



STUDENT HANDBOOK
ACADEMIC POLICIES AND PROCEDURES FOR THE
Bachelor of Science Program in Biomedical Sciences
2020-2021 Edition

All policies in the CUNY School of Medicine Student Handbook supersede what is written in the syllabus.

The CUNY School of Medicine/Sophie Davis Biomedical Education (CSOM/SBE) Program 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forth in this handbook are subject to change without advance notice.** Circumstances may require that a given course be withdrawn, or that alternate offerings be made without advance notice.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.

For information regarding the MD program policies and procedures please visit https://www.cuny.cuny.edu/sites/default/files/2020-08/MD_StudentHandbook_2020_2021.pdf

Please note all admitted and registered CCNY students are assigned a CCNY e-mail address. The email address is: 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 in Room 102 of the Harris Building (telephone: 650-7156/7160) so that the school records can be updated.

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 ~~CCNY Office of the Registrar and the CUNY School of Medicine Office of the Registrar, respectively.~~

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ACADEMIC POLICIES AND PROCEDURES

INTRODUCTION

The Educational Program at the CUNY School of Medicine/Sophie Davis Biomedical Education (CSOM/SBE) is designed as an integrated curriculum in medical studies. During the first three years of the Program, students fulfill all requirements for the BS degree in Biomedical Sciences. After receiving the BS degree, students will be eligible for admission to the MD portion of the program, upon completion of which they will be granted the MD degree. The City College of New York confers both degrees.

CSOM/ SBE 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 CSOM/SBE, 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 CSOM/SBE.

I. CURRICULUM

A. OVERALL CURRICULUM STRUCTURE

The curriculum of CSOM/SBE 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.edu/csom/cuny-school-medicine-office-registrar>

The City College Bulletin of Undergraduate Programs contains course descriptions for all required courses at: <https://www.cuny.edu/registrar/bulletins>

Undergraduate Curriculum Map

FIRST YEAR (U1) - FALL SEMESTER			
NUMBER		COURSE TITLE	CREDITS
BIO 20700		Biology of Organisms	4
FIQWS 10013		Freshman Inquiry Writing Seminar- Creative Expression: Narrative Medicine	3
FIQWS 10113		Freshman Inquiry Writing Seminar- Creative Expression: Composition	3

PHYS 20300	General Physics I	4
NSS 10000	New Freshman Seminar	0
WCIV 10100	World Civilizations: Prehistory to 1500 A.D. <i>or any other course that meets the Pathways requirement designation of World Cultures and Global Issues</i>	3
TOTAL		17

FIRST YEAR (U1) - SPRING SEMESTER

MED 10200	Principles of General Chemistry	5
PHYS 20400	General Physics II	4
USSO 10100	The Development of the United States and its People <i>or any other course that meets the Pathways requirement designation of US Experience in its Diversity</i>	3
ENGL 21003	Writing for the Sciences	3
MED 11209	Introduction to Population Health and Community-Oriented Primary Care	3
	Elective	3
MED 10100	Professional Foundations	0
TOTAL		21

SECOND YEAR (U2) - FALL SEMESTER

MED 20300	Bio-Organic Chemistry	5
PSY 10200	Applications of Psychology in the Modern World	3
MED 22309	Fundamentals of Epidemiology and Biostatistics	4
MED 29309	Practice of Medicine 1	2
	Electives	6
TOTAL		20

SECOND YEAR (U2) - SPRING SEMESTER

NUMBER	COURSE TITLE	CREDITS
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MED 20400	Molecules to Cells I	4
MED 20000	Introduction to Human Genetics	3
MED 22409	Population Health and Community Health Assessment	3
MED 24409	Evaluation in Healthcare Settings	6
MED 29409	Practice of Medicine 1	2
	Electives	6
TOTAL		24
THIRD YEAR (U3) - FALL SEMESTER		
NUMBER	COURSE TITLE	CREDITS
MED 30501	Molecules to Cells II	4
MED 32509	US Healthcare Systems & Policy	3
MED 30000	Introduction to Biomedical Ethics	3
MED 39509	Practice of Medicine 2	2
	Electives	6
TOTAL		18
THIRD YEAR (U3) - SPRING SEMESTER		
NUMBER	COURSE TITLE	CREDITS
MED 33609	Clinical Anatomy	5
MED 37609	Fundamentals of Organ Systems	15
MED 39609	Practice of Medicine 2	2
TOTAL		22

B. CURRICULUM REQUIREMENTS, REGULATIONS, AND OPTIONS FOR THE BS DEGREE (CSOM/SBE)

Registration

CCNY regulations apply to registration for all courses in the BS portion of the curriculum. Students must register on time for all courses required under the prescribed curriculum to maintain their enrollment in the Sophie Davis Biomedical Education Program. A student who fails to register or registers for non-required courses instead of the prescribed curriculum during the registration period allowed by the College will be considered to have resigned from the Sophie Davis Biomedical Education Program unless there is prior written approval from the Associate Dean for Student Affairs.

Schedule Changes and Dropping Courses

Students must follow the prescribed Sophie Davis Biomedical Education Program curriculum as scheduled, taking each course (including electives) no later than the semester and year in which it is scheduled to be taken. It is especially important that students take MED courses at the prescribed time, completing each one in sequence as scheduled. A student who wishes to postpone or drop any course, or take any course out of order must first obtain the written permission from the CSOM/SBE Program Associate Dean for Student Affairs.

