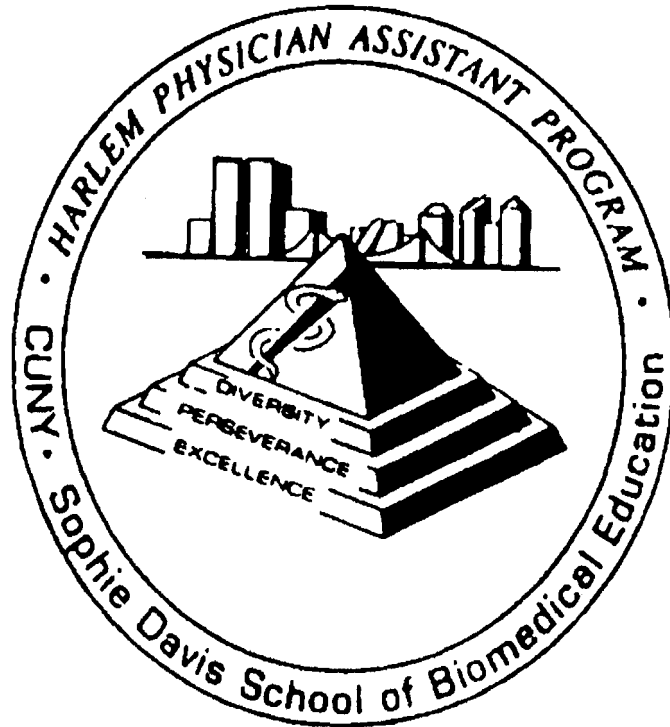


The City College of New York  
Sophie Davis School of Biomedical Education  
Physician Assistant Program at Harlem Hospital



Student Handbook for Academic Policies and Procedures

**2015-2016 Academic Year**

## **PREFACE**

The City College of New York Sophie Davis School of Biomedical Education Physician Assistant Program at Harlem Hospital Handbook outlines school-wide and program-specific policies and regulations for the students in the Program. The handbook is designed to supplement rather than supplant existing college policies and procedures, including those found in the Undergraduate Bulletin of the City College of New York. The September 2015 edition of the handbook supplants any previous version of the Handbook.

While this Handbook covers policies for the entire curriculum, there are more specific guidelines and additional regulations for the clinical year. A separate Clinical Year Handbook with additional policies specific to the clinical year will be distributed and reviewed during the clinical year orientation.

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The City College of New York  
Sophie Davis School of Biomedical Education  
Physician Assistant Program at Harlem Hospital

**Mission:**

The mission of the Sophie Davis School of Biomedical Education of The City College of New York Physician Assistant Program at Harlem Hospital Center is to improve the health of underserved communities and to eliminate healthcare disparity by providing increased access to physician assistant education to students from traditionally underrepresented populations. Through education and mentoring, we will create a workforce that will provide highly skilled health services to the communities of greatest need.

**Goals:**

- Patient Care –We are committed to practice high quality compassionate care, and to develop sensitivity and competence in communication skills with diverse populations
- Scholarship- We are committed to providing the skills necessary to apply new knowledge at the point of care and to engage in scholarly activity relevant to health and disease
- Community- We inspire graduates to work in health workforce shortage communities and with patient populations out of the mainstream of health care delivery. We encourage graduates to be advocates at the local, regional, and national level for the best care for patients and their community and to be activists for social justice
- Leadership- We promote the assumption of leadership positions within the profession and the community
- Professionalism- We are committed to creating an environment where collegiality, respect and ethical practice are fostered and valued
- Interdisciplinary teams- We value collaborative learning and working styles that facilitate full participation in interdisciplinary medical teams
- Life-long learning- We actively encourage intellectual curiosity and critical thinking necessary for life-long learning leading to the continual improvement of patient care.

## **PHYSICIAN ASSISTANT GRADUATE FUNCTIONS AND TASKS**

Any graduate of the Sophie Davis School of Biomedical Education of The City College of New York Physician Assistant Program at Harlem Hospital Center will be expected to demonstrate competence in the following functions and tasks:

- Elicit a detailed and accurate medical history, perform a complete physical examination, and record all pertinent data in written or electronic form as a medical note
- Interview using the patient-centered model of care
- Generate an appropriate differential diagnosis using evidence-based practice
- Perform and interpret diagnostic studies, including routine laboratory procedures, common radiological studies, and electrocardiograms
- Determine most likely diagnosis
- Plan and implement therapeutic measures
- Counsel patients regarding physical and mental health, including diet, disease prevention, normal growth/development, and family planning
- Work in collaboration with the interdisciplinary healthcare team
- Perform life-saving maneuvers such as cardiopulmonary resuscitation
- Facilitate the appropriate referral of patients and maintain awareness of existing healthcare delivery systems and social welfare resources
- Communicate effectively in oral and written forms
- Display professionalism in all aspects of patient care.

