

CUNY School of Medicine  
SOPHIE DAVIS BIOMEDICAL EDUCATION PROGRAM

The City College  
of New York



STUDENT HANDBOOK ON ACADEMIC POLICIES  
AND PROCEDURES

FOR THE  
Doctor of Medicine Program  
2020-2021 Edition

The CUNY School of Medicine represents that the information in this publication is accurate as of the press date. **The academic requirements, policies and procedures set forth in this handbook are subject to change without advance notice.** Circumstances may require that a given course be withdrawn, or that alternate offerings be made without advance notice.

This edition supersedes all previous publications.

**\*Important note about your records:**

Please note all admitted and registered CCNY students are assigned a CCNY e-mail address. The email address is: [userID@citymail.cuny.edu](mailto:userID@citymail.cuny.edu)

**In the event that a student's email address is changed, the student must notify the Office of Academic Records/Registrar via email at [oar.ccnycuny.edu](mailto:oar.ccnycuny.edu)**

**Change of Name, Phone Number, Address, Social Security Number**

Any student may change his/her address, (billing, home, and mailing) in CUNYfirst Student Services Center. However, to change the permanent address, name or social security number, students are required to complete a form, provide supportive documentation and submit, in person, to the CUNY School of Medicine Office of the Registrar.

\*More detailed information regarding E-mail Correspondence Policy are listed within this handbook

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## ACADEMIC POLICIES AND PROCEDURES

### INTRODUCTION

The Educational Program at the CUNY School of Medicine (CSOM) is designed as an integrated curriculum in medical studies. During the first three years of the BS/MD Program, students fulfill all requirements for the BS degree in Biomedical Sciences. After successfully completing all required courses in the BS program, students' progress towards meeting CSOM competencies will be reviewed by the SAPC in consideration of promotion into the MD program.

CUNY School of Medicine/Sophie Davis students have been carefully selected for their ability to meet the demands of this challenging program. They are expected to satisfy not only the academic requirements of the CUNY School of Medicine/Sophie Davis Biomedical Education Program, but also the additional requirements of the City College of New York. These requirements are designed to ensure that students receive the broad-based education that will prepare them to meet the constantly changing demands of the medical profession in accordance with the highest ethical standards and the goals of the CUNY School of Medicine/Sophie Davis Biomedical Education Program.

## I. CURRICULUM

### A. OVERALL CURRICULUM STRUCTURE

The curriculum of the BS/MD program at CUNY School of Medicine has been designed to promote the maximum intellectual and personal development of each student and to foster student interest in practicing primary care medicine in underserved communities.

The overall curriculum map for each year in the program can be found on the CSOM Registrar website <https://www.cuny.cuny.edu/csom/cuny-school-medicine-office-registrar>

### B. CURRICULUM REQUIREMENTS, REGULATIONS, AND OPTIONS FOR THE MD DEGREE

#### Registration

Students must register on time for all courses required under the prescribed curriculum to maintain their enrollment in the CUNY School of Medicine. A student who fails to register during the registration period allowed by the College will be considered to have resigned from the MD Program. A student will also be considered to have resigned from the program if the student, without the prior written approval of the Associate Dean for Student Affairs, either (a) does not register for all required courses under the prescribed curriculum, but registers instead for other non-required courses or (b) registers for all required courses, but then changes his or her registration from these courses to other non-required courses.

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## Schedule Changes and Dropping Courses

A student will generally not be permitted to drop a course which the student is repeating, except under unusual circumstances and only after consultation with the Associate Dean for Student Affairs. A student who drops any required course (including a course needed to fulfill the electives requirement) or who does not take a course by the time it is scheduled to be taken, risks jeopardizing his or her academic progress and standing. If a student does not take a course at the proper time, it is usually difficult, and sometimes impossible, to schedule the course later in the curriculum. Since many courses are prerequisites for subsequent courses, not taking a course at the prescribed time may lead to problems in scheduling later courses as well.

### Regulations on Dropping Courses

Except in the case of the M4 year, students are not permitted to drop courses after the registration period. Dropping courses in the M1, M2 and M3 years will result in removal from the MD program. Students will be required to meet with their advisor to discuss any need to modify their registration. During the M4 academic year, students will receive detailed instructions regarding the enrollment process and be given the opportunity to select specific courses. The adding and dropping of M4 courses is permitted and will be coordinated and monitored by the M4 Coordinator.

## II. ACADEMIC POLICIES, RULES, AND REGULATIONS

### A. GUIDELINES FOR MEDICAL COURSES

In all medical school courses, the Course Director, in consultation with the Department Chair, will set all course policies and requirements and evaluate the performance of students in the course. Attendance at all required class sessions is mandatory for all courses within the parameters set forth in the Attendance Policy of CUNY School of Medicine (see “Attendance Requirements,” below) and by the course director(s).

Information on course content, course requirements, grading policies and course reassessment policy will be provided to students at the beginning of each course by the Course Director according to guidelines approved by the Curriculum Committee.

Ultimate evaluation and grading of student performance in the course will be made by the Course Director and Department Chairperson. For team-taught courses, the evaluation will also include consultation with the faculty. Assessment of the pattern of progress of each student throughout the curriculum is reserved for the Student Academic Progress Committee.

Within one week after the completion of courses that only use multiple choice exams for assessments, the Course Director submits grades using the guidelines described in the following section. For clinical experiences that include evaluations by preceptors, grades will be submitted by 4 weeks after the end of the clinical experience.

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## Grades awarded in MD Program courses

Grades in the MD program courses are awarded according to the following Grading System:

	<b>Grade</b>	<b>Definition</b>	<b>Explanation</b>
<b>M1 – M2</b>	P	Pass	Successful completion of all course requirements.
	F	Fail	Failure to meet all course requirements.
<b>M3 and M4</b>	H	Honors	Outstanding performance in the subject area, far exceeding the clerkship requirements.
	HP	High Pass	For performance significantly above expectations, up to the top 40 % of students, but not qualifying for honors.
	P	Pass	*Successful completion of all clerkship/elective requirements. <i>Students who pass the clerkship shelf exam on the second attempt will receive the grade of Pass with the clarification in the MSPE about passing the exam on the second attempt</i>
	F	Fail	*Failure to meet all clerkship requirements.
<b>M1 – M4</b>	U/	Unsatisfactory	Does not meet expectations in one or more competencies.
	U/P	Unsatisfactory/Pass	Did not meet expectations in competency and successfully remediated.
	U/F	Unsatisfactory/Fail	Did not meet expectations in competency and failed the remediation.
	C/	Conditional	Passed the course/clerkship elements, but failed the initial attempt of the NBME subject exam.
	C/F	Conditional/Fail	Failed the second attempt of the NBME subject exam; Failed the course/clerkship.
	C/P	Conditional/Pass	Did not meet expectation in competency and successfully remediated course.

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INC	Incomplete	The course/clerkship requirements have not been completed, for reasons beyond the student's control. A grade of INC will be replaced by the final grade when the student completes the course/clerkship requirements.
Y	Year-long course	Year or longer course of study; must continue to completion.
W	Withdrawal	*Withdrawal from a course/clerkship prior to the completion of 60% of the allotted time for the course.
WN	Never Attended	*Never attended and did not officially Withdraw.
WD	Withdrew Drop	*Attended at least one class session, but dropped after Financial Aid certification date and prior to the end of the refund period.

**\*Note:** Electives, End of M3 Clerkship Clinical Skills Assessment, Clerkship orientation, Clerkship intersession and the Neurology Clerkship will be graded P/F

***\*Withdrawal Grades may have financial implications.***

### Grade Appeals Procedure (Pre-Clerkship)-

If there is a disagreement on a final MED course grade between the Course director and the student, the following guidelines govern the grade appeals.

- Within five business days after posting of the final course grade, the student must submit a written communication, via CCNY CityMail account, to the Course director, outlining the reason(s) for the grade appeal, and requesting a meeting to review his or her course grade. At the meeting, the course requirements and grading policies and the student's performance will be reviewed.
- Within 5 business days of the meeting, the course director will inform the student of their decision. The decision may be to maintain the original grade or to change the grade and submit an amended grade to the Office of Academic Records.
- If the student believes he/she was not accorded due process, or the decision regarding the final grade was arbitrary, capricious, or reflective of bias, the student has 5 business days after receiving the decision from the course director to appeal the decision to the Deputy Dean for Medical Education or his/her designee. A request to appeal must be made via written communication, using the CCNY CityMail email account, requesting a meeting to review his/her course grade.
- After the review, the Deputy Dean or designee will have 5 business days to inform the student of his/her decision. The designee can advise the course director to maintain the original grade or to submit an amended grade to the Office of Academic Records.
- The decision of the Deputy Dean or designee will be final.

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## Clerkship Grade Clarification and Appeals Procedure-

If there is a disagreement on a final clerkship grade between the clerkship director and the student, the following guidelines govern the grade appeals.

- Within five business days after posting of the final clerkship grade, the student must submit a written communication, via CityMail account, to the clerkship director and the Deputy Dean's designee to request a clarification meeting with the clerkship director. This meeting will be a face-to-face meeting where the clerkship director explains how the grade was determined. The clerkship director may determine that the grade was fairly awarded and that it stays the same, or he/she may determine that a change is warranted, in which case the Assistant Dean for Clinical Curriculum will be notified.
- If the student believes the grade finally awarded was arbitrary, capricious, or reflective of bias, the student has 5 business days after the clarification meeting to appeal the decision to the Deputy Dean's designee. A request to appeal must be made via written communication, using the CCNY CityMail email account, requesting a meeting to review his/her clerkship grade.
- The Deputy Dean's designee will conduct a formal review of the clerkship grade or summative evaluation along with any other information that has become available, such as a letter provided by the student with contextual information. This may include meeting with the clerkship director.
- After the review, the Deputy Dean's designee will have 5 business days to inform the student of his or her decision. The designee can advise the clerkship director to maintain the original grade or to submit an amended grade to the Office of Academic Records.
- The decision of the Deputy Dean's designee will be final.

## Course Reassessment Policy

Students who fail a course/module will be assigned a grade of U, and will be given the opportunity to take a reassessment exam if eligible. Students who reassess successfully will be assigned a grade of U/P. Students who fail the reassessment examination will be assigned a grade of U/F and will be referred to the Student Academic Progress Committee for action.

For courses/modules that include a separate NBME customized examination, students who passed the course elements but failed the NBME examination will be assigned a grade of C (Conditional), and will be given the opportunity to re-take the NBME examination if eligible. Students who pass the NBME re-examination will be assigned a grade of C/P. Students who fail the NBME re-examination will be assigned a grade of C/F and will be referred to the Student Academic Progress Committee for action.