In general, a student will not be permitted to postpone or drop a required MED course except under the most unusual, compelling circumstances.

A student will not be permitted to drop a course which the student is repeating, except under unusual circumstances and only after consultation with the CSOM/SBE Program 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.

Each student must successfully complete all courses required for graduation to be eligible to receive the BS degree (see "Requirements for the Awarding of the Baccalaureate degree," below).

City College Regulations on Dropping Courses

After the registration period, a student may drop a course during the time allowed by the City College. To drop a course without an academic penalty, the student must drop the course early in the semester and obtain the written approval of both the course instructor and the CSOM/SBE Program Associate Dean for Student Affairs. If the student drops the course during the first three weeks of the semester, the course will not appear on the student's transcript. A student who drops a course during the fourth through approximately the tenth week of the semester and obtains the written approval of both the course instructor and the CSOM/SBE Associate Dean for Student Affairs will receive the non-penalty grade of "W" [withdrawal without penalty] in the course; although this grade will appear on the student's transcript, it will not be counted when the student's GPA is calculated. Instructors cannot assign the grade of "W" [withdrawal without

penalty]. Students should consult the official college academic calendar for the exact dates of drop deadlines (<https://www.ccnycuny.edu/registrar/academic-calendar>).

A student who does not complete the formal drop procedure and stops attending the course without notifying their instructor will be assigned a grade of "WU" [withdrew unofficially - withdrawal without approval], which will appear on the student's transcript. The "WU" [withdrew unofficially] grade is treated as an "F" [failure] and is assigned zero points when the student's GPA is calculated.

Dropping courses--even if the non-penalty grade of "W" is assigned--can have serious negative consequences. City College regulations stipulate that a student who drops 12 credits or more within two academic years, be placed on academic warning. A student who drops 18 or more credits may be subject to dismissal. Dropping courses may also cause a student to become ineligible for financial aid since many financial aid programs require that recipients meet specific academic progress guidelines.

BS Program Electives Requirement

Students are required to successfully complete a total of 19 credits in free elective courses for the BS program. Of these, at least 2 credits must be fulfilled with courses designated as Regular Liberal Arts and Sciences courses in order to complete the Liberal Arts and Sciences requirement. Eligibility as Regular Liberal Arts and Sciences courses is determined in accordance with the NYS Education Department definition: "The Liberal Arts and Sciences comprise the disciplines of the humanities, natural sciences and mathematics, and social sciences. Therefore, a student may take as an elective any course in the College of Liberal Arts and Sciences that meets this requirement.

Students are strongly advised to fulfill the electives requirement as prescribed in the curriculum of the Program, by no later than the Fall semester of the third year, since the demands of the remainder of the curriculum make it extremely difficult, and often impossible, to take electives.

Students may apply up to eight credits in "Independent Study" (see the following section) toward the free electives requirement; a student can register for a maximum of four credits of Independent Study in any one semester.

Students may also receive free elective credit for Advanced Placement examinations and International Baccalaureate coursework taken in high school (see "Advanced Placement Credit," below, for exceptions) and for college courses taken at other institutions (see "Transfer College Credit" and "e-Permit Courses," below).

For a course to be counted in fulfilling the curriculum electives requirement, a student must take the course on a letter grade basis and earn a grade of "C" or better (a grade of "B-" or better or a grade of "Pass" in "Independent Study") depending on the way in which the course is graded and what our equivalent course grade requirements are.

The free elective credits required for graduation may come from any combination of credits transferred at the time of admission, including CCNY courses in any division, e-Permit courses taken at other CUNY institutions, or credits transferred from work at other colleges.

Independent Study

Students may pursue a program of Independent Study under the direction of a CSOM/SBE faculty member.

To set up an Independent Study project, a student should first meet with the faculty member who teaches or conducts research in the area of the student's interest to discuss the project. Together they should determine the topic of the project and write up a brief, but thorough, description of it.

The faculty member and student should also decide upon the number of hours per week the student will devote to the Independent Study project, the number of credits (between one and four) the student will receive, and the way in which the project will be graded, i.e., on a letter grade "A"[A+, A, A-], "B"[B+, B, B-] or "Pass/Fail" basis.

The student must submit this information on the Independent Study Form to the CSOM/SBE Program Associate Dean for Student Affairs for final approval. If approval is granted, the student then submits the approved Independent Study paperwork to the Office of Academic Records/Registrar in order to be registered in the course.

On occasion, a student may have an opportunity to conduct an Independent Study project with a physician or scientist from another institution, such as a teaching hospital. In such cases, the project must be co-sponsored and co-supervised by a member of the CSOM/SBE faculty.

Students may apply up to eight credits of Independent Study, whether taken on a letter grade or "Pass/Fail" basis, to fulfill the electives requirement for graduation.