## **HISTORY OF THE PROGRAM**

The Sophie Davis School of Biomedical Education Physician Assistant Program at Harlem Hospital Center was founded in 1970 as a joint project of the Harlem Hospital Center and the Columbia University School of Public Health. The Harlem Program is one of the oldest in the country, being founded only five years after the birth of the profession. The Program was developed to train individuals with health care experience to practice primary care in communities of greatest need. The first class of four was admitted in 1971, graduating in 1973.

In 1972, the Program developed an academic affiliation with Antioch College which continued until the New School for Social Research assumed responsibility from 1974-1978. In 1978 the Program developed a partnership with the Sophie Davis School of Biomedical Education of the City College of New York (CCNY) which continues today.

## **TECHNICAL STANDARDS**

Students at CCNY/SDSBE PA Program must have capacities/abilities in five broad areas:

- Perception/observation
- Communication
- Motor/tactile function
- Cognition
- Professionalism (Mature and Ethical Conduct)

### **A. Perception/Observation**

Students must be able to accurately perceive, by the use of senses and mental abilities, the presentation of information through:

- Small group discussions and presentations
- Large-group lectures
- One-on-one interactions
- Demonstrations
- Laboratory experiments
- Patient encounters (at a distance and close at hand)
- Diagnostic findings
- Procedures
- Written material
- Audiovisual material

Representative examples of materials/occasions requiring perceptual abilities beginning in year 1 include, but are not limited to: books, diagrams, discussions, physiologic and pharmacological demonstrations, microbiologic cultures, gross and microscopic studies of organisms and tissues, chemical reactions and representations, photographs, x-rays, cadaver prosections, live human case presentations, and patient interviews.

Additional examples from year 2 include, but are not limited to: physical exams; rectal and pelvic exams; examinations with stethoscopes, otoscopes, fundoscopes, sphygmomanometers, and reflex hammers; verbal communication and non-verbal cues (as in taking a patient's history or working with a medical team); live and televised surgical procedures; childbirth; x-rays, MRIs, and other diagnostic findings; online computer searches.

### **B. Communication**

Students must be able to communicate skillfully (in English) with faculty members, other members of the healthcare team, patients, families, and other students, in order to:

- Elicit information
- Convey information
- Clarify information
- Create rapport

Examples of areas in which skillful communication is required beginning in year 1 include, but are not limited to: answering oral and written exam questions, eliciting a complete history from a patient, presenting information in oral and written form to faculty/preceptors, participating in sometimes fast-paced small-group discussions/interactions, participating in group dissections, participating in labs.

Additional examples of areas in which skillful communication is required in year 2 include, but are not limited to: participating in clinical rounds and conferences, writing patient H&Ps (histories and physicals), making presentations (formal and informal) to physicians and other professionals, communicating daily with all members of the healthcare team, talking with patients and families about medical issues, interacting in a therapeutic manner with psychiatric patients, providing educational presentations to patients and families, participating in videotaped exercises, interacting with clerkship administrators, writing notes and papers.

### **C. Motor/tactile function**

Students must have sufficient motor function and tactile ability to:

- Attend (and participate in) all classes, groups, and activities which are part of the curriculum
- Read and write
- Examine patients
- Do basic laboratory procedures and tests
- Perform diagnostic procedures
- Provide general and emergency patient care
- Function in outpatient, inpatient, and surgical venues
- Perform in a reasonably independent and competent way in sometimes chaotic clinical environments
- Demonstrate competencies including manual dexterity

Examples of activities/situations requiring students' motor/tactile function beginning in year 1 include, but are not limited to: transporting themselves from location to location, participating in classes, small groups, patient presentations, review sessions, prosections, laboratory work, and microscopic investigations, using a computer, performing a complete physical exam including observation, auscultation, palpation, percussion, and other diagnostic maneuvers, performing simple lab tests, using light microscopes, performing cardiopulmonary resuscitation.