For clerkships that include a separate NBME subject examination, students who passed the clerkship elements but failed the NBME examination will be assigned a grade of C (Conditional), and will be given the opportunity to re-take the NBME examination if eligible. Students who pass the NBME re-examination will be assigned a grade of P. Students who fail the NBME on the second attempt will be assigned a grade of C/F. The student MSPE letter will report that the student passed the NBME exam on the second attempt.

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Students who receive a final grade of U/F or C/F in any course (each Organ System module is a course) will have failed the course and will not be allowed to proceed to the subsequent course, semester or year in the Program. Students who fail any course will have their record reviewed by the SAPC. In the event that this is the student's first failure, the SAPC may allow the student to repeat the whole semester corresponding to that in which the course was failed. If the student already repeated a semester prior to a failed course, the SAPC may dismiss the student from the program.

Students repeating a course must pass all elements of the course, including the exam, on the first attempt. Students who fail any element of a course or Organ Systems module a second time are subject to dismissal. No make-up tests or reassessments are allowed.

Organ systems is a two-year course consisting of nine courses (each Organ System module is a course). Students are only allowed to reassess a total maximum of two of these courses (each Organ System module is a course). Students who fail any element of a third course/module will be subject to dismissal by the SAPC.

## Clerkship Reassessment Policy

Students who receive a final grade of F in one clerkship will be allowed to continue and repeat the clerkship in the subsequent year. Students who have failed two different clerkships will be presented to the SAPC and recommended for dismissal. Students who fail a clerkship a second time are subject to dismissal.

Students are only allowed to reassess a maximum of two different clerkship shelf exams in the clerkship years. Students who fail a third clerkship shelf exam on the first attempt will be subject to dismissal.

Students who fail the clinical portion of a clerkship for the first time must repeat the clerkship. Students who fail the clinical portion of two different clerkships will be recommended for dismissal. Failure of any course or clerkship being repeated will be grounds for dismissal.

## Requirements for Advancement to Clinical Training

### Step 1 Policies

Before beginning the clerkships, all students must complete all requirements for the pre-clerkship curriculum, be certified in Basic Life Support and achieve a passing grade on the United States Medical Licensing Examination Step 1 (Step 1), administered by the National Board of Medical Examiners.

Students must sit for Step 1 by the deadline set annually as part of the M2 curriculum. Students who experience extenuating circumstances may request an extension to the deadline. Students whose self-assessments (e.g. CBSSA) indicate potential failure of Step 1 may request a year-long personal leave of absence. Students who do not sit for the Step 1 exam by the deadline and do not request a personal leave of absence, will be placed on an administrative leave of absence by the SAPC and will be considered for dismissal.

Students have a maximum of three attempts to pass step 1. All three attempts must be

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completed within one year of the test date deadline set annually as part of the M2 curriculum. Students who fail Step 1 a second time or who do not take Step 1 within the allotted time will appear before the SAPC.

In all cases, leaves may only be granted if the student is eligible under the maximum time frame policy (see page 19)

### **Students Requesting an Extension**

Students must submit their request for an extension in writing to the Associate Dean for Student Affairs. The Office of Student Affairs (OSA) will refer appropriate requests to the Step 1 Committee for consideration. The Step 1 committee will consist of the deputy dean or designee, the assistant dean for basic science curriculum and one faculty member.

The Step 1 committee may grant an extension in the case of acute and significant extenuating circumstances that impede the student's ability to sit for the Step 1 exam by the deadline. Students requesting an extension must demonstrate likelihood of passing Step 1 by the new deadline as determined by the Step 1 Committee.

Students who do not demonstrate likelihood of passing Step 1 on the first attempt by the time of the mandated test date by receiving a passing CBSSA score on the last administration at the school will receive a recommendation to request a year-long personal leave of absence.

### **Students Granted an Extension**

Students who are granted an extension, will be given a deadline for taking the Step 1 examination. In general, extensions are three weeks or less from the deadline mandated in the curriculum. Students granted an extension must sit for their examination by the deadline set by the Step 1 committee. Students who are granted an extension and take their exam by the given deadline will be allowed to begin clerkships with their class while they await their score.

Students who are not able to sit for the examination by their given deadline, may request a year-long personal leave of absence, and will be subject to the rules governing students taking a leave of absence prior to taking Step 1. Students who do not sit for the Step 1 exam by their deadline and do not request a personal leave of absence will be placed on an administrative leave of absence by the SAPC and will be considered for dismissal.

Students who enter their clerkships but fail Step 1 will be removed from the clerkship upon notice of the failure and placed on a year-long personal leave of absence by the SAPC. They will be subject to the rules governing students placed on administrative leave for Step 1 failure.

### **Students Not Granted an Extension**

Students not granted an extension must either sit for the exam by the mandated date or request a year-long personal leave of absence. Students who do not sit for the exam or request a personal leave of absence by the mandated date will be placed on an administrative leave of absence by the SAPC and will be considered for dismissal.

Students on leave who are allowed to remain in the program will be subject to the rules

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governing students taking a leave of absence prior to taking Step 1.

### **Students Taking a Leave of Absence Prior to Taking Step 1**

Students are expected to take the exam by September 1. Any deviation in this timing must be requested in writing to the Associate Dean for Student Affairs and approved by the Step 1 Committee. Written requests for an extension must be received at least two weeks prior to the September 1 deadline.

Students who delay beyond September 1 without Step 1 Committee approval will be considered for dismissal by the SAPC. Students on leave must take USMLE Step 1 by December 15 and achieve a passing score to be entered into the following year's M3 clerkship lottery with the rest of the M3 students.

All three attempts to pass Step 1 must be completed within 1 year of the Step 1 test deadline date set yearly as part of the student's M2 curriculum. Students who do not pass Step 1 within the year from the step 1 test date set in the M2 curriculum will be considered by SAPC for dismissal.

### **Step 1 failures**

Students who fail step 1 will be required to take a personal leave of absence and if they pass they will begin clerkships at the beginning of the next academic year. Students are expected to retake the exam by September 1. Any deviation in this timing must be requested in writing to the Associate Dean for Student Affairs and approved by the Step 1 Committee.

Written requests for an extension must be received at least two weeks prior to the September 1 deadline. Students who delay beyond September 1 without Step 1 Committee approval will be considered for dismissal by the SAPC.

Students who have not been granted an extension and do not retake Step 1 by September 1 after receiving their failing grade may be considered for dismissal by the SAPC. This will be considered lapse in professionalism.

Students on leave must record a passing grade on the USMLE Step 1 by December 15 to be entered into the following year's M3 clerkship lottery. Students who fail Step 1 a second time must create a written plan of study with their medical school advisor or another faculty member and present it to the Step 1 Committee and the Associate Dean for Student Affairs.

All three attempts to pass Step 1 must be completed within 1 year of the Step 1 test deadline date set yearly as part of the M2 curriculum. Students who do not pass Step 1 within the year from the Step 1 test date set yearly as part of the M2 curriculum will be considered by SAPC for dismissal.

## Step 2 Policies

Students may only take USMLE Step 2 CS and CK after successfully completing the M3 year.

Students must sit for both exams by the deadline set annually as part of their curriculum of their M4 year (typically early summer).

Any deviation must be requested in writing to the Associate Dean for Student Affairs and approved by the Step 2 Committee, consisting of the Deputy Dean (or designee), the Assistant Dean of Clinical Curriculum, and one clinical faculty.

## Students Requesting an Extension

Students must submit their request for an extension in writing to the Associate Dean for Student Affairs.

The Associate Dean for Students Affairs will refer appropriate requests to the Step 2 Committee for consideration.

The Step 2 committee may grant an extension in the case of acute and significant extenuating circumstances that impede the student's ability to sit for the Step 2 exam by the deadline.

## Step 2 Failures

Students must have a passing score in both Step 2 CS and CK by May 1 in order to be certified for graduation. Students who do not pass by May 1 will be required to take a personal leave by the SAPC who will consider allowing the student an opportunity to repeat the M4 year.

Students who fail either USMLE Step 2 CS or CK exam while on a required clerkship or elective experience will finish the block they are on and meet with their medical student advisor to plan any schedule modifications.

Students must retake Step 2 with enough time to record a passing score on Step 2 CS and CK by the deadlines set by the National Resident Matching Program (NRMP) to be verified for the Match and to be verified for Post-match Supplemental Offer and Acceptance Program (SOAP). Students should review the reporting schedule for Step 2 CS and CK on the USMLE website to ensure that their scores will return in time.

Any deviation from this schedule must be requested in writing two weeks before the deadline to the Associate Dean for Student Affairs and be approved by the Step 2 committee. Students who fail Step 2 CS or CK a second time must create a written plan of study with their medical school advisor or another faculty member and present it to the Step 2 Committee and the Associate Dean for Student Affairs.

Students who fail either exam a third time will be considered for dismissal by the SAPC. Students who are given the opportunity to repeat the M4 year will sit for both Step exams by July 1 of their second M4 year.

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## Satisfactory Academic Progress

In order to be making satisfactory academic progress, students must successfully complete the prescribed CUNY School of Medicine curricula for each year of study (described in the following section).

The Student Academic Progress Committee of the CUNY School of Medicine/Sophie Davis Biomedical Education Program meets regularly to review the academic records of students in the program. Students who fail to fulfill the above requirements may be placed on academic probation, given the opportunity to repeat an academic year, placed on administrative leave, or dismissed from the program.

The academic requirements for the MD degree include the satisfactory completion of the MD curriculum at CUNY School of Medicine (CSOM). The progress of each student working toward the MD degree is monitored carefully, and the determination of satisfactory academic progress is reviewed at the end of each course/clerkship. At the end of each academic year, students must have academic standing consistent with CSOM's curricular and graduation requirements.

Federal law and regulations require that all students receiving financial assistance maintain satisfactory academic progress. Satisfactory Academic Progress (SAP) is the successful completion of degree requirements according to established increments that lead to awarding the degree within published time limits. The Satisfactory Academic Progress Policy delineates the standards for Satisfactory Academic Progress at CSOM, which *apply to all matriculated students, whether or not they are recipients of financial aid.*

### THE STUDENT ACADEMIC PROGRESS COMMITTEE (SAPC)

The Student Academic Progress Committee, a standing committee of the CUNY School of Medicine/Sophie Davis Biomedical Education Program, meets regularly to review the progress of each student toward acquiring the competencies described in the Educational Program Objectives (EPOs). The committee consists of voting members from the teaching faculty and non-voting ex-officio members. The committee also includes student members who attend only during policy discussions.

