence halls.

### **Campus Disorder**

Students, faculty, administration, and staff of the Health Science Center realize the responsibilities that society will place on them and should react to this trust accordingly. Ethical ideals and conduct are essential to the health professions. Personal honor, integrity, and dignity must be recognized and fostered. The Health Science Center expects its members to conduct themselves in a mature, responsible and lawful manner at all times. Each member must respect the rights and privileges of every other member and of their fellow citizens.

In order to accomplish these ends, we as members of the medical and health related professions, maintain the following objectives: to have the student conduct himself/herself in a proper manner, both in exercises concerned with evaluation of academic achievement as well as in activities concerned with the welfare and life of a patient; to encourage the treatment of students as mature, responsible individuals, capable of intelligent and ethical self-direction; and to protect the profession from those few who might violate its standards.

No one shall be permitted to commit any act, which interferes with the educational process and/or the daily operation within the Health Science Center. Campus visitors who commit any act which interferes with the educational process and/or the daily operation within the Health Science Center shall be dealt with through campus and/or civil authorities.

### **Classroom Discipline**

Any instructor may exclude from attendance any student who, in the instructor's judgment, has seriously impaired the class's ability to achieve the objectives of the course, or who is guilty of offensive conduct toward the instructor or other members of the class. The student may appeal the instructor's action to the department chair through the department's grievance procedure. If the student is not satisfied with the ruling or recommendation emerging from the grievance hearings, an appeal may be brought to the appropriate academic dean. Violations of this section are also subject to disciplinary action under the rule on obstruction or disruption.

### **Computer Usage Policies**

See "Student Computing" section in the General Information section of the Student Handbook.

### **Cooperation**

Students are expected to cooperate with University officials when those officials have identified themselves and are acting within their authority to enforce University policy. University officials include faculty and staff of the University. Also included are student employees who are carrying out assigned work responsibilities. Failure to do so may lead to University discipline.

Cooperation includes, but is not limited to, appearing at offices when requested to do so, showing IDs, leaving areas, completing or adhering to the terms of a judicial sanction, etc.

### **Copyright Law**

Students should be aware that copyright laws cover photocopying and other reproductions of materials. Students should contact faculty members or library staff for information regarding these laws.

### **Damage and Destruction**

Damaging, destroying, or defacing University property or the property of any person is prohibited and may lead to University disciplinary action and/or criminal prosecution.

Students are liable for all damage they cause, whether by intentional or unintentional means, unless the damage is the result of a defect or normal wear and tear. Restitution does not preclude possible disciplinary action.

### **Demonstrations**

Students are free to voice dissent and to demonstrate in an orderly and peaceful manner, subject to reasonable time, place, and manner regulations of the Health Science Center. Picketing or demonstrating must not interfere with the normal flow of pedestrian or vehicular traffic or with entrances to buildings and must not interfere with the normal functioning of the University. Objects that may prove dangerous in a crowd are not permitted (e.g. sticks in support of signs or banners). Failure to abide by these guidelines may lead to University discipline, including the use of the Rules for the Maintenance of Public Order.

### **Documents, Keys, Telephones: Misuse of**

1. Forging, altering, or transferring an ID card, or other University document (e.g. registration form, admission application, financial aid application) is prohibited.

2. Duplicating keys to University facilities without authorization is prohibited. Unauthorized possession or use of keys, or the lending of keys for illegal or unauthorized purpose, tampering with or changing locks to University facilities without authorization is also prohibited.

3. Charging telephone or telegraph tolls to University telephones and unauthorized use of telecommunication authorization codes is prohibited.

### **Facilities: Locked**

All unauthorized persons must leave University buildings at the time they are closed (unless special arrangements have been made).

Propping open exterior or interior doors, which allows access to a locked facility, is prohibited. Forcible entry into any building or facility is prohibited. Failure to observe these rules may lead to University disciplinary action and/or criminal prosecution.

### **Facilities: Use of**

Individuals may not reserve University facilities for personal reasons. Student organizations, except when holding an initial organizational meeting, must be officially registered and recognized by the University to be eligible to use University facilities.