Advanced Placement Credit

Students who completed Advanced Placement (AP) programs in high school and took Advanced Placement examinations may receive college credit. Generally, for scores 3, 4 or 5, City College will award course credit. For a complete list of AP equivalencies Guidelines: <https://www.cuny.edu/admissions/advanced-placement-ap-equivalencies-guidelines>

AP credit in **Physics 1, B or C, Psychology, English Literature and Composition or World History, U.S. History or Government & Politics US** (or any other elective credit designated as fulfilling the World Culture & Global Issue or US Experience in Its Diversity requirements.) fulfill general education curriculum requirements. AP credit in subjects other than the above-mentioned *may* be applied to fulfill the electives requirement.

Students should request that the College Board, Advanced Placement Program, (609) 771-7300 or (888) 225-5427; http://www.collegeboard.com/student/testing/ap/exgrd_rep.html send their scores on Advanced Placement examinations taken in high school to:

The City College of New York (code 2083)
Office of Transfer Evaluations Services
Administration Building, Room 101
160 Convent Avenue
New York, NY 10031

Transfer College Credit

Students who have taken college courses prior to enrolling in CSOM/SBE may receive credit for these courses, with the following stipulations:

- For the course to be counted in fulfilling graduation requirements, the student must have taken the course on a letter grade basis and earned a grade of "C" or better;
- Transfer college credit may be used to fulfill the electives requirement and general education curriculum requirements. Transfer college credit will not be granted for required MED courses.

A student who, before entering CSOM/SBE, has taken a course at a college or University other than CUNY, should arrange to have an official transcript sent to:

The City College of New York
Office of Transfer Evaluations Services
Administration Building, Room 101
160 Convent Avenue
New York, NY 10031

E-Permit Courses

A student who plans to take college courses at a CUNY college other than City College after enrolling in CSOM/SBE must apply for an e-Permit. E-Permit facilitates the process of obtaining permission to register at other CUNY colleges. E-Permit courses may fulfill general education requirements for graduation, but they cannot substitute for any required MED courses.

For an e-Permit course to be counted in fulfilling requirements for graduation, a student must take the course on a letter grade basis (not Pass/Fail) and earn a grade of "C" or better.

If a student plans to take a course at another CUNY college, the student should first meet with the CSOM/SBE Program Associate Dean for Student Affairs for academic advisement and program approval and then file for an e-Permit, following the College's guidelines: <https://www.ccnycuny.edu/registrar/e-permit-information>

E-Permit course grades are recorded on the official transcript and are included in calculating the student's City College GPA.

II. ACADEMIC POLICIES, RULES, AND REGULATIONS

A. GUIDELINES FOR MEDICAL COURSES

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

In MED courses, the Course Director, in consultation with the Department Chairperson, 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 MED courses within the parameters set forth in the Attendance Policy of CSOM/SBE (see “Attendance Requirements,” below).

The NBME standardized subject examination in Biochemistry will be administered at the end of the M2C course and will serve as the final comprehensive examination. No numerical credit will be given towards the final course grade from the NBME subject examination. Students must pass this examination at the 11th percentile. If the Course Director and Department Chairperson determine the NBME exam insufficiently matches the course material, they may request the Curriculum Committee to waive the requirement prior to the beginning of the course. Furthermore, no numerical credit will be given towards the final course grade from the NBME subject examination (see “Courses in Which a National Board of Medical Examiners Subject Examination is required,” below).

In all MED courses, students must attain a *minimum* final score of 70 to pass the course. In MED courses a score of 70 percent is equivalent to a grade of “B-,” with the exception of Principles of General Chemistry (MED 10200) and Bio-Organic Chemistry (MED 20300), where a minimum grade of “C” is required.

In all MED courses, with the exception of Principles of General Chemistry (MED 10200) and Bio-Organic Chemistry (MED 20300), a score of 85 percent or higher is required for a final course grade of “A-.”

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.

All course grades will be submitted by the deadline established by City College.

B. GRADING POLICIES AND REQUIREMENTS

Satisfactory Academic Progress

Satisfactory Academic Progress is a standard used to measure a student's successful completion of coursework toward a degree.

In order to be making satisfactory academic progress, students must:

- Meet all academic standards established by the City College of New York (as specified in the CCNY Bulletin of Undergraduate Programs), including maintaining at least the required minimum grade point average of 2.0 ("C") for the BS degree.
- Successfully complete the prescribed CSOM/SBE curricula for each year of study.
- Earn passing grades in all courses required for graduation (described in the following section).

The Student Academic Progress Committee of CSOM/SBE meets regularly to review the progress of each student toward acquiring the competencies described in the Educational Program Objectives (EPOs). 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 (see "The Student Academic Progress Committee," below).

THE STUDENT ACADEMIC PROGRESS COMMITTEE (SAPC)

The Student Academic Progress Committee is a standing committee of CSOM/SBE. The committee consists of voting members from the teaching faculty and non-voting ex-officio members. The committee also includes student members who only attend 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 decide that the student:

- be promoted to the next academic year;
- be awarded the Bachelor of Science degree;
- be placed on administrative leave;
- in some cases, be granted a leave of absence (academic or personal); *Leave of Absence requests should be submitted to the Office of Student Affairs.*
- be placed on academic probation;
- repeat a failed course during the next academic year;
- be granted the opportunity to repeat an academic year;
- be dismissed from the Program.