The responsibilities of the Student Academic Progress Committee include:

- reviewing the progress of each student as indicated by grades, narrative assessments and other information on performance reported to the committee, with individual grades evaluated in the context of overall achievement;
- seeking methods for enhancing the achievement of all students;
- making appropriate recommendations concerning the academic status of each student.

In reviewing the performance of a student, the Student Academic Progress Committee may recommend that the student:

- be promoted to the next academic year;
- be awarded the MD degree;
- be placed on administrative leave;
- be granted a leave of absence (academic or personal);
- be placed on monitored academic status;
- be placed on academic probation;

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- repeat a failed course during the next academic year;
- be granted the opportunity to repeat an academic year;
- be dismissed from the Program.

### ***A. Requirements for Academic Progress and Graduation***

Each student at CSOM is required to successfully complete all of CSOM's required courses, clerkships, and examinations in order to graduate with the MD degree. CSOM does not measure academic progress by means of a cumulative grade point average but rather with grades of *Pass or Fail* in Years M1 and M2, Clerkship orientation, M3 intersession, M3 Neurology Clerkship, M2 Summative OSCE, the End of M3 Clinical Skills Assessment, electives and the Introduction to Internship and with grades of *Honors, High Pass, Pass, or Fail* in all other clerkships in Years M3 and M4. Specifically, all courses in M1 must be completed with a grade of *Pass* for progression to M2, and all courses in M2 and the USMLE Step 1 must be completed by the date required by CSOM with a grade of *Pass* for progression to M3. Students must demonstrate adequate academic achievement to be granted permission to sit for Step 1.

For details on policies surrounding USMLE step exams see the Step 1 and 2 policy on page 11.

In order to graduate students must pass all courses, clerkships, and summative OSCEs (M2 and end of M3). Students must pass all courses and clerkships by the second attempt or be recommended for dismissal. No make-up or reassessment exams are permitted for courses/clerkships that have been failed twice. Students must also take and pass USMLE Step 1 and Step 2CK (passing is defined by the USMLE) and Step 2CS to meet graduation requirements. Students must also successfully meet all applicable program competencies including those that pertain to professional behavior in order to progress to the next academic year, phase or to graduate.

### ***B. Qualitative Measures***

Students will be assessed on all competencies outlined in the Educational Program Objectives throughout the program in all settings (classroom, clinic, small groups, meetings, email communications). Students may be subject to action by the SAPC due to failure to meet milestones or because of lapses in any competency both inside and outside the classroom. These competencies, (i.e. Life-long learning, Interpersonal skills and Communication and Professionalism), will be assessed qualitatively, through observation of students' behavior. Students will be notified of perceived lapses and provided with feedback and expectations for remediation.

### ***C. Monitored Academic Status/Academic or Professional Probation***

Monitored Academic Status (MAS) is an informal designation for internal CSOM use and is not documented in a student's MSPE letter. MD students will be placed on Monitored Academic Status for receiving a Conditional (as distinguished from a failing) grade in any course. Students placed on MAS will be required to meet with the designated Medical Student Advisor in the Office of Student Affairs to develop a plan to ensure their future success and access appropriate support resources. Upon passing any required reassessment as well as the next course in the curriculum, students will no longer be considered to be on MAS.

Academic or Professional Probation is a formal designation and is recorded on the Medical Student Performance Evaluation (MSPE). If placed on probation, the student will have 12 months to improve academic/professional standing. Failure to improve academic/professional

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standing by the end of the 12-month period will result in recommendation for dismissal. Students will receive this designation for:

- One course (each Organ Systems module is a course) failure or clerkship failure for any reason including professional conduct  
Or
- Two Conditional grades in pre-clerkship (M1 and M2) years  
Or
- Professional conduct deemed by SAPC to warrant this designation.

The SAPC will determine the conditions that are required to remove the probationary status.

## Dismissal

The Student Academic Progress Committee may dismiss a student from the CUNY School of Medicine if a student has such serious academic or professional deficiencies that, in the committee's opinion, the student is unable to continue with the program. Dismissal may occur, for example, if a student:

- Fails to earn removal from academic probation within one year, especially when the student has multiple or repeated academic deficiencies;
- Fails any course during a repeated academic year;
- Fails a third Organ Systems course/module in the Pre-Clerkship (M1 and M2) years;
- Fails a course or module or clerkship a second time, no make-up tests or reassessments are allowed;
- Fails a third shelf exam (third conditional grade) in the M3 year;
- Fails the clinical portion of 2 clerkships;
- Fails any course or clerkship the student is repeating;
- Fails to meet professionalism competencies.

Generally, students are dismissed for academic reasons at the end, or before the beginning, of an academic year. Students may, however, be dismissed at the end of the first semester or after a failed course/clerkship if they fail to meet the academic standards of the Program or if they fail a course/clerkship which was being repeated.

The Associate Dean for Student Affairs and the CUNY School of Medicine/ Counseling Center staff are available to provide transition- career counseling for any student who is dismissed from the CUNY School of Medicine.

Students have the right to appeal dismissal decisions to the dean of the CUNY School of Medicine (see "Notifying Students of Adverse Academic Decisions" and "Appeals Procedure," below).

## Notifying Students of Adverse Academic Decisions

Notification of an adverse decision, which is based on a recommendation from the Student Academic Progress Committee, is promptly transmitted to the student by the Chair of the Student Academic Progress Committee. This is the only official notification regarding the decision that is transmitted to the student in writing. Notifications are sent by email to the students' email account. The CUNY School of Medicine is not responsible for the failure of a student to receive this notification. A student who refuses to claim or accept an official notification of dismissal or denial of graduation loses the right to appeal the decision (see "Appeals Procedure," below).

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## Appeals Procedure

Students have the right to appeal dismissal decisions, denial of graduation decisions, and administrative leaves/repeat academic years to the dean of the CUNY School of Medicine. To exercise this right, a student must provide a written appeal to the dean within ten business days of the student's receipt of the official notification of the decision.

Upon receipt of the written appeal, the Dean of the School will appoint an Ad Hoc Appeals Committee and will notify the Student Academic Progress Committee, the Deputy Dean for Medical Education, and the Associate Dean for Student Affairs.

The Appeals Committee will be provided with a copy of the student's written appeal, the minutes of the Student Academic Progress Committee meetings at which the adverse recommendation was made, and the student's complete academic profile.

The Appeals Committee is charged with determining:

- If the adverse decision was made in accordance with the approved and established policies of the Student Academic Progress Committee; and
- if the student was accorded due process; or
- if the adverse decision was arbitrary or capricious, or reflected prejudice against the student.

It is not within the purview of the Appeals Committee to critique the academic judgment of the Student Academic Progress Committee.

At least ten business days before the Appeals Committee meeting with the student, the dean of the School will notify the student, in writing, by email (return receipt email requested), of the time and place of the meeting and of the student's right to be present at the meeting and to make oral or written statements to the committee regarding the decision. The student may also bring a non-legal support person, such as a faculty member or fellow student, to the meeting. This support person is not allowed to speak at the meeting.

The Appeals Committee may request, in writing, that the appropriate Course Director(s) and the Chair of the Student Academic Progress Committee attend the meeting.

After reviewing all documentation and hearing all presentations, the Appeals Committee will formulate a recommendation, based only on the charge outlined above, either confirming or reversing the original adverse decision. Within five business days of the meeting, the Appeals Committee will transmit its' written recommendation to the Dean of the School.

The Dean of the School will review the report of the Appeals Committee. If he/she finds that the Appeals Committee properly carried out the appellate process, he/she will confirm its' recommendation.

The Dean of the School will promptly notify the student, in writing (by certified mail, return receipt requested), of the final decision (with copies to the Appeals Committee, the Student Academic Progress Committee, the Deputy Dean for Medical Education, and the Associate Dean for Student Affairs).

If the original adverse decision is reversed, the Dean of the School will refer the student's record to the Student Academic Progress Committee for remediation.

The decision of the Dean in such cases is final; no further institutional recourse is available to the student.

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## Resignation from the CUNY School of Medicine

A student who is considering resigning from the CUNY School of Medicine is encouraged to first discuss the issue with the Office of Student Affairs and Office of Academic Affairs before reaching a decision. A student who decides to resign from the program should submit a letter to the Chairperson of the Student Academic Progress Committee at [SAPC@med.cuny.edu](mailto:SAPC@med.cuny.edu), with a copy to the Deputy Dean for Medical Education and the Associate Dean for Student Affairs, notifying the School of the decision.

The student should also meet with the Associate Dean for Student Affairs, who, with the CUNY School of Medicine Counseling Center staff, is responsible for providing transition-career counseling to any student who resigns.

### Maximum Time Frame-

The normal time frame for completion of required course work for the MD degree is four academic years. Due to academic or personal difficulties or scholarly enrichment activities, a student may require additional time. In such situations, an academic plan may be established for the student that departs from the norm and that may require the repetition of all or a part of a year of study (i.e., subsequent to incomplete or unsatisfactory course work or an approved leave).

All students must complete the MD portion of the program within 8 years or be considered for dismissal. This includes all types of leaves.

Students must complete the M1 and M2 curriculum (including all leaves of absence) and passing of USLME Step 1 in 4 years.

Students must complete the M3 and M4 curriculum (including all leaves of absence) and passing USLME Step 2 CK and CS in 4 years.

Students who encounter extenuating circumstances that lengthen their timeframe can request an extension from the Associate Dean of Student Affairs.

Financial aid rules regarding the maximum time frame are different. Please see rules governing financial aid in Section h- Satisfactory Academic Progress.

### *Student Academic Progress (SAP) and Leaves of Absence*

A student may be granted a personal leave of absence for a variety of reasons. The period of leave for which the student has been approved may be excluded from the maximum time frame in which an individual student will be expected to complete the program. However, *under no circumstances will a student be allowed to take more than 8 years from the time of matriculation to complete the requirements for the MD degree, including leaves of absence.* (For detailed information regarding leave of absence see Addition School Policies section.)

### *Review and Notification of Lack of Satisfactory Academic Progress*

During the annual review of a student's SAP by the CSOM Registrar, progression to the next academic year is based upon a review of all grades, including withdrawals, incompletes and failing grades. Any student who has not achieved a passing grade in all core courses/clerkships cannot progress to the next year.