1. Reserving of Rooms: Most facilities for non-class use with arrangements for set-ups, sound systems, and other equipment, and the personnel to operate it, should be made as far in advance as possible with the Director of Student Life. Events should be planned to conform with the building hours. Information regarding reserving of facilities may be obtained from these offices. Use of facilities without appropriate permission may lead to University discipline.

2. Regulations: Students using facilities which are open to their use (i.e. library, computer facilities, study carrels, Student Center, etc.) are expected to abide by the rules in effect for those areas and are expected to cooperate with those in charge. Failure to do so may lead to University discipline.

#### **False Information**

Knowingly giving false information to the University or misrepresenting oneself, on or off-campus, may lead to disciplinary action.

Falsification of admissions or financial aid information may lead to dismissal from the institution.

#### **False Reports**

Persons who initiate or circulate a false report of impending occurrence of an explosion, fire, crime, or other emergency are subject to University discipline and to criminal prosecution.

#### **Fire and Safety Regulations**

Persons found tampering with fire safety equipment on the campus are subject to University discipline and to arrest under applicable sections of the New York State penal law.

Persons who intentionally, carelessly, or recklessly cause the report of a false fire alarm, either personally or by activating the fire alarm system are subject to University discipline and to arrest under applicable sections of the New York State penal law.

Persons recklessly, carelessly, or intentionally causing a fire to be ignited in any University building or on the grounds of the campus without a legitimate purpose are subject to University discipline and to arrest under applicable sections of the New York State penal law. This does not apply to fireplaces, barbecue grills, or other authorized areas.

Persons intentionally interfering with or failing to follow emergency procedures, including fire drills, are subject to disciplinary action.

#### **Gambling**

Per Article 225 of the Penal Law of the State of New York, gambling is considered an illegal activity; therefore, gambling is not permitted in any area on campus or in any activity registered with the University.

#### **Guests**

Students who have guests on campus are responsible for informing their guests of the University's rules and policies and may be held accountable for the actions of their guests.

#### **Hazing**

Respect for the dignity and right of other students is a basic tenet of the Health Science Center community. Hazing has no place in the Health Science Center community and may result in charges under the rules for the maintenance of public order (Education Law, Section 6450).

Hazing defined as conduct causing psychological, emotional, or physical harm to any person as a part of initiation into or affiliation with any organization, is prohibited. Some examples include: forced or required participation in physical activities; forced, required or condoned application of foreign substances to the body resulting in lewdness or a potential for ridicule or bodily harm (such as tattooing or branding); participation in activities which involve

illegal acts such as kidnappings; creation of excessive fatigue and stress through deprivation of privacy or sufficient sleep, decent and edible meals; forced or required consumption of any food, liquor, drug, or any other substance; forced or required conduct that would embarrass or negatively affect the dignity of the individual such as forced nudity or partial nudity or coercing or allowing an individual to dress in a degrading manner as part of initiation or affiliation with a group; use of physical brutality; participation in or creation of situations which cause psychological harm or substantial emotional strain such as causing a member or pledge to be the object of malicious amusement or ridicule or other verbal abuse, causing embarrassment or shame to a member of pledge, or compromising the dignity of a member or pledge.

#### **I.D. Cards**

Every registered student, whether part-time or full-time, matriculated or non-matriculated, is issued an identification card, which entitles him/her to certain privileges in the use of facilities and services of the University. The student to whom the ID card is issued is entirely responsible for its use or misuse. Students must carry their cards with them at all times. Students must not lend their ID cards to any other persons.

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

Your ID card must be validated each year for which you are registered as a student. If you lose your ID card, report it at once, and make arrangements to obtain a replacement from F.S.A., Student Center 203. It is important to report such a loss as soon as possible so that the Library and other areas where the card may be misused can be alerted. A \$20.00 charge is made for the replacement of lost or mutilated ID cards.

Misuse of ID cards may lead to University disciplinary action.

#### **Loitering/Trespassing**

As determined by the University, unauthorized persons are forbidden to loiter or trespass in University buildings or on campus grounds. In terms of enforcement, it should be noted that students are required to present identification upon request of University personnel (see ID cards), and overnight guests in the residence halls must be registered. While all University personnel are expected to be aware of this regulation and to assist in its enforcement; suspected loiterers or trespassers should be reported to Public Safety.