BS Program Grade Requirements

All courses required for graduation must be taken for credit and for a letter grade, except those

courses indicated below (see “Courses in Which a Grade of "B-" or Better Is Required,” “Courses in Which a Grade of "C" or Better Is Required,” below).

Information on the evaluation and grading procedures in non-MED courses will be provided by each instructor at the beginning of the course.

Grades become permanent one year after completion of the course. Possible grades include:

- A letter grade indicating the student's level of performance in the course, if the student successfully completes all course requirements;
- A grade of "INC" [incomplete] if the student had been doing passing work but was unable to complete the course for an acceptable reason (e.g., missing the final exam because of serious illness) or if the student's in-class average was satisfactory, but the student failed the NBME subject examination;
- A grade of “PEN” [pending] (see "Grades Given in Failed MED Courses in the BS Program," below) if the student's overall average was unsatisfactory the Course Director should indicate if a reassessment examination is recommended pending approval by the Office of Academic Records after reviewing previous reassessment history. For students not eligible to reassess, the grade will be changed to an “NC” [no credit].

An evaluation of "INC" [incomplete] or “PEN” [pending] must be accompanied by a narrative stating both the reasons for the grade and the Course Director's recommendations as to what the student must do to satisfy the course requirements. The Course Director may recommend, for example, that the student complete the course by:

- Passing a special or review program devised by the Course Director; or
- Passing a reexamination (with time and place specified);
- Or both.

If the Course Director considers it appropriate, a passing grade may also be accompanied by a brief narrative further evaluating the student's performance.

Upon satisfactory completion of the Course Director's recommendations, grades of INC and PEN will be changed to the appropriate letter grade. Unsatisfactory completion will result in the grade being changed to a failing grade.

Courses in Which a Grade of "B-" or Better Is Required

Students are required to complete all the MED courses in the BS curriculum (except as noted below) at an "A" [A+, A, A-] or "B" [B+, B, B-] level. A grade of “P” (Pass) will not suffice.

Courses in Which a National Board of Medical Examiners (NBME) Subject Examination Is Required

Subject Examinations will be administered in all courses where standardized and nationally normed subject exams are available from the National Board of Medical Examiners (NBME).

*The following policy applies:

- A Course Director, in consultation with the Department Chairperson, may elect to not

administer the NBME exam but must obtain approval from the Curriculum Committee prior to the beginning of the course;

- Students may be allowed to take the NBME exam as part of the course requirements, even when the requirement to pass the NBME exam is dropped from course requirements. These policies will be noted in the course syllabus;
- The NBME subject examination will serve as the final comprehensive exam;
- No numerical credit will be given towards the final course grade from the NBME subject examination;
- In courses where the NBME subject examination is required for the BS degree, it must be passed with a score equivalent to a *minimum* percentile of 11 or greater. In cases in which there is no specific score assigned to the 11th percentile, the next lower score that is closest to the 11th percentile will be used as the passing score. This requirement does not apply to customized NBME subject exams.
- In courses where the NBME subject examinations are required, they must be passed. Students who fail may be allowed only one retake.

**The policies above do not apply to customized NBME examinations.*

Courses in Which a Grade of "C" or Better Is Required

Students must earn a grade of "C" or better in the following academic courses required for graduation. A grade of "P" (Pass) will not suffice.

MED10200	Principles of General Chemistry
MED20300	Bio-Organic Chemistry
BIO20700	Biology of Organisms
FIQWS10013	Freshman Inquiry Writing Seminar – Creative Expression: Narrative Medicine
FIQWS10113	Freshman Inquiry Writing Seminar – Creative Expression: Composition
ENGL21003	Writing for the Sciences
PHYS20300	General Physics I
PHYS20400	General Physics II
PSY10200	Applications of Psychology in the Modern World
USSO10100	The Development of the United States and Its People, or any other course that meets the Pathways requirement designation of US Experience in its Diversity
WCIV10100	World Civilizations: Prehistory – 1500 A.D., or any other course that meets the Pathways requirement designation of World Cultures and Global Issues.

All electives counted in fulfilling the electives requirement for graduation, except for Independent Study, which may be graded Pass/Fail.

Courses in Which a Temporary Grade of “Y” [Year-long] is given

Students in some MED courses that extend for two semesters receive a temporary grade of “Y” [year-long] in the first semester. The letter grade finally awarded for both semesters is based on all work done in the course. A grade of “Y” [year-long] will be given at the end of the first semester in the following courses, MED 20400-MED 30501 (Molecules to Cells I-II).

If a student is dismissed (or resigns) from CSOM/SBE and the student is registered for a course(s) that extends into the next semester, the student cannot be granted a grade of "Y"[year-long]. If there has been an evaluation that can adequately assess the student's performance, then the Course Director may give the student a grade for the semester completed.

If the Course Director cannot assess the performance of the student, the student may appeal to the SAPC in order to be assigned a grade of “NC” [no credit] or “W” [withdrawal].

Required Minimum Grade Point Average

Students must maintain at least a "C" average, the minimum grade point average allowed by City College, as stipulated in the CCNY Bulletin of Undergraduate Programs.

City College regulations require that a student with a GPA below 2.0 (1.75 or lower if a first-year student) be placed on academic probation. A student on GPA probation has one year to improve the GPA to 2.0 or better. Failure to do so will lead to dismissal from the school.