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The Student Academic Progress Committee (SAPC) in consultation with the Registrar, will notify in writing, all students who have not met the standards for Satisfactory Academic Progress outlined above (*Qualitative Measures* and/or *Maximum Time Frame*). The notification will indicate the nature of the deficiency, any methods that may be available for correcting the deficiency, and any consequences that have resulted or may result, such as Monitored Academic Status (MAS), Academic Probation, or dismissal. A student who fails to meet one or more of the standards for SAP (*qualitative and/or time frame*) is ineligible for financial aid beginning with the term immediately following the term in which the SAP requirements were not met, pending results of the appeal process, outlined below. A designation of MAS can occur for a variety of reasons and does not necessarily affect SAP if the student is still considered to be progressing toward the degree.

### ***Withdrawal***

Students who withdraw from CSOM are not making satisfactory academic progress and are not eligible to receive financial aid.

### ***Enforcement***

The Offices of the Registrar and Financial Aid, the SAPC, the Learning Resource Center, and the Deputy Dean for Medical Education and Associate Dean for Student Affairs collaboratively shall have the responsibility for monitoring and enforcing Satisfactory Academic Progress. The CSOM Registrar will notify the SAPC of any students who are not making Satisfactory Academic Progress. The SAPC will determine whether academic sanctions are warranted and will inform the student. The Financial Aid Office will inform any student whose financial aid has been impacted.

Please note that it is recommended that students discuss any and all academic progress issues with a financial aid adviser.

## **Adverse Academic Actions and Appeals Procedures**

### **Guidelines for Academic Due Process**

If a student does not meet the academic standards of the school and his or her record will be considered for academic probation, repeating an academic year, administrative leave, or dismissal, a representative for the Office of the Registrar will officially notify the student by email that his/her academic status will be reviewed by the Student Academic Progress Committee. The student will be advised to meet with the Associate Dean for Student Affairs, who will act in the capacity of student advocate, to learn about the proceedings and to ensure that due process occurs.

Academic Due Process Notification: The student will be notified that their record will be discussed at the SAPC meeting and informed of the option to present their case in writing and/or in person. The letter must provide information on the reasons they are being discussed, and the students' rights as per the student handbook.

Student is officially notified via receipt email from the registrar's office (Academic Due Process Notification)

1. Letter CC: Associate Dean for Student Affairs, Deputy Dean of Medical Education or his/her designee, SAPC Chair, Registrar

Academic Due Process Notification of Dismissal Hearing: When a student is being considered for

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dismissal, the SAPC will first review the case at its regular meeting and then decide whether to proceed with a Dismissal Hearing. If the SAPC determines that grounds for dismissal for academic performance or professional conduct may exist, a dismissal hearing will be conducted to consider this action. The policies and procedures outlined under Process for Consideration of Dismissal (below) will be implemented.

If SAPC decides the student should not be considered for dismissal at this time, a letter appropriate to their current status (i.e. Monitored Academic Status, Probation) will be sent to the student. Students being considered for dismissal will be informed that they may submit a written statement and/or appear before the committee as per the student handbook.

### **III ETHICS & PROFESSIONALISM**

#### **Professionalism Assessments Beyond the Scope of Course Requirements**

As future physicians, students are expected to conduct themselves within the educational environment in a professional manner consistent with the ethical standards of physicians. Throughout the curriculum, students are taught and assessed and given the opportunity to remediate the professionalism competencies. Supporting students through the process of cultivating a professional identity as a physician involves collaboration among faculty and staff, the Student Honor Code Committee, the Office of Student Affairs, the ad hoc Ethics and Professionalism Committee (EPC), and the Student Academic Progress Committee (SAPC). Please refer to CSOM's objectives on professional behavior

[\[https://www.cny.cuny.edu/csom/professionalism\]](https://www.cny.cuny.edu/csom/professionalism)

#### **Professional Behavior Documentation Forms**

Professional behavior documentation forms may be submitted online by faculty or staff at any time- [https://is.gd/csom\\_professionalism\\_form\\_to\\_document\\_exemplary\\_behavior\\_or\\_lapses\\_in\\_professionalism\\_outside\\_of\\_course\\_evaluations](https://is.gd/csom_professionalism_form_to_document_exemplary_behavior_or_lapses_in_professionalism_outside_of_course_evaluations). All faculty and staff will be informed annually about the availability of these forms and strongly encouraged to use them to document both commendations and infractions. Faculty and staff submitting forms are encouraged to meet with the student to discuss the incident prior to submission. Professional Behavior Documentation Forms are submitted to the Office of Student Affairs, where they are reviewed. Students have the right to submit their comments to the form in response to the comments submitted by the faculty/staff member.

#### **Ethics and Professionalism Committee**

The ad hoc Ethics and Professionalism Committee (EPC) will be comprised of members of the CSOM administration and teaching faculty. The EPC will be notified to review Professional Behavior Documentation Form reports for the following triggers: 1) two or more notices of unprofessional behavior; 2) one notice of unprofessional behavior that, in the judgment of the Associate Dean of Student Affairs, warrants involvement of the EPC; 3) one notice of unprofessional behavior on which the reporter has indicated that the concern is severe enough to be reported to the SAPC. The committee will consider relevant history and facts about the infraction(s) and the student in question to determine the appropriate disposition and whether the student should be reported to the SAPC. The committee may opt to meet with the reporter, the student and any other relevant parties prior to making a determination. The Committee may

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recommend any of the following actions:

- i. The matter will be dismissed if there is no basis for the allegations or the allegations do not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed.
- ii. The student will be required to complete professionalism remediation or participate in Restorative Justice activities.
- iii. The matter will be referred to the SAPC for review.
- iv. The matter will be referred to the City College Vice President of Student Affairs or the CCNY Assistant Dean for Diversity if warranted.

Within one week of completing the investigation, the Chair of the EPC will deliver the recommendation to the Associate Dean for Student Affairs, including whether to refer the case to the SAPC. In the case that the EPC determines that the issue should be reviewed by the SAPC, the EPC Chair will also inform the SAPC Chair at that time.

### **A. Academic Integrity Policy**

All students are expected to maintain the highest standards of academic integrity. Academic dishonesty is a basis for disciplinary action and will not be tolerated in any guise. Academic dishonesty includes, but is not limited to: (1) *plagiarism*: using another's words, ideas, or paraphrases without giving credit to the source[s] and implying they are your own; (2) *cheating*: examples include using hidden notes or examining another person's responses in order to answer questions on a quiz/test/exam; (3) *ringers*: having another person fulfill your assignment (e.g., homework, exercises, laboratory, quiz, paper, or test). The university takes matters of academic dishonesty very seriously. The CUNY Academic Integrity Policy provides detailed descriptions of types of academic dishonesty and outlines processes for those that violate the policy. The policy can be accessed at:

<http://web.cuny.edu/academics/info-central/policies/academic-integrity.pdf>

The faculty member in whose course/clerkship or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question if the student accepts the penalty. In the event of an academic dishonesty, a faculty member should use a Professional Behavior Documentation Form (see section A.1 on ethics and professionalism). Penalties for academic dishonesty may include suspension or dismissal.

Students should be aware that the process of looking for plagiarism is an automatic one done through a program such as **SafeAssign**, which checks all submitted materials against a very large source material database. To help understand what plagiarism is and how to avoid it, students are encouraged to read a guide provided by the CUNY Graduate Center:

[http://www.gc.cuny.edu/CUNY\\_GC/media/CUNY-Graduate-Center/PDF/Publications/AvoidingPlagiarism.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/AvoidingPlagiarism.pdf)

## B. Exam Policy:

Students are expected to refrain from behavior that compromises the fairness of an exam as an instrument of evaluation for any and all members of the class at all times. Students may not engage in conduct which impairs the ability of fellow students to complete the exam without disturbance and they may not use any reference source, including other persons or material recorded in any form, or any data retrieval devices while the exam is in progress. Additionally, students are expected to adhere to the Honor Code (see below). It is imperative that you respect and follow the direction of the proctors. Failure to do so is grounds for professional citation and dismissal.

Honor Code: I hereby affirm that I have neither given nor received unauthorized assistance during this examination. I acknowledge that the Code of Professional Conduct of CUNY School of Medicine stipulates that students may not cheat, plagiarize or assist others in the commission of these acts. I also acknowledge that the Code of Professional Conduct provides that students have a duty to report any breach of these ethics through appropriate channels.

### Exam Behavior:

Each student is expected to be in place (seated) in time for the announced exam start time. Students who are more than 15 minutes late from the stated start time for the exam will not be admitted. CUNY SOM has adopted the testing regulations of the NBME for all exams. The following items must be left in the area designated by the course director:

- iPads/tablets turned off;
- Cell phones turned off;
- Paging devices turned off;
- iPod, radio or media devices turned off;
- Calculators;
- Recording/filming devices;
- Beverages or food of any type;
- Reference materials (books, notes, papers);
- Watches with alarms, computer, or memory capability turned off;
- Backpacks, briefcases, or luggage;
- Coats, hats and head coverings (other than those worn for religious reasons).

Students will not be permitted to enter the test seat with prohibited items.

In the event of a computer malfunction or a circumstance under which you are unable to continue with an exam due to testing site circumstances, the timing on the exam stops until the problem is resolved. Proctors remain on site until all students have finished their exams.

Students may not leave the exam room for any purpose other than to use the rest room. Each student will be provided with an exam answer sheet on which they may record their answer choices. These answer sheets will be collected at the end of the test and will be distributed during the Exam Review Session; students will not be allowed to use other than the provided scratch sheet(s). Upon completion of the exam, all scratch paper sheets must be turned in to a proctor. Students are not allowed to remove any notes taken during the exam from the exam room. Dissemination of exam content by any means is strictly forbidden.

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### **Exam review policy:**

Students are encouraged to take advantage of the scheduled review sessions to understand what topics they need to continue to work on. Students may review their exams (with the exception of the NBME customized or shelf exams) in groups within 10 days after the exam date. There will be no additional exam review sessions before finals. Students will be informed about the room and time of the review sessions, and must sign in. The following items must be left in the area designated by the course director:

- iPads/tablets turned off;
- Cell phones turned off;
- Paging devices turned off;
- iPod, radio or media devices turned off;
- Calculators;
- Recording/filming devices;
- Beverages or food of any type;
- Reference materials (books, notes, papers);
- Watches with alarms, computer, or memory capability turned off;
- Backpacks, briefcases, or luggage;
- Coats, hats and head coverings (other than those worn for religious reasons).