#### **Noise**

The academic nature of the University requires all persons to respect the rights of others to conduct classes without disturbance and to study, sleep, and fulfill academic responsibilities without interruption from excessive noise. Students must comply with reasonable requests to lower the noise level.

#### **Obstruction or Disruption**

Obstructing or disrupting Health Science Center activities, including but not limited to teaching, research, administration, disciplinary procedures, or other authorized activities including public service functions is prohibited.

### **Payment of Fines and Fees**

A student who is delinquent in the payment of fees and charges to the University and who fails to make arrangements for such payment, may be subject to various penalties, which include denial of transcripts, grades, registration, degree, and diploma.

### **Recognition of the Rights and Responsibility of Students**

(The statement below is in response to Section 500.2 of the guidelines established by the SUNY Board of Trustees.)

The Health Science Center recognizes that students have within the law, the right of free expression and advocacy. The Health Science Center seeks to encourage and preserve freedom of expression and inquiry within the entire University. The Health Science Center does not permit the use of its name in announcements, advertisements, publications, or reports that imply Health Science Center endorsement of any commercial products or services or for personal business. Furthermore, students are advised against using the name of the Health Science Center in taking a stand on social or political issues. Official recognition of any student group must be granted by the University Council or student councils, the Office of the President or his/her designee. If any doubt exists in matters of this kind, specific clearance should be obtained from the President or his/her designee.

### **Reporting Crimes and Safety Hazards**

The University strives to provide a safe environment for the campus community -- students, visitors, faculty, and staff. All campus-related crimes and safety hazards, actual or suspected, must be reported to the Public Safety Department to help protect the safety of all members of the campus community.

### **Residence Hall Regulations**

Failure to abide by Residence Hall regulations as defined in the terms and conditions of the Residence Hall License and regulations will result in disciplinary action and/or termination of Residence Hall license.

### **Safety**

Reckless actions or activities which could endanger the safety of others or which result in physical harm to others and/or in damage to property is prohibited.

### **Self-Defense Spray Device**

Definition: Section 265.20(14) of the "New York State Penal Law" defines a self-defense spray device as a pocket size spray device that contains and releases a chemical or organic substance that, when directed at another person, is intended to produce temporary physical discomfort or disability against another person. A person may possess such a device unless he or she is less than 18 years of age, or has been convicted of a felony in and outside New York State.

Physical assault includes but is not limited to inflicting bodily harm upon a person by using a self-defense spray device in circumstances that do not justify the use of such a device.

The possession, storage, or use of fireworks, firearms, ammunition, explosives, or other weapons including any dangerous article or substance with the potential to injure or discomfort a person is prohibited at any time for any purpose at anyplace on the campus or other property.

This regulation does not prohibit an individual otherwise subject to its provisions from carrying or possessing a self-defense spray device on campus property provided that such carrying or possession would not constitute a crime under New York criminal law.

### **Sexual Assault**

Sexual assault is prohibited. Sexual assault is defined as forced, manipulated, or coerced sexual acts, which include but are not limited to unwanted touching of an intimate part of another person such as sexual organ, buttocks, or breast; sodomy; oral copulation; and rape.

### **Sexual Harassment**

Sexual harassment is prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other unwelcome verbal or physical conduct of a sexual nature, which interferes with a student's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment is a violation of the law (Section 703 of Title VII of the Civil Rights Act of 1964) and SUNY Health Science Center policy and may result in disciplinary actions or criminal prosecution.

### Sexual Harassment Complaint Procedures

1. Any student of the Health Science Center community who believes s/he is being or has been sexually harassed should immediately contact the Office of Student Affairs at 270-2187 and/or the Office of Opportunity and Diversity at 270-1738. (Additional information in Appendix II.)

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

3. Recognizing the highly sensitive nature of sexual harassment, the Office of Student Affairs and/or Affirmative Action Office will treat all reports of sexual harassment with the greatest possible confidentiality.

4. Retaliatory action against anyone filing a sexual harassment complaint is strictly prohibited.

### **Sign Posting**

Only registered student organizations and academic/administrative departments may use student organization bulletin boards, academic/administrative bulletin boards, or post notices on University property.