Grades Given in Failed MED Courses in the BS Program

If a student's overall average in a MED course [except in General Chemistry (MED 10200) and Bio-Organic Chemistry (MED 20300)] is unsatisfactory, the student will receive a grade of “PEN” [pending] in that course (see "Guidelines for Medical Courses," above). If the Course Director recommends the student for a reassessment program and the student is eligible, the student will take a reassessment examination. If the student successfully passes the reassessment examination, the grade of “PEN” [pending] will be changed to a passing grade. Since only the passing grade will appear on the student's final transcript, because the student's original performance in the course was unsatisfactory, the student will not be eligible to receive a grade higher than the minimum passing grade (i.e., B-).

If a student does not pass the reassessment examination and is eligible to retake the course during the following academic year, the grade of “PEN” [pending] will be converted to a grade of “NC” [no credit]. When a student repeats an MED course, the student *is required to repeat all course requirements*, including retaking and passing the NBME subject examination. Under these circumstances, the student will be eligible to receive a grade of "A" in the retaken course, since the student's transcript will include both grades (the “NC” [no credit] and the grade in the retaken course) and will thus record the original unsatisfactory performance.

If a student fails an MED course and subsequently is dismissed or resigns from CSOM/SBE Program, the Course Director may give the student a non-passing grade of "C" (in courses in which a grade of "B-" is required to pass the course), "P," or "F," depending on the student's performance in the course. A grade of “PEN” [pending] may be changed to a grade of “NC” [no credit] on appeal to the Student Academic Progress Committee.

If a third-year student who is *not* eligible to repeat a course in the next academic year (either because the student is repeating an academic year or has previously repeated an academic year) achieves a grade in a third year MED course that is below a “B-” (i.e., 70), that student would ordinarily be dismissed. However, if the student's overall grade is the minimum CCNY passing grade of 60 or higher, the Course Director may award a grade of “C” or “P” as a final course

grade.

If the student successfully completes all other third-year courses, the Student Academic Progress Committee may then recommend to award the student the BS degree, but the student would NOT be approved for admission to the medical school.

Failure of a second course in the third-year will be grounds for dismissal.

Grades Given When the National Board of Medical Examiners (NBME) Subject Examination is Failed

If a student passes a course based on passing the course assessments as defined by the course director and the syllabus, but the student fails the NBME subject examination, the student will receive a grade of "INC" [incomplete]. The student will be required to take a second NBME subject examination.

If the student then successfully passes the NBME subject examination, the grade of "INC" [incomplete] will be changed to a passing grade. The grade assigned will be determined by the grading policies and standards of the course. In this case, the student may be eligible to receive a grade higher than the minimum passing grade.

If a student fails the NBME subject examination on the second attempt, the grade of "INC" [incomplete] will convert to "PEN" [pending].

If the student is eligible to repeat the course during the following academic year, the student will receive a grade of "NC" [no credit] for the course.

Grades Given in Failed Non-MED Courses

For unsatisfactory performance in a required, non-MED course (including electives), a student will receive a grade of "C-," "D," "F," or "WU" [withdrew unofficially] (see "City College Regulations on Dropping Courses," above) and, if eligible, will be required to take the course again. Both grades (the originally failed course and the retaken course) will appear on the student's transcript.

Course Reassessment Policy

Course *reassessment* means a student has not successfully completed an academic course; i.e., has failed a course, is not prepared to proceed, and must correct the deficit before progressing to the next course.

City College courses, including General Chemistry (MED 10200) and Bio-Organic Chemistry (MED 20300) that are failed and repeated are counted as part of the total number of course failures (reassessments).

A student may be permitted a maximum of five (5) reassessments during the BS Program.

If a student fails a course, but the student has already reassessed the maximum of five (5) courses, and the student *has not* repeated an academic year, the student will be given the opportunity to repeat the academic year.

If a student fails a course, but the student has already reassessed the maximum of five (5) courses, and the student *has* repeated an academic year, the student will be recommended for

dismissal from the Program.

A student who is given the opportunity to repeat an academic year will have a curriculum developed for that year in consultation with the CSOM/SBE Program Associate Dean for Student Affairs and the Course Director of the failed course.

Special regulations for reassessment in a course where a National Board of Medical Examiners (NBME) Subject Examination is required

If a student is eligible to participate in a course reassessment program, a reassessment examination will be administered as follows:

- ***Failed the NBME Subject Examination only***

If a student successfully meets all course requirements except for passing the NBME subject examination, the student will receive a grade of “INC” [incomplete]. The student will be required to take a second NBME subject examination. In this situation, retaking the subject exam *does not* count as a reassessment. However, if a student fails the NBME subject examination on the second attempt, the grade of “INC” [incomplete] will convert to “PEN” [pending] and it results in a course failure. Eligibility to repeat the course in the next academic year will depend on the student’s academic history, (see "Grades Given When the National Board of Medical Examiners (NBME) Subject Examination is Failed," above).

- ***Failed the Course, but passed the NBME Subject Examination***

If a student passed the NBME subject examination, but the student's overall average in a MED course is unsatisfactory (less than B-), the student will receive a grade of “PEN” [pending] in that course (see "Guidelines for Medical Courses," above). If the Course Director recommends the student for a reassessment program and the student is eligible, the student will take a course reassessment examination.