Students will not be permitted into the exam review with prohibited items. Students will be provided with scratch paper which must be turned in to the proctor when the session ends. Scratch papers are used to convey a message to the Course Director(s) about specific questions. Dissemination of exam content by any means is in strict violation of the Honor Code.

### **C. Completion of Course Evaluations**

Completion of course evaluations is mandatory and a professional responsibility of all students. These evaluations are used extensively in annual reviews of all courses by the Curriculum Committee and the issues repeatedly raised by students are addressed. Failure to complete course evaluations in the specified time period will result in the filing of a Professional Behavior Documentation form.

### **D. Student Code of Honor**

The Code of Honor adopted by student's states in its preamble, "As the future physicians of America, we the students of the CUNY School of Medicine/Sophie Davis Biomedical Education Program, have the duty to uphold the highest standard of ethical, professional, and respectful behavior. In the future, as physicians, our actions can have profound implications on the well-being of our patients; therefore, it is crucial that we accept responsibility for our actions now". According to the American Medical Association (AMA) Code of Medical Ethics "those who serve patients should uphold the standards of professionalism, be honest in all professional interactions, and strive to expose those who are deficient in character or competence, or who engage in fraud or deception. As testimony of our dedication to this society and to the preservation of its esteem, we deem it necessary to acknowledge our responsibilities and to accept them."

This Code of Honor charges students to live in a community that values the highest standards of ethics and behavior and to take responsibility for enforcing those standards. As such, the Student Code of Honor provides specific instruction for the hearing of cases by the Student Honor

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Code Committee. This committee may refer cases to the Associate Dean for Student Affairs who in collaboration with the Deputy Dean for Medical Education and the Chair of the Student Academic Progress Committee will make decisions about a hearing before the Student Academic Progress Committee.

### **E. Student Academic Progress Committee Professionalism Hearing Procedures**

The Student Academic Progress Committee hears cases involving violations of professional behavior as brought forth by report from faculty to the Associate Dean for Student Affairs, by students through the Student Honor Code Committee, or by the recommendation of the Ethics and Professionalism Committee (EPC).

An initial professionalism hearing before the Student Academic Progress Committee is convened in order to: assist the instructor, student and other members of the academic community in resolving the issue; maintain a record of all such incidents involving students in the School; and provide guidance to the academic community about the nature and impact of cheating, plagiarism, and unprofessional behavior.

- i. A. The following procedures will pertain to the decision of whether to convene a Committee hearing and the rights of students charged with unprofessional or unethical behavior: Any charge, accusation, or allegation that a faculty or staff member wishes to present against a student and which, if proven, may subject a student to disciplinary action, must be submitted through a Professionalism Documentation Form. (See Section A above).
  - ii. In most cases these reports will be reviewed by the Ethics and Professionalism Committee to determine whether to refer the case to the SAPC.
  - iii. The Associate Dean for Student Affairs may refer especially serious cases directly to the SAPC.
- B. The following procedures shall apply at the hearing before the Committee.
- i. In advance of the hearing, the student will be informed of the charges, the hearing procedures, and his or her rights, including the right to be accompanied by a non-legal support person of their choosing.
  - ii. The SAPC Chair shall preside at the meeting. In the event that the Chair is not available, the meeting will be chaired by the Vice-Chair or another appropriate designee.
  - iii. Prior to accepting testimony at the hearing, the presiding Chair shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charges.
  - iv. The individual(s) bringing charges will present the details of the circumstances in front of the full Committee and the student.
  - v. The individual(s) bringing the charge will then be excused.
  - vi. The student will then be asked by the Committee to respond to the charges. The student may elect to acknowledge the correctness of the charge and offer any explanations of extenuating circumstances he or she feels that the Committee should consider in making its recommendation(s). The student may also dispute the charge and offer his/her defense.
  - vii. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The Committee Chair may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was

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shown a copy of the record prior to the hearing. No disciplinary record shall be introduced until the determination of unethical or unprofessional behavior in the current case has been made. The records and documents introduced by the student and the School shall be opened and used by the Committee for dispositional purposes, i.e., to determine an appropriate penalty, if the charges are sustained.

- viii. The Committee shall deliberate in closed session. The Committee's decision shall be based on the testimony and evidence presented at the hearing and the papers filed by the parties.
- ix. The role of the Committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties, render a determination as to the accuracy of the allegation, and any extenuating circumstances associated with it, and institute the appropriate disposition. In the event the student is found guilty of unethical or unprofessional behavior, the Committee shall transmit the decision in writing to the student within five days of the conclusion of the hearing.
- x. The Committee shall keep minutes pertinent to the case. A disciplined student is entitled to obtain a copy of the minutes of the meeting relevant to their case.
- xi. All adverse decisions made are subject to the student's right of appeal.

C. The following dispositions of a case may occur:

- i. If a student is exonerated of charges of unethical or unprofessional behavior, a record of the proceedings will be placed in a file and discarded at the time of the student's graduation from the program.
- ii. If a student is found guilty of unethical or unprofessional behavior and the Committee recommends sanctions short of suspension or dismissal, the Committee shall notify the student of the disciplinary action. A record will be placed in the student's school file.
- iii. If a student is found guilty of unethical or unprofessional behavior, and the Committee decides on either an administrative leave or dismissal from the program, the SAPC chair will notify the student in writing of the disciplinary action and their right to appeal the adverse decision to the Dean of the School. A record will be placed in the student's school file.
- iv. The Associate Dean for Student Affairs will serve as liaison to the Vice President for Student Affairs of City College in reporting disciplinary actions, as appropriate.

## IV ADDITIONAL SCHOOL POLICIES

### A. Absence Policy

Students attending the CUNY School of Medicine / Sophie Davis Biomedical Education Program (CSOM/SBE) are required to comply with the attendance policy in all years of education and training. Students are required to attend and actively participate in all components of the curriculum, including required lectures, small group sessions, laboratories, fieldwork, patient clinics and other course and clerkship activities. Absence from courses/clerkships are discouraged and should be avoided whenever possible. CSOM/SBE grants the BS and MD degrees to students

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who meet all academic and professional requirements. Absence from any required course/clerkship activity must be reported.

Absences due to illness or personal or family emergencies must be reported to the Office of Student Affairs via the dedicated email address: [absence@med.cuny.edu](mailto:absence@med.cuny.edu). These should be reported prior or as soon as possible after absence. Students need not report the reason for such absence to the course/clerkship director. The Office of Student Affairs will inform the course/clerkship director of the absence.

Absences for the following reasons must be reported to the Office of Student Affairs via the dedicated email address ([absence@med.cuny.edu](mailto:absence@med.cuny.edu)) a minimum of 2 weeks in advance (except for holidays for which dates are announced with shorter notice):

- Absences due to religious obligations should be reported as soon as possible prior to the date of the holiday. Students should use discretion in judging the importance of a particular holiday and in requesting absence around such holidays. Students are not permitted to extend the absence beyond the timeframe of the official religious holiday. Students need not report the reason for such absence to the course/clerkship director. The Office of Student Affairs will inform the course/clerkship director of the absence
- Requests for absences due to scheduled conferences for presentation of research or as leaders of a student organization must be sought from the Office of Student Affairs at [absence@med.cuny.edu](mailto:absence@med.cuny.edu) and the course/clerkship director at least 2 weeks in advance of the conference. Students must await approval before making travel plans that could interfere with attendance at required course/clerkship sessions. Leadership in co-curricular activities is encouraged; however, such opportunities must not occur at the expense of a student's required coursework and attendance responsibilities. The Office of Student Affairs will inform the student of the decision as soon as possible after the request is made.
- Requests for absences for life events such as family weddings, graduations, etc. must be sought from the Office of Student Affairs at [absence@med.cuny.edu](mailto:absence@med.cuny.edu) and the course/clerkship director at least 2 weeks in advance of the conference. The Office of Student Affairs will inform the student of the decision as soon as possible after the request is made.

All absences from a scheduled examination require documentation (e.g., a physician letter) that should be sent to the Office of Student Affairs at [absence@med.cuny.edu](mailto:absence@med.cuny.edu) only.

All other absences must be reported to the course/clerkship directors in advance. If confidentiality about the reason is necessary, the student can report the reason for the absence to the Office of Student Affairs instead at [absence@med.cuny.edu](mailto:absence@med.cuny.edu)

Each course/clerkship syllabus specifies the number of absences that are allowed each semester, and the consequences for exceeding this number. Every absence may require the student to complete "makeup" assignments. These policies are described in each course/clerkship syllabus.

Policies related to noncompliance with the Attendance Policy are found in individual course/clerkship syllabi. Consequences may include being given a professionalism form, being referred to the ad hoc Professionalism Committee for review, being assigned a lower grade, failing a course/clerkship, or having additional time assigned to the course/clerkship.

Additionally, summative comments in the evaluations of all courses and clerkships may include descriptions of unapproved absences or tardiness. Such comments will be included in the

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Medical Student Performance Evaluation (MSPE), which is part of the application for residency. This is a general CSOM policy, but students should refer to each course/clerkship syllabus for details specific to the course/clerkship.

## B. Advising Systems

### MD Program

At the beginning of the medical school program, every student will be assigned to a medical student advisor. The medical student advisor will meet with students in groups and individually. The medical student advisors will coordinate discussion of careers in medicine, preparation for United States Medical Licensing Exams (USMLE) Steps 1, 2CK and 2CS, elective selection and any other support issues that arise. During the last half of medical school, medical student advisors in coordination with the Associate Dean for Student Affairs will take responsibility for preparation of the Medical Student Performance Evaluation (MSPE) required for residency application.

Sometime during the third year of medical school, students will select a career advisor from among clinical faculty in their area of interest. The career advisor, along with the medical student advisors, will guide students toward adequate preparation for residency in their chosen area of specialization.

## C. M3 Clerkship Lottery Policy

### 1. Lottery

The M3 clinical clerkship lottery takes place in the early spring of the M2 year. Students rank their preference for the order in which they prefer to do their six core clerkships, as well as their preference for the site at which they want to undertake the clerkship.

### 2. Lottery Oversight

The Office of Student Affairs oversees the clerkship lottery. After students are apprised of the lottery results, they can seek alternatives through one of two primary mechanisms: either switching sites with other students or requesting a change through the administrative mechanism.

### 3. Post-lottery Changes of Site

#### Student-to-Student Switch

After students receive their lottery results, they have a three-week period in which they can switch sites with their classmates. Both students must notify the Office of Student Affairs in writing of their 1:1 switch. The switch must be completed during this open period, and student switches cannot be done once clerkships begin.