Additional examples of experiences requiring motor/tactile function in year 2 include, but are not limited to: accompanying staff on rounds and conferences, performing venipunctures, thoracenteses, paracenteses, endotracheal intubations, arterial punctures, Foley catheter insertions, and nasogastric tube insertions, taking overnight call in the hospital, performing physical, neurological, gynecological, pediatric, and obstetric examinations (with the appropriate instruments), dealing with agitated patients in emergency situations; maintaining appropriate medical records, acting as second assistant in the OR (retracting, suturing, etc.).



## **D. Cognition**

Students must be able to demonstrate higher-level cognitive abilities, which include:

- Rational thought
- Measurement
- Calculation
- Visual-spatial ability
- Conceptualization
- Analysis
- Synthesis
- Organization
- Representation (oral, written, diagrammatic, three dimensional)
- Memory
- Application
- Clinical reasoning
- Ethical reasoning
- Sound judgment

Examples of applied cognitive abilities beginning in year 1 include, but are not limited to: understanding, synthesizing, and recalling material presented in classes, labs, small groups, patient interactions, and meetings with faculty/preceptors; understanding 3-dimensional relationships, such as those demonstrated in the anatomy lab; successfully passing oral, practical, written, and laboratory exams; understanding ethical issues related to the practice of medicine; engaging in problem solving, alone and in small groups; interpreting the results of patient examinations and diagnostic tests; analyzing complicated situations, such as cardiac arrest, and determining the appropriate sequence of events to effect successful treatment; working through genetic problems.

Additional examples of required cognitive abilities in year 2 include, but are not limited to: integrating historical, physical, social, and ancillary test data into differential diagnoses and treatment plans; understanding indications for various diagnostic tests and treatment modalities - from medication to surgery; understanding methods for various procedures, such as lumbar punctures and inserting intravenous catheters; being able to think through medical issues and exhibit sound judgment in a variety of clinical settings, including emergency situations; identifying and understanding psychopathology and treatment options; making concise, cogent, and thorough presentations based on various kinds of data collection, including web-based research; knowing how to organize information, materials, and tasks in order to perform efficiently on service; understanding how to work and learn independently; understanding how to function effectively as part of a healthcare team.

## PROGRAM CURRICULUM

<b>First Semester</b>	<b>15 credits</b>	
Gross Anatomy	5 credits	PA 35100
Microbiology	4 credits	PA 39100
Physiology I	4 credits	PA 38100
History of the Profession	1 credit	PA 30100
Medical Terminology (on-line)	1 credit	PA 30101
 <b>Second Semester</b>	 <b>15 credits</b>	
Interviewing and Counseling	1 credit	PA 37200
Behavioral Science	2 credits	PA 37100
Pharmacology	4 credits	PA 32202
Physical Diagnosis I	1 credit	PA 30200
Clinical Medicine Lectures I	2 credits	PA 34200
Physiology II	4 credits	PA 38200
Clinical Correlation I	1 credit	PA 36100
 <b>Third Semester</b>	 <b>9 credits</b>	
Physical Diagnosis II	1 credit	PA 30300
Pathology	1 credit	PA 32300
Clinical Medicine Lectures II	3 credits	PA 34300
Clinical Correlation II	1 credit	PA 36200
Health Promotion & Disease Prevention	1 credit	PA 35300
Pediatrics	2 credits	PA 33300
 <b>Fourth Semester</b>	 <b>13 credits</b>	
Epidemiology	1 credit	PA 39401
Clinical Medicine Lectures III	2 credits	PA 34400
Health, Law & Economics	1 credit	PA 38400
Culture, Health & Illness	1 credit	PA 37400
Geriatrics	1 credit	PA 32400
Obstetrics/Gynecology	1 credit	PA 30400
Surgery	2 credits	PA 33400
Emergency Medicine	3 credits	PA 35400
Graduate Pairing	1 credit	PA 39402
 <b>Fifth – Seventh Semesters (Clerkship Year)</b>	 <b>30 credits</b>	
Family Medicine (Primary Care)	3 credits	PA 45500
Internal Medicine	3 credits	PA 42500
Obstetrics/Gynecology	3 credits	PA 43500

Surgery	3 credits	PA 47500
Emergency Medicine	3 credits	PA 41500
Pediatrics	3 credits	PA 44500
Psychiatry	3 credits	PA 46500
Critical Care	2 credits	PA 48500
Geriatrics	2 credits	PA 49500
Elective	2 credits	PA 49900
Clinical Seminar I	1 credit	PA 40501
Clinical Seminar II	1 credit	PA 40502
Clinical Seminar III	1 credit	PA 40503

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**Curriculum Total**

**82 credits**

**THE DIDACTIC CURRICULUM**

The didactic phase is comprised of classroom and laboratory instruction in basic science, behavioral science and clinical medicine. Classes are held, for the most part, from Monday through Friday between the hours of 8:00 and 5:00, although some classes require evening, early morning or weekend sessions. Students are expected to attend all classes. Students should have no other commitments during these hours. See “Attendance Policy” for specific program requirements.