- ***Failed the Course and the NBME Subject Examination***

If a student’s overall average in a MED course is unsatisfactory, *and* the student *fails* the NBME subject examination, the student will receive a grade of “PEN” [pending] in that course (see "Guidelines for Medical Courses," above). If the Course Director recommends the student for a reassessment program and the student is eligible, the student will take a course reassessment examination.

If the student passes the course reassessment, the student then will be eligible to retake the NBME subject examination.

If the student fails the course reassessment, the student has failed the course (see “Grades Given in Failed MED Courses,” above). Under no circumstances will the student be permitted to retake the failed NBME subject examination, since no numerical credit is given towards the final course grade from the NBME subject examination (see "Courses in Which a National Board of Medical Examiners (NBME) Subject Examination Is Required," above).

Course reassessment results are reported in accordance with the grading policies of the School (see "Grades Given in Failed MED Courses," above).

Requirement for Promotion to the Next Academic Year

Students must successfully complete all requirements in each year of the curriculum in order

to be promoted to the next academic year. Students will not be promoted to the next year while carrying academic deficiencies, except on the specific recommendation of the Student Academic Progress Committee.

Academic and Professional Probation

Academic or Professional Probation is a formal designation. If placed on probation, the student will have 12 months of academic work to improve academic/professional standing. Failure to improve academic/professional standing by the end of the 12-month period of academic work will result in recommendation for dismissal. Students will receive this designation for academic performance and/or professional conduct deemed by SAPC to warrant this designation.

The Student Academic Progress Committee will recommend academic probation for any student who fails to successfully complete one or more required courses in a semester (see "Curriculum Requirements" and "Grading Policies and Requirements," above). Circumstances considered grounds for placement on academic probation also include the criteria for academic probation established by City College (e.g., failure to maintain the minimum required GPA of 2.0), as specified in the CCNY Bulletin of Undergraduate Programs.

To be removed from academic probation, a student must clear his or her record of all academic deficiencies within one year. If the student's academic performance does not improve, the student will be recommended for dismissal from CSOM/SBE.

The SAPC will determine what actions a student must undertake in order to be removed from professional probation. The determination will be based on the action that caused the student to be placed on probation.

Repetition of a Failed Course

The Student Academic Progress Committee may recommend that a student who fails one required academic course in an academic semester be allowed to repeat that course in the next semester or in the next academic year. The academic program for that student must be approved by the CSOM/SBE Program Associate Dean for Student Affairs. Failure of a course which is being repeated will result in recommendation for dismissal from the Program.

Repeating an Academic Year

The Student Academic Progress Committee may recommend a student repeat an academic year if the student has such serious academic deficiencies that he or she is unprepared for the next year of the curriculum but, in the committee's opinion, may be able to continue with the program if he or she repeats the year and corrects those deficiencies. An opportunity to repeat an academic year may be recommended, for example, if a student:

- Fails to earn removal from academic probation within one year;
- Fails a course and is not eligible for a reassessment;
- Has reassessed the maximum number of courses permitted under the Course Reassessment Policy (see “Course Reassessment Policy,” above) and has not previously repeated an academic year;
- Fails after reassessment.

A student given the opportunity to repeat an academic year must retake and successfully complete the requirements for all courses failed in the previous academic year. Additional courses and activities for the student will be determined in consultation with the CSOM/SBE Program Associate Dean for Student Affairs. The repeated academic year will be designed to provide the student with the best preparation possible for improved academic performance in subsequent years.

All course work during a repeated academic year must be completed successfully by the end of each semester; reassessment of courses being repeated is not allowed, *but* retaking a failed NBME subject examination in a course being repeated is allowed. Failure of course work during a repeated academic year is grounds for dismissal from CSOM/SBE.

A student cannot repeat more than one academic year, except under exceptional circumstances and with approval of the SAPC.

Protocol for Repeating an Academic Year

If a student has been allowed to repeat an academic year, the student **will** be responsible to meet with the following individuals:

- The Director(s) of the failed course(s) in order to:
 - assess the reasons for the failure;
 - plan an approach to re-taking the course;
 - identify courses at CCNY or other CUNY campuses that might help the student prepare to re-take the course.
- The Associate Dean for Student Affairs (or his/her designee) in order to:
 - plan and approve the courses (CCNY/CUNY) to be taken in the next term;
 - discuss the pattern of course failure and the potential career impact;
 - discuss possible reasons for course difficulties;
 - discuss available personal support services.
- His/her advisor for support and guidance.
- The Director of Academic Records/Registrar to be sure that all of the academic requirements are met.
- A learning specialist at the Learning Resource Center to assess the reasons for the serious deficiencies and to recommend approaches to address them.

Requirements for the Awarding of the Baccalaureate Degree

To be eligible for graduation, students must have successfully completed the entire curriculum and other academic requirements of CSOM/SBE

a. General Requirements

Recommendations for graduation are based upon satisfactory completion of the curriculum of CSOM/SBE in accordance with the requirements of the Board of Regents of the State of New York, the Trustees of the City University of New York, and the faculty of CSOM/SBE.

In order to receive the BS degree, a student must resolve all fiscal obligations to the City College of New York and to CSOM/SBE in a satisfactory manner.