### 4. Administrative Mechanisms

Students can request a site reassignment before or during an assigned clerkship for a **compelling reason**. The student must submit a clearly-articulated request to the Office of Student Affairs regarding his or her rationale for seeking a change.

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Before the clerkship begins:

If the request for a site change is made **before** the clerkship begins, the student must make the request in writing to the Office of Student Affairs (OSA) via the M3 Clerkship Change Form [[Clerkship Change Form](#)]. The Medical Student Advisor will make the first assessment regarding appropriateness of the request, and if the request is found to be appropriate, will work to find an alternative site. If the Medical Student Advisor finds that the request is not appropriate, the situation will be discussed with the Associate Dean for Students Affairs and the Assistant Dean for Clinical Curriculum. The student will be notified in writing of the finding of this committee.

After the clerkship begins:

The student must make the request in writing to the Office of Student Affairs (OSA) via the M3 Clerkship Change Form [[Clerkship Change Form](#)]. The Medical Student Advisor and the Assistant Dean for Clinical Curriculum, in concert with one another, will determine the appropriateness of the request. If they find the request to be for a compelling reason, they will work to find an alternative site. If the reason is found to not be compelling, the student may appeal to the Associate Dean for Students Affairs and the Associate Dean for Curriculum and Assessment. The result of the appeal will be final.

Criteria used:

Students must have a compelling reason to make a change. Before the clerkship begins, compelling reasons include major life events, health or disability issues, and/or conscientious objections. After the clerkship begins, compelling reasons include some of the former and also concerns about team dynamics or the learning environment. In the end however, each request is decided on a case-by-case basis.

Decision makers:

Individuals tasked with making the decision include the Medical Student Advisors in the Office of Student Affairs, and, at times, the Assistant Dean for Clinical Curriculum. Requests that are initially disallowed may be adjudicated together by the Associate Dean for Student Affairs and the Associate Dean for Curriculum and Assessment.

#### **D. Interactions with patients and potential exposure to infectious and/or hazardous agents**

Policies on interactions with patients and on potential exposure to infections and/or hazardous agents will be articulated in the corresponding course syllabi.

#### **NEEDLESTICK/OCCUPATIONAL EXPOSURE POLICY**

**For occupational needlestick or blood/body fluid exposure at ANY CLINICAL SITE, students should follow these steps:**

- Stop what you are doing and ask someone to take over for you;
- Immediately wash exposed area thoroughly with soap and water. Splashes to mucous membranes (e.g., eyes, mouth) should be flushed vigorously with water. Needlestick sites should be cleaned with soap and water;
- Notify your immediate supervisor;

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- Your supervisor should ask the patient to wait;
- The source patient, if available, is tested ASAP for all blood borne infectious diseases – HIV, hepatitis B, hepatitis C and syphilis (RPR) – as per the site’s protocol.

For exposures that take place at the St. Barnabas Hospital Health System (SBHHS) facilities:

**Monday-Friday from 8am-4:30pm:** Report **immediately** to the SBHHS Occupational Health Services (OHS) 4422 Third Avenue, Bronx, NY (718) 960-6537 for a STAT dose of post exposure prophylaxis, risk assessment, work-up and post exposure plan.

**All other hours, holidays, and weekends:** Report **immediately** to SBHHS Emergency Department (ED) (4432 Third Avenue, Bronx, NY) for STAT dose of post exposure prophylaxis, risk assessment, and work-up.

- When you arrive, identify yourself as a CUNY School of Medicine student and that you have had an exposure and need to be seen immediately.

**If the exposure occurs at a site outside of SBHHS facilities and that site does not have their own PEP (post exposure) meds and protocol:**

Please report **immediately** to the SBHHS Emergency Department (ED) at 4432 Third Avenue, Bronx, NY for STAT dose of post exposure prophylaxis, risk assessment, and work-up.

If you have any questions, call SBHHS at 718-960-9000 and ask to be connected to the Infectious Disease (ID) physician on-call.

When you arrive at the ED, immediately identify yourself as a CUNY School of Medicine student and that you have had an exposure.

### **Exposure Follow-up:**

- Students who have exposures at **SBHHS facilities** will have their medical follow up at Occupational Health Services at SBHHS.
- Students who have **exposures occurring at a site outside of SBHHS and are not following at that site’s Occupational Health Service** will have their medical follow up through the SBHHS Infectious Disease Clinic – SBHHS Ambulatory Care Center – 4<sup>th</sup> Floor, located at 4487 Third Avenue, Bronx.
- If a student has an infectious disease or is exposed to an infectious disease and must be monitored for a period of time, the occupational health service at the clinical site where a student is assigned, in conjunction with the course director for the course in which a student may require restricted activities, will determine whether any modifications to the student’s clinical duties are required to prevent transmission of infection to other patients or healthcare personnel.
- Students who miss educational activities due to illness from occupational/environmental exposure will be granted approved absences as per the School’s attendance policy. Each case will be individually reviewed by the Office of Student Affairs to determine whether the student may be required to make up missed course time or clerkship sessions. As per the School’s attendance policy, the student may receive a grade of incomplete for a required clerkship if s/he exceeds the maximum allotted number of absences during the clerkship.

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- Students should report exposures to either the Associate Dean for Student Affairs or their Medical Student Advisor.

## **E. Leaves of Absence (LOA)**

Please note that all students must complete the MD portion of the program within in 8 years or be considered for dismissal. This includes all types of leaves. (For more details regarding maximum time frame please refer to the Maximum Time Frame section above)

Leaves of absence fall into three categories: academic leave of absence, personal leave of absence and administrative leave of absence. Each type of leave is described below.

### Academic LOA:

Students request leaves of absence from the Associate Dean for Student Affairs. A student who has maintained satisfactory progress may request a Leave of Absence from the Associate Dean for Student Affairs or designee in order to take part in academic enrichment for a period of up to one year. The request must be in writing and must set out the dates and reasons thereof and the proposed use of Leave of Absence time. The Associate Dean for Student Affairs or his/her designee may grant the request or refer the request to the SAPC for action. If the request is granted, or is referred to the SAPC for action, the Associate Dean for Student Affairs will notify the registrar who will inform the SAPC Chair. If the request is referred to the SAPC for action, then the SAPC will evaluate the request and make a recommendation to the Associate Dean for Student Affairs. If a Leave of Absence is granted, the Associate Dean for Student Affairs will communicate to the student any conditions which must be met during the leave and upon return.

### Personal LOA:

Students request personal leaves of absence from the Associate Dean for Student Affairs. Requests for personal LOA to prepare for Step exams are requested to and reviewed by the Step Exam Committee. The Associate Dean for Student Affairs will notify the registrar of all personal leaves granted and requests to be referred to the SAPC. The registrar will inform the SAPC Chair.

If requests for Academic or Personal leaves were reviewed by SAPC, a letter from the SAPC Chair will be sent to the student.

### Administrative LOA:

Students who have failed to complete certain academic or non-academic requirements may be placed on an Administrative Leave of Absence by the Student Academic Progress Committee for a specified period of time in order to complete these requirements. This involuntary leave of absence may be imposed under circumstances such as failure to meet the academic standards of the medical school, failure of USMLE Step 1 or Step 2 CK or 2 CS, failure to pay tuition or fees, failure to submit proof of insurance, or failure to submit mandatory medical clearance document<sup>3</sup>. The length of an administrative leave and the conditions for reentry to the school will be determined on a case-by-case basis by the Student Academic Progress Committee.

## F. Mistreatment policy

### Definition of Mistreatment

Certain behaviors are clearly antithetical to a productive learning environment and are classified as mistreatment of students. Mistreatment of students includes but is not limited to disclosing confidential student information; public humiliation and other actions that can be reasonably interpreted as demeaning or humiliating; sexual harassment (including unwelcome sexual remarks or jokes); inappropriate comments about student's dress, ethnicity or sexual orientation; physical aggression (including pushing, shoving, or other intentional inappropriate physical contact) or the threat of physical aggression; unjustified exclusion from reasonable learning opportunities; and other unfair treatment of students. Mistreatment of students can result in disciplinary action of the offender. These policies as outlined are in compliance with the CCNY Academic Affairs Integrity Process and are not meant to supersede or supplant CUNY policy.

### Policy and Procedure for Reporting Alleged Mistreatment and Unprofessional Behavior

The Office of Student Affairs will track and monitor all reports of alleged mistreatment according to the procedures articulated below:

#### Contemporaneous allegations of mistreatment/unprofessional behavior

If students encounter mistreatment and/or unprofessional behavior, it must be addressed immediately. Students have both non-anonymous and anonymous mechanisms to report mistreatment/unprofessional behavior.

**Non-Anonymous reporting:** Students may talk to the course/clerkship director, who will try to resolve the issue. The course or clerkship director will report the issue to the Associate Dean of Student Affairs. The student always has the option to report directly to Associate Dean of Student Affairs, or the Medical Student Advisors either in person or via email at the address [mistreatment@med.cuny.edu](mailto:mistreatment@med.cuny.edu). The Associate Dean of Student Affairs will report issues to the appropriate Course/Clerkship director, the Department Chair, and the Assistant Dean charged with that area of the curriculum to investigate and address the perceived mistreatment. When the issue is resolved, a report will be made to the Associate Dean of Student Affairs.

**Anonymous reporting:** Students may report instances of mistreatment via an online reporting system (<https://www.cuny.edu/csom/mistreatment-policy>). They will have the option to provide their name, or they may report anonymously. The Associate Dean of Student monitors and reports issues to the appropriate Course/Clerkship Director, the Department Chair, and/or the Assistant Dean charged with that area of the curriculum to investigate and address. When the issue is resolved, a report will be made to the Office of Student Affairs.

Course/Clerkship Directors must report allegations of mistreatment/unprofessional behavior to the Associate Dean of Student Affairs as soon as possible, but no more than five working days after the student initially reports the event.

#### Allegations of mistreatment/unprofessional behavior reported in end-of-experience evaluations

Students are asked explicitly about their experiences of mistreatment and unprofessional behavior in every course, clerkship, and clinical experience evaluation. Reported instances are highlighted and given immediately to the Course/Clerkship director, appropriate personnel at the site of the mistreatment/unprofessional behavior, the Assistant Dean charged with that area of the curriculum, the department chair and the Office of Student Affairs. The Associate Dean of Student Affairs is charged with ensuring the issue is addressed in a timely fashion.