1) All posters/flyers must be hung on designated bulletin boards ONLY.

2) All posters/flyers must be removed by the sponsoring organization within 48 hours after the event has taken place.

3) Only masking tape may be used on walls and university bulletin boards. On bulletin boards, masking tape, thumb tack and staples may be used.

4) All posters/flyers must conform to public standards of "good taste" and may not be discriminatory or offensive.

"Open" or "non-designated" bulletin boards may be used by members of the Health Science Center community but must conform to the following:

1) All notices must be hung on the designated bulletin boards ONLY;

2) All notices must be date stamped with the date they are hung or the date of the event. The notice must be removed within one month of posting (e.g. apartment rentals, book sales) or within 48 hours of the event;

3) Only masking tape may be used to post signs on University property, and only masking tape and thumb tacks on bulletin boards;

4) All posters/flyers must conform to public standards of "good taste" and may not be discriminatory or offensive.

Any violation of this policy will result in the removal of the posting; any damages to University property from the posting will be charged back to the sponsoring group or individual.

## Smoking

Article 13-E of the New York State Public Health Law prohibits smoking in areas open to the public. The law provides that violations are punishable with civil fines up to \$1,000.

Smoking is prohibited in all indoor areas opened to the public, unless an area is designated a public smoking areas by appropriate signs or if, in private rooms, apartments and duly designated areas of the residence halls. In private rooms/apartments shared by more than one person, smoking will not be allowed unless all occupants agree.

## Telecommunication Services

Charging telephone or telecommunications charges to University telephones or extension numbers without authorization is prohibited. Students who register for telephone service are responsible for the payment of all service charges, tolls, and appropriate taxes, which appear on the monthly bill.

## Theft

Theft or attempted theft of University property or knowingly possessing stolen property of the University and or services (telephone, computers, parts, etc.), or the property of any person is prohibited and may lead to University disciplinary action and/or criminal prosecution.

## Visitors

Anyone not registered as a student or employed by the University is considered a visitor. Visitors to the campus are expected to abide by the University rules and regulations. Visitors failing to do so may be asked to leave campus and may be declared persona non grata, and /or subject to arrest in accordance with the Rules for the Maintenance of Public Order.

## Weapons

Possession or keeping of a deadly weapon or dangerous instrument on campus, including firearms, explosive devices, knives, blackjacks, etc. is prohibited. Possession or use of fireworks, firecrackers, etc. is also prohibited. Possession of noxious materials (any container with any drug or other substance capable of generating offensive, noxious, or suffocating fumes, gases, or vapors, or capable of immobilizing a person) is also prohibited.

Failure to comply with the above regulations may lead to University disciplinary action and/or criminal prosecution.



## DISCIPLINARY PROCEDURES

(pertaining to all students at SUNY Downstate/Health Science Center at Brooklyn)

Students are expected to uphold the highest standards of integrity and ethical behavior. Any student who has been reported for academic dishonesty, or for violating the rights of others, or who engages in other unprofessional behavior will be subject to disciplinary action. Students of the Health Science Center implicitly agree to abide by the rules, regulations, and standards set by the faculty and administration as published in the student handbook, college catalog, residence hall, or institutional publications and notices; and civil and criminal laws dictated by local, state, and the federal government. The College reserves the right to have charges initiated through the disciplinary process against any student charged or convicted of breaking civil or criminal law.

Whenever possible, each individual case should be settled by informal conversations among students and their peers, between students and immediately involved faculty or administrative officers prior to the filing of official charges. Infractions of published

standards, rules and/or regulations, which are not resolved to the agreement of the parties concerned, shall be referred in writing, to the Vice President of Student Affairs.

Written charges must be filed with the Vice President of Student Affairs (or designee) by the faculty member, student, staff member or college administrator who is initiating disciplinary action. These charges must include the name of the person(s) being charged, and a description of the infraction/incident with as much detail as possible (e.g. dates, names of witnesses, supporting documents, etc.).

Upon receipt of the written charges, the Vice President of Student Affairs (or designee) will appoint a five person ad hoc committee in consultation with the Academic Dean of the College. The ad hoc committee will include at least one student member. Individuals excused from serving on the ad hoc committee include: any faculty member whose department is involved in the disciplinary proceeding; any student who is named in the complaint as a potential defendant or witness. The Vice President of Student Affairs or a designee will serve as a non-voting (sixth) member of the committee.