At the beginning of each course, students receive a syllabus and course outline describing the purpose of the course, the format, the objectives, and required readings. Students also receive instructional learning objectives for each course, which provide the basis for examinations and guide the student in studying.

Students are responsible for each objective delineated in the syllabus regardless of covered in class. **Faculty members will determine the method of teaching and evaluation for the courses they teach.** Some evaluation methods will be traditional, such as written tests, and others will not. Students are expected to meet the competencies determined by each instructor, in the manner required.

To appropriately prepare students to practice as physician assistants, the course load during the didactic year is very heavy. Reading before each class is essential. Studying recently learned material each evening is the best preparation for written examinations. “Cramming” the night before will not give sufficient time to learn all the material needed.

It is important to keep in mind that there are a number of skills that a physician assistant needs—medical knowledge, oral and written communication skills, clinical skills such as performing a physical examination, technical skills such as suturing, and most importantly, critical thinking skills. Each of these is important. It is a mistake to prioritize those courses that teach medical knowledge. The comprehensive exam at the end of the curriculum tests each of these modalities. Therefore, prepare for each class session equally.

## **THE CLINICAL YEAR**

The clinical year is comprised of six-week clerkships in internal medicine, pediatrics, obstetrics and gynecology, psychiatry, primary care, emergency medicine, and surgery, as well as four-week blocks in geriatrics, intensive care and an elective. Clerkships occur off campus in various settings such as hospitals, private offices and clinics. The PA Program has sole responsibility for obtaining clinical sites and preceptors. At no time are students required to find clinical experiences.

Students are required to report to the site as instructed by their preceptors. Some rotations will require students to work during weekends, holidays, overnight, or late into the evenings. Students return to campus for “call back” days, which are held periodically throughout the clinical year. These daylong sessions consist of oral presentations, end of rotation examinations, and special lectures related to clinical medicine. A separate handbook will be distributed during a clinical year orientation at the end of the didactic year detailing the specifics for the clinical year.

## **DIDACTIC YEAR CALENDAR**

Fall 2015 (17 weeks)

Semester begins August 27, 2015

Semester ends Dec 23, 2015

Spring 2016 (15 weeks)

Semester begins Jan 11, 2016

Semester ends April 22, 2016

Summer 2016 (15 weeks)

Semester begins May 9, 2016

Semester ends August 19, 2016.

Note: Holidays and days off for the didactic year are listed in the CCNY academic calendar.

## **TUITION AND FEES**

Tuition is set by the University Board of Trustees and is subject to change without notice of their actions. Students should arrange to pay their total tuition, fees and charges to complete their registration if they wish to be admitted to classes. Students who may be eligible for financial assistance or grants should consult with the Financial Aid Office as early as possible. The Bursar's Office is located on the ground floor of the Wille Administration Building. Telephone number: 212-650-8700.

### **Tuition Refunds**

A full refund of appropriate tuition and fees will be made when courses are withdrawn by the College. In other cases, tuition refunds will be made or liability reduced only in accordance with the CUNY Board of Trustees regulations. Further information can be obtained from the Office of the Registrar. On approved applications, proportionate refunds of tuition will be made in accordance with the schedule below. The date on which the application is filed, not the last date of attendance,

is considered the official date of the student's withdrawal and serves as the basis for computing any refund.

- Withdrawal before first day of classes (as published in the Academic Calendar) 100%
- Withdrawal before completion of the first full scheduled week of classes 75%
- Withdrawal before completion of the second full scheduled week of classes 50%
- Withdrawal before completion of third full scheduled week of classes 25%
- Withdrawal beyond third week 0%
- Consolidated and activity fees are not refundable.

**New York State Residency Requirements**

Students are assigned residency status when admitted to the College. Since residency determines tuition rates, students should know their classifications. If there is a question of status it is the responsibility of the student to prove residency. An "Application for Proof of Bona Fide Residency" is available at the Office of the Registrar. New students must apply through the Office of Admissions.

