



Admissions Policy: Students

Approved by: Admissions Committee on 12/04/2019

Endorsed by: Executive Committee on 2/03/2020

Last Reviewed: 9/2019

Responsible Officer: Dean of Admissions for the
College of Medicine & Director of Student
Admissions

Policy Owner: Director of Student Admissions

Policy Contact: Director of Student Admissions

Policy Statement on Student Admissions Content & Informational Materials

The Office of Student Admissions promotes the School of Medicine at SUNY Downstate Health Sciences University and develops communications materials in order to appeal to applicants with desired attributes.

The Office of Student Admissions meets quarterly to refine recruitment strategies including annual information sessions, linkage visits, on and off campus recruitment events, a shadow-a-student and research day. Moreover, we visit high schools, colleges, universities to conduct targeted recruitment and information events.

The Office of Student Admissions is responsible for the development of publications, websites, and social media used for recruitment activities. We post on the Downstate websites all admissions requirements, information about research opportunities and financial aid. We also provide documents about special programs such as early decision and admissions, linkage as well as student organizations and campus related activities. All recruitment materials are accessible via the Student Admissions website, which is reviewed on an annual basis.

The other duties of the Office of Student Admissions staff include:

- Clearly posting on the web the application procedures including deadlines, prerequisites, and required documents.
- Advising and counseling alumni, students, and faculty involved in the admissions, promotion, and recruitment activities and educating them about the principles that guide the admissions process.
- Being frank, accurate and comprehensive in presenting the School of Medicine programs to school personnel, prospective students, parents, and the public.
- Providing accurate admissions decisions and timely notification to candidates.
- Adhering to confidentiality as described in our policies.