The purpose of the ad hoc committee is to:

- a. Collect and evaluate supporting evidence on both sides of the charged violation within a reasonable period of time.
- b. Recommend a course of action to the Academic Dean of the College.

## Procedures

The Vice President of Student Affairs or a designee will convene the first meeting of the ad hoc committee upon receipt of written charges and designate the chair and secretary. Each member has one vote.

The chairperson will notify the accused by providing a copy of the charges to the accused. The potential range of penalties should be included with the notice.

The chairperson is required to employ only his/her best effort to notify the student(s), and the student(s) are responsible for keeping the institution informed of any changes in address necessary for receipt of charges. (Notification will be made to the student's current local address as on file with the Registrar's Office unless otherwise requested by the student.) The hearing may be held in the absence of the student(s) accused only if a reasonable effort has been made to notify the student(s).

The chairperson will concurrently notify the accused, the party(ies) bringing charges, and all members of the ad hoc committee of the date, time and location for the formal hearing of charges. Notification shall be mailed to the student at least five business days in advance of the hearing.

The hearing shall not be governed by the formal rules of evidence. The committee shall examine all relevant facts and circumstances and reach its decision based upon a preponderance of the evidence. The recommendation of the committee may include, but is not limited to:

- a) dismissal of charges
- b) disciplinary warning letter
- c) disciplinary probation
- d) loss of privileges
- e) fines, restitution or community service
- f) suspension for all or part of the year
- g) dismissal from the college
- h) permanent transcript notation – a student found guilty of hazing or other serious violations of the student conduct code, especially when it leads to the death or serious physical injury to another person will have a permanent notation made on their permanent transcript. In addition, a student found responsible for such violations shall not

receive credit for the semester in which the suspension or expulsion occurred, and will be liable for all tuition and fees for that semester.

Hearings are regarded as confidential and closed to all but the principals of the case, unless all parties agree to the presence of others. The student has the right to consult with an advisor\* of his or her choice. The advisor may speak privately with the student, but may not participate in the hearing.

The chairperson will read the written charges to those assembled. At the hearing, the student has the right to present oral and written evidence on his or her behalf and to call his or her own witnesses. The student shall also have the opportunity to question any witnesses who appear, and to comment on any written documents or other evidence, submitted in support of the charges.

The ad hoc committee shall make a written recommendation to the Academic Dean of the College. The Dean will decide whether to modify or uphold the recommendation of the committee. The Dean shall notify the student of his decision in writing. The Dean's decision is final and cannot be appealed.

Documentation of all action of the ad hoc committee is kept in a confidential file in the office of the Vice President of Student Affairs.

*\* If one party elects to be represented by an attorney, they are obligated to notify all other parties, allowing reasonable time for all parties to retain counsel prior to the hearing. Attorneys who attend the hearing may not participate in the hearing, but may only advise the client..*

## **OTHER ADMINISTRATIVE ACTIONS**

### **A. Change in Student Status**

When in the judgment of a Student Affairs Dean (Associate Dean, or Assistant Dean) and/or the Assistant Vice President of Student Life (or designee) the continued presence of a student charged with a violation of SUNY Downstate Medical Center policy presents an immediate danger to the fulfillment of the educational mission of the institution, or to the life, health, welfare, safety or property of any member(s) of the SUNY Downstate community, the student may be subject to a change in student status including immediate denial of campus residency and/or suspension from the College pending the outcome of a disciplinary hearing (see Rules of Student Conduct in Appendix III of the Student Handbook), which shall be scheduled as expeditiously as possible.

Such a recommendation would be communicated to the Vice President for Student Affairs or designee, who will review the recommendation and gather and consider whatever additional information may be needed; and will determine if any change in status, such as interim suspension, is warranted. Notification of any change of the student's status and the reasons for it will be communicated to the student, in writing, within 24 hours of the decision. The student will be provided with a formal charge letter and the terms of the immediate action changing student status.