The Financial Aid Office administers federal and state funds, as well as those provided by special programs and the College itself. Federal funds may be disbursed only to those students who maintain their academic standing and are not in default on a student loan or owe a refund on a federal grant. For the most recent information on application filing procedures, deadline dates, and eligibility criteria for the various programs, students are urged to contact the Financial Aid Office.

*Tuition and fees are subject to change without notice pursuant to City University Board of Trustee resolution.*

		<b>Resident Students</b>	<b>Non-Resident Students</b>
<b>Undergraduate Tuition</b>	<b>Full-Time</b>	\$3,165 per Semester	\$560 per Credit
	<b>Part-Time</b>	\$275 per Credit	\$560 per Credit
	<b>** Student Activity Fee for Undergraduates</b>	\$63.50 full-time \$40.00 part-time	\$63.50 full-time \$40.00 part-time
<b>Semester Fees (For All Students)</b>	Consolidated Fee	\$15	\$15
	Senate Fee	\$1.45	\$1.45
	Technology Fee	\$125 (Full-Time) \$62.50 (Part-Time)	\$125 (Full-Time) \$62.50 (Part-Time)

**\*\* Subject to change through a student referendum & Board approval**

There may be other costs and fees associated with academic work, such as textbooks and studio or lab materials. Notice of additional fees will appear in the course listing in each semester's Schedule of Classes.

### Payment of Collection Costs

Students who do not make full payment of their tuition, fees and other college bills in their account is sent to a collection agency, and will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts are owed to the college. In addition, non-payment or a default judgment against a student's account may be reported to a credit bureau and be reflected in their credit report.

### NYS Resident Tuition Charges

<b>Summer I</b>	<b>Fall I</b>	<b>Spring I</b>
\$650 Activity/Entrance Fee <sup>^</sup>	\$3,165 (18 credits)	\$3,165 (12 credits)
<b>Summer II*</b>	<b>Fall II</b>	<b>Spring II**</b>
\$2,475 (9 credits)	\$3,165 (13 credits)	\$3,165 (13 credits) \$3,165 (17 credits)
<b>Tuition Total</b>		<b>\$18,300</b>

<sup>^</sup> The change in student fees will be reflected in the 2016-2018 CCNY Undergraduate Bulletin.

\* Courses are charged at a part-time/per credit rate.

\*\* 30 credits split into 2 full-time bills.

### Non-resident Tuition Charges

<b>Summer I</b>	<b>Fall I</b>	<b>Spring I</b>
\$650 Activity/Entrance Fee <sup>^</sup>	\$10,080 (18 credits)	\$6,720 (12 credits)
<b>Summer II</b>	<b>Fall II</b>	<b>Spring II*</b>
\$5,040 (9 credits)	\$7,280 (13 credits)	\$7,280 (13 credits) \$9,520 (17 credits)
<b>Non-resident Tuition Total</b>		<b>\$45,920</b>

<sup>^</sup> The change in student fees will be reflected in the 2016-2018 CCNY Undergraduate Bulletin.

\* 30 credits split into 2 full-time bills.

<b>Program Activity Fee</b> <ul style="list-style-type: none"> <li>• <i>AAPA student membership</i></li> <li>• <i>NYSSPA student membership</i></li> <li>• <i>Graduation</i></li> </ul>	\$650
<b>CCNY University Fees</b> <ul style="list-style-type: none"> <li>• <i>Activity</i></li> <li>• <i>Consolidated Fee</i></li> <li>• <i>Technology</i></li> </ul>	\$1,348
<b>BCLS/ACLS</b>	\$150
<b>Exam Master<sup>^</sup></b>	\$125
<b>Books<sup>^</sup></b>	\$2,000
<b>Equipment<sup>^</sup></b>	\$850

## FINANCIAL AID

The financial aid office is located at Wille Administration Building in Room 104. Please be aware that students who already have a baccalaureate degree may have limited access to federally secured loans. Other sources of revenue, including private bank loans, may need to be secured. Also, please be aware that the tuition is not charged during the second (clinical year) summer. This means students are not eligible for financial aid during this time. Prepare early to meet personal expenses during the clinical year.