The School of Medicine reserves the right to withhold the BS degree from any candidate whom the Student Academic Progress Committee has not recommended for graduation on grounds of moral or ethical unfitness for the profession of medicine.

Students have the right to appeal denial of graduation decisions to the Dean of CSOM/SBE (see "Appeals Procedure," below). A student who refuses to accept the official notification letter loses the right to appeal the decision.

b. Requirements for Graduation

Graduation for the BS degree requires successful completion of at least 120 credits of course work

- *Total Number of Credits Required for Graduation with the BS degree.*

MED credits	71
Major electives	19
Science credits	12
<u>Humanities and Social Science credits</u>	<u>18</u>
Total	120

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, the Chair of the Student Academic Progress Committee will officially notify the student by email that his or her academic status will be reviewed by the committee. The student will be advised to meet with the CSOM/SBE Program Associate Dean for Student Affairs, who will act in the capacity of student advocate and advise the student on the proceedings. .

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 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.

Grade Appeals Procedure

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.

Dismissal

The Student Academic Progress Committee may dismiss a student from CSOM/SBE 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 course that the student is repeating
- Fails a course but the student has reassessed the maximum of five courses, and the student has already repeated an academic year; (see “Course Reassessment Policy,” above);
- Meets any of the criteria for dismissal established by City College (e.g., fails to earn removal from GPA probation), as specified in the CCNY Bulletin of Undergraduate Programs;
- Fails to meet professionalism competencies.

The CSOM/SBE Program Associate Dean for Student Affairs and CSOM/SBE Counseling Center staff are available to provide transition- career counseling for any student who is dismissed.

Sometimes students dismissed from the BS Program are able to transfer to the College of Liberal Arts and Sciences or to another School of City College. If a dismissed student wishes to continue his or her studies at another School of City College, the student must apply for a transfer to that school after meeting with the school’s academic advisor to discuss the school’s requirements and the student’s planned program.

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 decision 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 (by certified mail, return receipt requested). Notifications are also sent by return receipt email to the student’s email account. CSOM/SBE 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).

Appeals Procedure

Students have the right to appeal dismissal decisions and denial of graduation decisions to the Dean of the CUNY School of Medicine/Sophie Davis Biomedical Education Program. 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 certified mail, return receipt 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. The support person is not allowed to speak at the meeting.

The Appeals Committee may request, in writing, that the appropriate Course Director(s), the Chair of the Student Academic Progress Committee or any other person deemed relevant to the proceedings 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 and return receipt email), 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.

Resignation from the CUNY School of Medicine/ Sophie Davis Biomedical Education Program

A student who is considering resigning from CSOM/SBE is encouraged to first discuss the issue with the Office of Student Affairs and Office of Academic Affairs. 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, 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 CSOM/SBE Program Associate Dean for Student Affairs, who, with CSOM/SBE Counseling Center staff, is responsible for providing transition-career counseling to any student who resigns.

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.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. 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 CSOM/SBE Program 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 recommend any of the following actions:

- 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.
- The student will be required to complete professionalism remediation or participate in Restorative Justice activities.
- The matter will be referred to the SAPC for review.

- The matter will be referred to the City College Vice President of Student Affairs or the CCNY Chief Diversity Officer if warranted.

Within one week of completing the investigation, the Chair of the EPC will deliver the recommendation to the CSOM/SBE Program 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. Absence Policy and Issues of Professionalism (See full Absence Policy below this section)

Absence Policy and Issues of Professionalism

The school's absence policy (see IV, Additional School Policies, section A) requires students to report all absences from mandatory activities prior to the absence unless the absence is a result of an emergency. Absences are to be reported to absence@med.cuny.edu and to all relevant course directors. The CSOM/SBE Program Associate Dean for Student Affairs categorizes and records absences as approved, unapproved or discretionary and informs course directors. Failure to report an absence from a mandatory class activity is considered a breach of professional behavior.

- Course directors are responsible for tracking attendance of students at mandatory sessions. They have to inform other course faculty (i.e. preceptors) to notify them immediately if a student is absent from a mandatory session. Course Directors will then confirm if the absence was reported and if it is considered approved, unapproved or discretionary. If it is an unapproved absence, either because it was not reported or was classified as such, the Course Director will reach out to the student to address this as soon as possible, preferably the same day.
- If a student has more than one unapproved absence, the course director will complete and submit a professionalism documentation form to the CSOM/SBE Program Associate Dean for Student Affairs. The Course Director will attempt to schedule a face-to-face meeting with the student; however, even if the student is unresponsive or misses the meeting, the form will be submitted

Student 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 degrees to students 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 . These should be reported prior or as soon as possible after an 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) a minimum of 2 weeks in advance (except for holidays for which dates are announced with shorter notice):

1. 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.
2. 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 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.
3. 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 and the course/clerkship director at least 2 weeks in advance of the event. 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 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 .

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.

This is a general CSOM policy, but students should refer to each course/clerkship syllabus for details specific to the course/clerkship.