This action may be taken, but is not limited to, situations which occur on or off campus, involving physical violence, drugs and other controlled substances, criminal or other illegal acts.

### **B. Involuntary Medical Leaves of Absence**

SUNY Downstate Medical Center maintains a Student & Employee Health Service and a Student Counseling Service to serve physical and emotional needs of students. Students whose needs are beyond the resources of these offices will be referred to off-campus facilities and service providers when possible.

However, students who cannot adequately be helped by the available facilities, and/or who refuse to accept recommended emotional and/or

medical treatment and whose resulting behavior renders them unable to effectively function in the residential or academic community; that is, without harming themselves, others, or disrupting the College community, may be required to leave the College following the described procedure below:

1. The Vice President for Student Affairs or his/her designee may require a mandatory psychological/psychiatric assessment if a student's condition renders him/her unable to function in the College community without harming themselves or others and/or disrupting the educational mission of the institution.

2. When in the opinion of a professional member of the Counseling or Health Services staff, a student is unable to be adequately helped by the on-site or by other available facilities, and the student's condition renders them unable to function in the College community without harming themselves or others and/or disrupting the educational mission of the institution, the staff member shall notify the Vice President for Student Affairs or designee of the situation as soon as possible.

3. When the Vice President for Student Affairs or his/her designee receives notification under either (1) or (2), described above, the Vice President for Student Affairs or his/her designee will seek other such professional opinion as is appropriate, and will confer with the student if possible. The student may submit other medical documentation secured independently for consideration and may be accompanied by a support person (friend, relative, faculty member etc.) to scheduled appointments with College personnel.

Failure to appear for a mandatory assessment may result in suspension from clinical courses until the assessment is completed satisfactorily and the student has received health clearance to resume clinical responsibilities.

## APPENDIX IV:

### LIVING IN THE BOROUGH OF BROOKLYN

#### MAIL

**Central Mail Service** in the basement of the Hospital:

a. Mail Services does not sell USPS postage stamps. However, individual and book stamps can be purchased at the University Bookstore (located in the Student Center), or at the UH Gift Shop. A stamp vending machine (books only) is located in the Education Building (next to the vending machines).

b. DMC Business mail is DMC Mail Services' primary responsibility. However, personal mail assistance is provided on USPS postal information and overnight express mail services and weighing **after 1pm daily.**

c. Mail Services unit monitors all outgoing mail. Any suspected personal mail found not having USPS postage stamps affixed will be returned to the sender, if known. If the mail piece does not have proper postage and the sender is not known, the mail piece will not be metered- postage will not be affixed by Mail Services. The mail piece will either be opened to determine the return to sender or be placed into the USPS postal system without postage for USPS disposition.

d. All personal mail and packages (USPS or Express) must be accompanied with a valid Bursar's receipt.

Weigh your mail/package at home or at DMC Mail Services and pay at the Bursar's Office to obtain a receipt. Then take the receipt back downstairs.

**Stamps and Postal Services:** corner of Church & Nostrand. Just walk inside the newsstand. Another is located at 198 7th Ave. in Park Slope (finance stat-window service only).

**Full Postal Services:** a) Church Ave. between Bedford & Flatbush; b) Lenox & Utica Ave. (726 Utica) 733-3218

The **United States Postal Service** also offers a "Stamps By Mail" service. The stamps are delivered within five business days, no minimum order is required, no service charge, postage free return envelope. Ask for the order form at your local post office.

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To learn more about the "fun" things to do in Brooklyn, consult these web sites:

Brooklyn On Line [www.brooklynonline.com](http://www.brooklynonline.com) or go to the SUNY Downstate institutional website at [www.downstate.edu](http://www.downstate.edu) and then click on "The Neighborhood." Brooklyn on Line has descriptions of various items of interest in the borough as well as descriptions of each neighborhood in Brooklyn.

Definitely check out

The Brooklyn Academy of Music (BAM)

The Brooklyn Aquarium

The Brooklyn Museum

The Brooklyn Botanical Garden ([www.bbg.org](http://www.bbg.org))

If eating is your pleasure, here is a food website of interest:

Zagat's is on-line with a search engine, which allows you to identify restaurants in Brooklyn ([www.zagat.com](http://www.zagat.com))

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