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### Resolutions of allegations of mistreatment/unprofessional behavior

Those individuals engaging in mistreatment/unprofessional behavior may be disciplined, including removal from teaching responsibilities at the CUNY School of Medicine/Sophie Davis Biomedical Education Program. Determination of consequences that may arise from mistreatment will be the responsibility of the Course or Clerkship Directors, the Assistant Dean charged with that area of the curriculum, the Site Directors at clinical sites, and/or the Department Chair. Students who engage in mistreatment/unprofessional behavior will be referred to the Office of Student Affairs, and may face disciplinary proceedings through the Student Academic Progress Committee.

### CUNY Policy for Student Complaints about Faculty Conduct

Students may always use the CUNY Policy for complaints about faculty conduct in academic settings, found here: <https://www.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/reporting-of-alleged-misconduct/>

## **G. Policies and Practices to ensure the confidentiality of sensitive health, psychological and/or psychiatric information**

Psychological and psychiatric counselors who provide counseling services to medical students will not be faculty members, and will have no responsibility for teaching or involvement in the academic assessment, evaluation or promotion of students.

The psychological/psychiatric counselors keep all individual patient information confidential, and the Counseling Office adheres to the APA General Guidelines for Providers of Psychological Services and HIPAA regulations. In addition, student records are kept by the counselor, and are not a part of the student's academic record.

Students with other health sensitive medical needs will be referred to medical professionals who have no administrative or teaching roles at the medical school. The City College student health service will not have contact with CSOM faculty regarding students, nor will they be involved in teaching/assessing CSOM students. In the event that a student seeks treatment at any of the clinical affiliate sites, the School will ensure that the treating doctor or resident will have no responsibility for the assessment or grading of the student.

Faculty who provide healthcare services to students will not be involved in the supervision, academic evaluation, or promotion decisions of students receiving such services. A student assigned to be supervised or evaluated by a faculty who has provided him/her healthcare services may request immediate reassignment. Such requests should be made to the Course or Clerkship Director. Similarly, if a faculty member finds that he/she has been assigned a student, who is also their patient, to supervise and/or evaluate, he/she must request that the student be assigned to another faculty member.

## **H. Policies on Teaching and Evaluation by Members of the Medical School Administration**

In recognition of the conflicts of interest that can occur when students learn from and are assessed by members of the Medical School administration (who, in their role, may have access to sensitive health, psychiatric, or psychological information about individual students), the following policies are in place to ensure the confidentiality of such sensitive information. Such

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members of the medical school administration include, but are not limited to, the Dean of the Medical School, the Deputy Dean for Medical Education, the Associate Dean for Student Affairs, the Executive Director of Admissions, Wellness and Counseling, the Director and staff of the Counseling Office. These members of the Medical School Administration are:

- Allowed to teach students in the context of large group sessions such as lectures or large group discussions that involve the entire class
- Allowed to teach students in electives/selective experiences
- Not allowed to supervise students during any clinical rotations
- Not allowed to teach students in any small group sessions or activities that are graded
- Not allowed to participate in the assessment or evaluation of student performance
- Not allowed to serve as voting members on the Student Academic Progress Committee
- Not allowed to share or discuss health, psychiatric, or psychological information about individual students with members of the Student Academic Progress Committee.

All other members of the medical school administration are:

- Allowed to teach and evaluate students in the context of large group sessions such as lectures or large group discussions that involve the entire class
- Allowed to teach and evaluate students in electives/selective experiences
- Allowed to teach and evaluate students in small group sessions or activities

### **I. Policy of Professional Behavior**

As a student in the CUNY School of Medicine/Sophie Davis Biomedical Education Program you are expected to know, understand, and practice appropriate professional behaviors in all educational settings (classroom, hospital, clinic, fieldwork site). Your practice of these behaviors is critical to your professional development. Professional behavior will be assessed throughout your courses and unprofessional behavior can be the basis for course failure. For example: continued chronic lateness after a warning; failure to submit material on the due date without prior notification and permission. Faculty and staff are expected to adhere to the same standards of professional behavior.

Please refer to our medical school objective on professional behavior [<https://www.cuny.cuny.edu/csom/professionalism>] and also your course syllabi for your professional behavior expectation.

### **J. Policy on Amount of Time that Students Spend in Scheduled Activities in years M1 and M2**

The amount of time that students spend in scheduled activities during years M1 and M2 of the curriculum is limited to an average of no more than 22 hours per week.

### **K. Policy on Student Duty Hours During Clinical Rotations**

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The following policy pertains to the amount of time medical students spend in required clinical and educational activities during clinical rotations, including clerkships and electives. The policies have been established in line with ACGME guidelines for work hours of interns and residents to promote patient safety and medical student well-being.

#### Policy for Clinical Rotation Duty Hours:

- Duty hours are limited to 80 hours per week averaged over the length of the rotation. This includes all clinical care, in-house call activities, and departmental and medical school sponsored core educational sessions including rounds, lectures, and seminars. Duty hours do not include time spent at home reading or studying.
- No duty shift (such as a call day) may exceed 24 hours, plus 3-hour sign out.
- Students are required to have one 24-hour period off in seven days, averaged over the length of the rotation.
- Students may not have more than 12 consecutive hours on duty in the Emergency Department.

#### Compliance:

Clerkship Directors, Elective Course Directors, and the Assistant Dean for Clinical Curriculum will monitor this policy for compliance. Students will be advised to report violations to this policy by one of several ways. The student may directly report the violation to the clerkship/elective course director. Students may also directly report the violation to the Assistant Dean for Clinical Curriculum. At the end of each clerkship and elective course, students will be asked about course/clerkship compliance with the student duty hour's policy on the course/clerkship evaluation form. The responses to the course evaluation form will be anonymous, and they will be reviewed by the Assistant Dean for Clinical Curriculum and the Clerkship Director.

If the duty hour violation is reported directly to the Clerkship or Course Director, the Course or Clerkship Director must investigate the report and attempt to resolve the situation. If the situation is not resolved, the student must report the violation to the Assistant Dean for Clinical Curriculum. The Assistant Dean will address these and any other reports of duty hour violations that were directly reported to him/her by meeting with the specific clerkship or Course Director. The Clerkship Director will be required to submit a final report to the Assistant Dean for Clinical Curriculum and the Deputy Dean to summarize how the compliance issue was resolved.

#### L. Policy on M3-M4 Students Taking Electives at Other Institutions

Students may take no more than 20 weeks of electives at other institutions. Students must have prior approval of all extramural electives by the Elective Oversight Committee to ensure student safety and suitability of the elective. Required M4 clerkships (Critical Care, Emergency Medicine, a Sub-internship and Introduction to Internship) must be completed at CUNY School of Medicine clinical affiliates. In addition, prior to arranging any M4 electives, either at an affiliate or extramural site, students should meet with a Medical Student Advisor to develop a plan that provides a broad elective experience.

The Office of Student Affairs can provide information on registration for M4 electives.

## M. Technical Standards, U1-M4 Students

Every student admitted to the program is asked to affirm their compliance with Technical Standards on admission and every year thereafter.

The CUNY School of Medicine/ Sophie Davis Biomedical Education Program is committed to admitting qualified students without regard to race, color, age, national or ethnic origin, disability, gender, sexual orientation, marital status or religion. Qualified applicants are individuals who demonstrate the academic abilities, intelligence, physical, professional and communication skills required to complete a rigorous curriculum and meet certain technical standards for medical students, physician assistant students, physician assistants, and physicians. Both MD and PA degrees signify the acquisition of general knowledge in the fields necessary for the practice of medicine. A graduate of the CUNY School of Medicine/Sophie Davis Biomedical Education Program must have the knowledge and skills to function in various clinical settings and to provide a wide spectrum of care.

In order to acquire the requisite knowledge and skills, students must possess both sensory and motor abilities that permit them to accomplish the activities described in these standards. A student must be able to take in information received by whatever sensory function is employed, consistently, rapidly and accurately. Students must be able to learn, integrate, analyze and synthesize data.

Providing care for patients' needs is essential to the role of a physician and physician assistant and comprises a significant component of training. A student must be able to tolerate physically challenging workloads and function under stress. The responsibilities of medical students may require their presence and attention during daytime and nighttime hours.

A student in the CUNY School of Medicine/Sophie Davis Biomedical Education Program must be capable of demonstrating observation, communication, motor, intellectual- conceptual, integrative, quantitative, attitudinal, behavioral, interpersonal, social and emotional skills.

**Observation:** Students must have sufficient visual ability to be able to observe patients accurately from a distance and close at hand. They must be able to observe laboratory exercises and demonstrations. They must be capable of viewing and developing the skills needed to interpret diagnostic modalities. Students must be capable of observing, detecting and interpreting non-verbal communication such as change in posture, body language mood and facial expressions demonstrated by patients.

**Communication:** Students must be able to communicate effectively, in both written and oral English and must be able to speak with and comprehend patients and other members of the health care team. Students must be capable of establishing rapport with patients and families. Students must be able to compose and record information accurately and clearly.

**Motor:** Students must have sufficient motor and sensory function necessary to conduct a routine history and physical examination, differentiate normal from abnormal findings, and document the findings. Students must have sufficient motor function in order to conduct movements required to provide general care and emergency treatment to patients according to acceptable medical practices. Students must have sufficient motor ability to access and perform at clinical sites required for mandatory experiences.

**Intellectual, Conceptual, Integrative and Quantitative Ability:** Students must have

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sufficient cognitive abilities to master the body of knowledge comprising the curriculum of the CUNY School of Medicine/Sophie Davis Biomedical Education Program. Students must be able to recall large amounts of information, perform scientific measurements and calculations, and understand and learn through a variety of instructional modalities including but not limited to: classroom instruction, small group discussion, individual and self-directed study of materials, preparation and presentation of written and oral reports, peer review and assessment, as well as use of computer- based technologies. Students must demonstrate reasoning abilities necessary to analyze and synthesize information from varying sources. Students must learn, retrieve, analyze, sequence, organize, synthesize and integrate information efficiently and reason effectively. Students must be able to measure and calculate accurately.

**Attitudinal, Behavioral, Interpersonal, and Emotional Characteristics:** Students must have the capacity to learn and understand ethical principles, as well as those state and federal statutes governing the practice of medicine. Students must be able to relate with patients, faculty, staff, colleagues and all members of the health care team with honesty, integrity, non-discrimination, self-sacrifice and dedication. Students must demonstrate the maturity, emotional stability and sensitivity required to form effective relationships with patients. Students must have the capacity to develop the requisite skills needed to identify personal biases, reactions and responses as well as recognize differing points of view and to integrate these into appropriate clinical decision-making. Students must have the capacity to effectively communicate and provide care for, in a non- judgmental manner, individuals whose culture, spiritual beliefs, sexual orientation or gender expression differs from their own. Students must be able to examine the entire patient, male and female, regardless of the social, cultural or religious beliefs of the students.