## PROGRAM FACULTY AND STAFF CONTACT INFORMATION

### Program Mailing Address:

Sophie Davis School of Biomedical Education  
Physician Assistant Program at Harlem Hospital Center  
160 Convent Avenue, Harris Hall- 15  
New York, NY 10031

**Program office number:** (212) 650-7745

**Program fax number:** (212) 650-6697

<b>Assistant Dean and Program Director</b> Theresa Horvath, PA-C, MPH (212) 650-6863 thorvath@med.cuny.edu	<b>Medical Director</b> Maurice Wright MD  Maurice.Wright@nychhc.org
<b>Director of Academic Coordination</b> Emelia Medina-Colon, PA-C (212) 650-8826 medcolon@med.cuny.edu	<b>Didactic Coordinator</b> David Lau, PA-C (212) 650-7812 dlau@med.cuny.edu
<b>Academic Coordinator</b> Birgland Joseph, MD (212) 650-5702 bjoseph@med.cuny.edu	<b>Clinical Coordinator</b> Paul Foster, PA-C, MPA (212) 650-7939 pfoster@ccny.cuny.edu
<b>Clinical Coordinator</b> Tracy Jackson, MA-PA-C, CHES (212) 650-7038 tjackson@ccny.cuny.edu	<b>Assistant to the Director</b> Aletha Cook (212) 650- 8859 acook@med.cuny.edu
<b>Director of Administration</b> Blanca Rodriguez (212) 650- 8862 blanca22@med.cuny.edu	<b>Director of Recruitment</b> Mary McDaniels Brown, MA (212) 650-7746 mmbrown@ccny.cuny.edu
<b>Office Assistant</b> Yasmine Azor (212) 939-2525 yazor@ccny.cuny.edu	<b>Office Assistant</b> Fabiola Lopez (212) 650-8863 flopez@med.cuny.edu



## **II. PROGRAM POLICY**

### **WORK POLICY**

The program strongly discourages any type of outside employment during the course of studies in the program. Program responsibilities are not negotiable, and will not be altered due to student work obligations. Furthermore, working has been the chief cause for academic difficulty in past years.

Students who choose to volunteer or be paid employees during the course of their physician assistant training cannot use their affiliation with the program in any aspect of that employment. Any activity undertaken by the student, independent of the program, is not covered by the liability insurance offered for clinical work associated with physician assistant training. Furthermore, students may not be required to perform clerical or administrative work for the program.

**Students may not substitute for regular clinical or administrative staff during the clinical year.** Should such a request be made of a student, it should be reported to the program director immediately.

### **E-MAIL**

E-mail is the preferred mode of communication between the program faculty/staff and students. *All students must* use their City College e-mail account, and must check this account on a daily basis. Additionally, students should empty mailboxes to allow for regular e-mail from program staff and faculty. Failure to check an e-mail account is not an allowable excuse for missing a program event or notification.

### **DRESS CODE**

Professional appearance and demeanor is expected during any activity associated with the program.  
**Clothing Specific Guidelines:**

Shirts, Tops, and Jackets:

Acceptable: Casual collared shirts, dress shirts, sweaters, tops and turtlenecks are acceptable attire. Women's dress length should be appropriate for professional wear. Most suit jackets or sport jackets are also acceptable attire. Men should wear slacks, dress shirts, and a tie.

Unacceptable: Tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans; halter-tops; tops with bare shoulders; sweatshirts; plunging necklines, and t-shirts unless worn under another blouse, shirt, jacket or dress; bare-back dresses; blouses, tank-tops, muscle shirts and tube tops; denim or jeans; shorts, or hats. Scrub suits are prohibited outside of the surgical suite.

**Shoes and Footwear:**

Acceptable: Shoes with closed toes. Walking shoes, loafers, clogs, boots, flats, and dress heels are acceptable. All shoes should be kept clean.

Unacceptable: Sneakers, gym-type footwear, slippers or sandals.

## **General Guidelines:**

- Men may wear mustaches and beards that are neatly trimmed.
- Nails must be kept trimmed.
- Student must wear their hospital I.D. card and the Program I.D.
- A clean, white, short lab jacket should be worn at all times in class and during clinical rotations.
- Should a more specific dress code be mandated by a clinical rotation site, that dress code overrides that of the program.
- During extreme weather conditions, students may wear more casual clothing.
- Repeated, documented violation of this dress code will be subject to action by the Committee on Course and Standing.

## **STUDENT TEACHING IN PROGRAM CURRICULUM**

Some students may be particularly knowledgeable in an area of medicine or possess advanced clinical skills because of prior health care related experience. Although such expertise is commendable, PA students are not permitted to participate in the teaching of any component of the curriculum.