B. 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:

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/>

The faculty member in whose course 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. If the student does not accept the penalty, the faculty member should document the incident with a Professionalism Documentation Form. 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:

https://pdf.browsealoud.com/PDFViewer/Desktop/viewer.aspx?file=https://pdf.browsealoud.com/StreamingProxy.ashx?url=https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Policies/General/AvoidingPlagiarism.pdf?ext=.pdf&opts=www.gc.cuny.edu#langid=src=en-us&locale=en-us&dom=www.gc.cuny.edu

C. Completion of Course Evaluations

Completion of course evaluations is a 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 raised in common by many students are addressed. Failure to complete course evaluations in the specified time period will result in the filing of a Professional Behavior Documentation form.

The Student Academic Progress Committee hears cases involving violations of professional behavior as brought forth by report from CSOM faculty to the CSOM/SBE Program 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.

- 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).
 - In most cases these reports will be reviewed by the Ethics and Professionalism Committee to determine whether to refer the case to the SAPC.
 - 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:

- 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.
- 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.
- 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.
- The individual(s) bringing charges will present the details of the circumstances in front of the full Committee and the student.
- The individual(s) bringing the charge will then be excused.
- 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.
- 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 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.
- 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.
- 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.
- 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.
- All adverse decisions made are subject to the student's right of appeal.

C. The following dispositions of a case may occur:

- 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.

- If a student is found guilty of unethical or unprofessional behavior and the Committee recommends sanctions short of administrative leave or dismissal, the Committee shall notify the student of the disciplinary action. A record will be placed in the student's school file.
- 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.

The CSOM/SBE Program 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.

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 Code Committee. This committee may refer cases to the CSOM/SBE Program 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.

IV. ADDITIONAL SCHOOL POLICIES

A. Advising Systems

The Office of Student Affairs assigns every student an advisor. Advisors will be identified from among faculty and interested non-instructional staff. The class will be equally divided amongst the advisors. The advisor, during the first year, will meet periodically with individual students and once per month with the whole group. Advising activities are coordinated by the Director of Student Programs in the Office of Student Affairs. The responsibilities of both advisors and students will include the following:

- Have a one-on-one meeting with the advisor at least twice per semester.
- Meet once per month during the first year with the advising group as part of the NSS100 and PF101 courses. These meetings will be semi-structured with one half hour devoted to general discussion about coursework, study demands, study methods and whatever topics

the group wants to discuss. The second half-hour will be a discussion of a specific topic to be provided prior to each meeting.

Students and their advisors are encouraged to develop meaningful relationships. If, at any time, either the advisor or the student feels that their relationship is unsatisfactory, either or both should contact the CSOM/SBE Program Associate Dean for Student Affairs so that a new advisor can be assigned.

B. Leaves of Absence

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 Leave of Absence:

Students request leaves of absence from the CSOM/SBE Program 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 Leave of Absence:

Students request personal leaves of absence from the CSOM/SBE Program Associate Dean for Student Affairs. 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 Leave of Absence:

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 SBE Program, failure to pay tuition or fees, failure to submit proof of insurance, or failure to submit mandatory medical clearance documents³. 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.

C. 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. The Associate Dean of Student Affairs will report issues to the appropriate Course Director, the Department Chair, and 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 Associate Dean of Student Affairs.

Anonymous reporting: Students may report instances of mistreatment via an online reporting system (<https://www.ccny.cuny.edu/csom/mistreatment-policy>). They will have the option to provide their name, or they may report anonymously. The Associate Dean for Student Affairs monitors and reports issues to the appropriate Course 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 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.

Resolutions of allegations of mistreatment/unprofessional behavior

Those individuals engaging in mistreatment/unprofessional behavior may be disciplined, including removal from teaching responsibilities at CSOM/SBE. 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-miscounduct/>

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

- a. 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.
- b. 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.
- c. 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 assure that the treating doctor or resident will have no responsibility for the assessment or grading of the student.
- d. 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.

E. 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

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, and the Director and staff of the Counseling Office. These members of the Medical School Administration are:

- e. Allowed to teach students in the context of large group sessions such as lectures or large group discussions that involve the entire class
- f. Allowed to teach students in electives/selective experiences
- g. Not allowed to supervise students during any clinical rotations
- h. Not allowed to teach students in any small group sessions or activities that are graded
- i. Not allowed to participate in the assessment or evaluation of student performance
- j. Not allowed to serve as voting members on the Student Academic Progress Committee
- k. 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

F. 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.edu/csom/professionalism>] and also your course syllabi for your professional behavior expectation.

G. 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, and 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 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

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

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.

H. 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

Every student is required to activate his or her CCNY email account upon enrollment. Instructions are posted on 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

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 school records can be updated.

Email is an official means for communication within CSOM/SBE 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.

I. 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 CCNY Office of the Registrar and 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>

Failure to update personal information may lead to problems in directing important mail

regarding academic decisions. CSOM/SBE 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.).

J. 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.

Information about the positive second drug test and subsequent outcome will be included in the Medical School Performance Evaluation (MSPE) for residency application.

ALCOHOL AND CONTROLLED SUBSTANCE USE

CSOM/SBE 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.

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

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 (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

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

Useful Links

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/system/files/c/2/498728-aamcuniformclinicaltrainingagreement_07-26-2019final.pdf

1. Affirmative Action, Compliance, and Diversity

Includes:

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

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

2. CCNY / CUNY Academic Integrity Policy

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