Students must be of sufficient emotional and mental health to utilize fully their abilities, exercise sound judgment and complete educational and patient care responsibilities with courtesy, compassion, maturity and respect. Students must be capable of modifying their behavior in response to feedback and evaluation. Students must be able to demonstrate a non- judgmental demeanor when caring for a patient and not allow personal attitudes, perceptions or stereotypes to compromise patient care. Students must exhibit adaptability and be able to work effectively under stress and tolerate an often physically taxing workload.

In the consideration of students for admission and in the training of students for the medical education degree, it is essential that the integrity of the curriculum be maintained, that elements of the curriculum considered necessary for the education of a physician be preserved and that the health and safety of patients be considered vital. While reasonable accommodation is possible for certain disabilities, students must be able to perform in an independent manner with such accommodations. The use of a trained intermediary is not acceptable in many clinical situations as judgment is mediated by someone else's power of selection, observation and interpretation.

The CUNY School of Medicine/Sophie Davis Biomedical Education Program will consider any candidate who demonstrates the ability to perform the skills specified in these technical standards with or without reasonable accommodation, consistent with the Americans with Disabilities Act. Candidates for the degree will be assessed on a regular basis according to the Academic and Technical Standards of the CUNY School of Medicine/Sophie Davis Biomedical Education Program on their abilities to meet the curricular requirements.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 address the provision of services and accommodations for qualified individuals with disabilities. Services for students with disabilities are provided to qualified students to ensure

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equal access to educational opportunities, programs and activities in the most integrated setting possible.

Students requesting accommodations must contact CCNY AccessAbility Center (AAC), located in the North Academic Center Room 1/218. Students will be required to schedule an appointment with an AAC counselor by calling AAC at (212) 650-5913 or by emailing [disabilityservices@ccny.cuny.edu](mailto:disabilityservices@ccny.cuny.edu)

Once accommodations are granted, documentation must be submitted within a sufficient time in advance of an exam, course, program, workshop or activity, in which accommodations are requested, in order to allow for appropriate review and evaluation of materials submitted. The student may be required to provide additional evaluation materials.

The CUNY School of Medicine/Sophie Davis Biomedical Education Program reserves the right to provide services only to students who complete and provide results of evaluations within the specified time frame and who follow the instructions provided by the CUNY School of Medicine/Sophie Davis Biomedical Education Program.

#### **N. E-mail Correspondence Policy**

All admitted and registered CCNY students are assigned a CCNY e-mail address. The email address is: [userID@citymail.cuny.edu](mailto:userID@citymail.cuny.edu)

Every student is required to activate his or her CCNY email account upon enrollment. Instructions are posted in the CCNY website: <http://citymail.ccny.cuny.edu/index.html>  
For problems with an assigned CCNY email account, the student should contact the Office of Information Technology (OIT) Service Desk at 212-650-7878 or e-mail [servicedesk@ccny.cuny.edu](mailto:servicedesk@ccny.cuny.edu)

**In the event that a student's email address is changed, the student must notify the Office of Academic Records/Registrar** in Room 102 of the Harris Building (telephone: 650-7156/7160) so that the CUNY School of Medicine/ Sophie Davis Biomedical Education Program records can be updated.

Email is an official means for communication within the CUNY School of Medicine/Sophie Davis Biomedical Education Program community - faculty, staff and matriculated students. It is expected that such communications will be received, read and responded *to* [if applicable] in a timely fashion. Failure to do so may be considered an act of unprofessional behavior. Official email communications are intended only to meet the academic and administrative needs of the CUNY School of Medicine community.

#### **O. Change of Name, Phone Number, Address, Social Security Number**

Any BS or MD student may change his/her address, (billing, home, and mailing) in CUNYfirst Student Services Center. However, to change the permanent address, name or social security number, students are required to complete a form, provide supportive documentation and submit, in person, to the CCNY Office of the Registrar or the CUNY School of Medicine Office of the Registrar, respectively.

BS-CCNY Registrar's webpage, <https://www.ccny.cuny.edu/registrar/request-forms>

MD - CSOM Registrar's webpage, <https://www.ccny.cuny.edu/csom/student-request-forms>

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Failure to update personal information may lead to problems in directing important mail regarding academic decisions. The CUNY School of Medicine/ Sophie Davis Biomedical Education Program is not responsible for problems that are due to the failure of a student to notify the School of changes in personal information (i.e., student's name, address, etc.).

## **P. CSOM Drug Policy**

### **DRUGS & DRUG TESTING**

Federal and State Regulations regarding alcohol and controlled substance abuse are identified in Appendix II of the Student Handbook. The CUNY School of Medicine (CSOM) requires that all students comply with current New York State law and CUNY policies (<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Policy-Against-Drugs-and-Alcohol.pdf>) regarding the use of substances in order to remain eligible for clinical activities (even if they visit another locality, state or foreign country where such substances may be permitted). Students shall be responsible for assuring that they do not participate in activities or ingest substances when visiting other U.S. states or foreign countries which may cause them to be ineligible to participate in clinical activities because these substances are not permitted in New York State. Failure to do so is a violation of CSOM policy and is subject to academic sanctions for failure to comply with CUNY and CSOM academic standards, as well as potentially disciplinary charges.

When the CSOM receives notification that a medical student has a positive drug test, either from a clinical site or from a drug test that may have been voluntarily undertaken by the student (e.g., such as in preparation for an away elective), the following shall occur:

1. The student will be notified by the Associate Dean for Student Affairs (or designee) that a positive drug test report has been received.
2. The student will be informed that he/she must take another drug test (usually within one week of our receipt of the drug test report) through CertifiedBackground.com, or another approved vendor, at the student's expense.
3. The student will not be allowed to participate in clinical activities until clearance (fitness for duty) has been obtained.
4. If the second drug test is negative, then the student will resume participation in clinical activities and warned that any subsequent positive drug tests will lead to appearance before the Student Academic Progress Committee (SAPC) and/or possible external reporting to the New York State Committee for Physician Health.
5. If the second drug test is positive or if the student declines to take a second drug test, then the student will be required to appear before the SAPC for consideration of academic probation/suspension/leave. The student may be reported to the New York State Committee for Physician Health.
6. Information about the positive second drug test and subsequent outcome will be included in the Medical School Performance Evaluation (MSPE) for residency application.

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## ALCOHOL AND CONTROLLED SUBSTANCE USE

The CUNY School of Medicine/Sophie Davis Biomedical Education Program has specific policies and consequences for substance use indicated below:

### 1. Violation of Alcoholic Beverages Policies:

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 as part of any CSOM required curricular activity is prohibited.

Students violating the alcoholic beverage policies will result in the following consequences:

- a. 1st Offense: The student will be placed on probation and referral to a community substance abuse program.
- b. 2nd Offense: Suspension for one semester; reinstatement subject to completion of a certified substance abuse program.
- c. 3rd Offense: Suspension for one year or expulsion if circumstances warrant.

### 2. Violation of Drugs Policies:

Students are prohibited from unlawful possession of, consumption of, or being under the influence of controlled substances\*\*, as part of any CSOM activity.

- a. 1st Offense: Probation and participation in a community substance abuse program and possible referral for criminal prosecution.
- b. 2nd Offense: Suspension for one semester; reinstatement subject to completion of a certified substance abuse program and possible referral for criminal prosecution.
- c. 3rd Offense: Suspension for one year or expulsion and possible referral for criminal prosecution.

### 3. 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 as part of any CSOM activity is prohibited. (See information on New York State felony drug offenses.)

- a. 1st Offense: Expulsion and referral for criminal prosecution.

### 4. Unlawful distribution, dispensing, sale, attempted sale, or purchase of any substance\*\* as part of any CSOM activity is prohibited.

- a. 1st Offense: Expulsion and referral for criminal prosecution.

### 5. Unlawful possession of drug paraphernalia as part of any CSOM activity is prohibited

- a. 1st Offense: Probation and participation in a community substance abuse program and possible referral for criminal prosecution.
- b. 2nd Offense: Suspension for one semester; reinstatement subject to completion of a certified substance abuse program and possible referral for criminal prosecution.
- c. 3rd Offense: Suspension for one year or expulsion and possible referral for criminal prosecution.

\*\* As used in this section “substance(s)” is any drug listed in the following Policy Statement.

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## Counseling, Treatment, Rehabilitation and Re-Entry Programs

Any student who may have developed a drug-related problem, suspects he/she is at risk, or seeks information about illegal or controlled drugs, may seek confidential advice from the director of counseling services to an appropriate treatment program. Please note, however, that such a referral does not exempt any student from any action by CSOM. 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

For medical students and PA students (licensed or unlicensed), The Committee for Physicians' Health at 800-338-1833 or The Professional Assistance Program at 518-474-3817, Ext. 480

## **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](http://HOLLISWOODHOSPITAL.COM) (800) 486-3005.

Smithers Alcoholism Treatment Center (St. Luke's Roosevelt Hospital), 2 Park Avenue, Yonkers, NY 10703: Most major medical insurances; Medicaid/Medicare; Adults 18 and over; gay and lesbian tracks (914) 964-7873

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, 80-02 Q Garden Road, Q Garden, NY, 11415; 3584 Jerome Avenue, Bronx, NY 10467. 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](http://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 10016: Most private insurance, sliding scale for self-pay Medicaid/Medicare; adults 18 and over; alcoholism treatment only. G/I 212 562-4141, App 212 562-5555

**\*\*\*The academic requirements, policies and procedures set forth in this handbook are subject to change without advance notice.\*\*\***

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

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) 993-1400

St. John's Episcopal Hospital, 327 Beach 19th Street, 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

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## Useful Links

### 1. Teacher-Learner expectations

The AAMC has articulated a set of expectations that underlie interactions between teachers and learners. These can be found within the AAMC Uniform Clinical Training Affiliation Agreement document, in the following link:

<https://www.aamc.org/download/382530/data/clinicaltrainingagreementlcmeendorsed.pdf>

### 2. Affirmative Action, Compliance, and Diversity

Includes:

- Equal Opportunity Policy
- Sexual Harassment Policy
- Title IX Sexual Assault Policy

<https://www.ccnv.cuny.edu/affirmativeaction>

### 3. CCNY / CUNY Academic Integrity Policy

<https://www.ccnv.cuny.edu/about/integrity>