## **PROGRAM FACULTY AND STUDENT HEALTH CARE**

No faculty member, including the Program Director and the Medical Director, are permitted to provide health care for SDSBE PA Students. Provision of health care includes giving medical advice. Program faculty can refer students for medical and mental health care, if needed.

## **CONFIDENTIALITY**

In compliance with The Family Educational Rights and Privacy Act (FERPA) of 1974 and Accreditation Standards for Physician Assistant Education, student materials, grades, records and files are considered privileged and confidential. All student records are stored in locked files when not in use. Faculty and clerical staff are the only individuals who have access to these files. No information contained within a student record will be given, either verbally or in writing, without the written consent of the student. Written consent for release of records will be kept in the student file. Written clearance is also necessary for the release of any medical information as discussed in the health clearance section of the Handbook.

## **ATTENDANCE POLICY**

Attendance and punctuality is mandatory for all program activities. An unexcused absence will result in a conference between the student and his/her advisor. A third unexcused absence will result in a hearing before the Committee on Course and Standing.

Absences or lateness must be reported to both the course instructor and the academic coordinator via e-mail, phone message, or in person prior to the start of class. It is unacceptable to report an

absence or lateness to the program administrative assistant. It is likewise unacceptable for a student to report the lateness or absence of another student.

The student is responsible for obtaining all information related to any missed class time and to make up any work missed due to an absence. Instructors are not obligated to provide material to students due to an absence or to provide the opportunity to make up missed material due to an absence.

A pattern of multiple absences, extended absences, or chronic lateness will be brought to the attention of the program director, and is subject to disciplinary action including appearance before the Committee on Course and Standing. Excessive absences, whether excused or unexcused, will require a meeting with the CCS to evaluate fitness for continuation in the Program.

## **ACADEMIC INTEGRITY**

Cheating and plagiarism are grave infractions of academic and professional ethical behavior and are contrary to the purpose of any educational institution. They must be addressed seriously for student scholarship to have validity. Faculty are required to report all suspicions of academic dishonesty. Faculty may require students suspected of cheating or plagiarizing to confirm the originality of their work. Student breaches of academic standards may be subject to disciplinary or academic action. Please refer to URL: <http://www1.cny.cuny.edu/upload/academicintegrity.pdf>.

## **PROFESSIONAL CONDUCT**

Professional behavior is expressed through respect for instructors, fellow students, patients and colleagues. As physician assistants, it is also manifest through the ability to take orders from superiors. Professional behavior is evaluated throughout the course of study, but is formally evaluated once a year during advisement sessions. Breaches in professionalism may result in appearing before the Committee on Course and Standing. The Committee on Course and Standing may mandate professional probation or dismissal from the Program. Some issues may arise that necessitate a referral to the Committee for Physician Health (CPH), a New York State Department of Health agency. While a referral to CPH will result in a very costly evaluation, meeting criteria mandated by them can facilitate licensure in individuals with professional issues, and who may otherwise be denied a license. Students from PA programs have been referred to CPH for chronic absences, anger management and bullying, as well as suspected drug and alcohol abuse. Failure to meet CPH criteria can lead to dismissal.

Examples of unprofessional behavior include but are not restricted to:

- Poor attendance or tardiness
- Plagiarism
- Inability to accept constructive criticism
- Lack of respect for the rights of patients to competent, confidential service
- Failure to follow protocol, or directions of supervising physician, physician assistant or program faculty
- Performing unauthorized procedures or administering services not permitted by the supervisor, the facility, or the program
- Violation of the Health Insurance Portability and Accountability Act (HIPAA)

- Failure to perform all or part of assigned tasks and responsibilities
- Leaving the clinical setting without permission of supervising physician or physician assistant
- Performing any activity which is beyond the scope of the role of a student
- Failure to identify as a physician assistant student
- Failure to report all observed unethical conduct by other members of the health profession, including other students.

Professionalism extends to behavior in the classroom. Therefore the following behaviors will not be tolerated:

- Engaging in conversation with others during a class or lecture
- Leaving the classroom during lectures
- Using personal e-mail or Facebook while in class
- Neglecting to turn off cell phones.

## **SOCIAL MEDIA POLICY**

It is strictly prohibited to take photographs of patients, including in the operating room, even if the patient is not identified. Similarly the posting of diagnostic images or any form of patient data on a social media platform such as You Tube, Facebook, iTunes, LinkedIn, Twitter, and blogs is strictly prohibited.

Violation of this policy will result in being called before the Committee on Course and Standing and possible dismissal from the program. Witnessing any violation of this policy should be immediately reported to the program director. Similarly, private postings on Facebook or any other form of social media regarding program personnel, including faculty and fellow students, may be subject to disciplinary action. Assume all postings are visible to the program faculty.

## **STUDENT ADVISEMENT**

Each student is assigned a faculty advisor who is available for counsel on matters concerning academic performance, professional behavior, or personal issues. Formal student advisement will occur at a minimum of twice during the program. Should a student become concerned about a personal matter, s/he should contact his/her advisor or the program director. The faculty can facilitate the acquisition of counselling services offered by Sophie Davis.

## **CLASS REPRESENTATIVES**

Each year two students are elected by their class to serve as liaison between the class and program administration. Class representatives convey concerns or information to and from the class. This is a voluntary position; students must be in good academic standing in order to serve as class representative.

## **STUDENT ACADEMY OF THE AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS (SAAAPA).**

The Sophie Davis PA Program is a charter member of SAAAPA. There are six elected positions in the didactic year class and five elected positions in the clinical year class.

President (clinical)  
Vice- President (didactic)  
Treasurer (clinical)  
Secretary (didactic)  
State Chapter Student Representative (clinical)  
Assembly of representatives (AOR) Representative (clinical)  
AOR Alternate (didactic)  
Student Diversity Committee Representative (didactic)  
Historian (didactic)  
Outreach Chair (clinical)  
Green Chair (didactic)

Besides participation in AAPA and NYSPAA events, the Student Academy hosts club meetings each Thursday (except during the summer) from 12:30-1:30 that is open to any CCNY student. In addition, there are monthly meetings to discuss the activities of the Academy. Students must be in good academic standing in order to serve as an SAAAPA officer.

### **DIRECTOR MEETINGS**

Didactic and clinical year classes will regularly meet with the Assistant Dean/Program Director to discuss problems that arise with the Program, including within individual courses. These meetings are mandatory. All students are free to suggest topics to be addressed at these meetings, and may approach the director regarding conflicts that need to be discussed by the class at any time. Students may discuss issues of a more personal nature with the Assistant Dean in private at any time.

### **STANDARD FOR WRITTEN ASSIGNMENTS**

All written assignments must use the most recent edition of American Psychological Association (APA) Manual of Style. In addition, all papers must be free of typographical errors, spelling and grammatical errors, and plagiarism. Written work must also be sensitive to gender, racial, sexual orientation, religious, and ethnic bias. Non-adherence to any of these requirements may affect the grade received for that paper. Students are advised to make an extra copy of all written assignments for their own protection and records prior to submission. APA bibliographic citation examples can be found at: <http://libguides.cuny.cuny.edu/content.php?pid=270410&sid=2249004>

## UNIVERSAL PRECAUTIONS

While the risk of infection due to contact with infectious tissue or fluids is far greater in the clinical year, students use sharp objects during the didactic year as well, and therefore should learn to practice universal precaution. The principle of universal precautions has been adopted to protect clinicians from exposure to infectious disease because any patient may harbor microorganisms that could cause infection if transmitted. Although blood-borne pathogens are of particular concern, all body fluids secretions, and excretions are included in universal precautions. Since infected patients may be asymptomatic, it becomes necessary to use basic precautions with every patient. Observance of universal precautions will help to provide better protection for every staff member. Students should also familiarize themselves with the hospital/clinical sites specific policies regarding universal precautions. The material below reviews guidelines and preventative techniques.

1. Avoid direct contact with: blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions
2. Avoid injuries from all sharp objects such as needles or scalpels
3. Avoid direct contact with items, objects, and surfaces contaminated with blood, body fluids, secretions, and excretions
4. Dispose of all sharp objects promptly in special puncture resistant containers
5. Dispose of all contaminated articles and materials in a safe manner prescribed by law.
6. Wash hands frequently and thoroughly, especially if they become contaminated with blood, body fluids, secretions, and excretions
7. Depending on job duties and risk of exposure, use appropriate barriers, which can include: gloves, gowns, aprons, caps, shoe covers, leggings, masks, goggles, face shields, and resuscitation devices. These barriers are to be used to protect:
  - a. Skin, especially non-intact skin (where there are cuts, chapping, abrasions, or any other break in the skin).
  - b. Mucous membranes, especially eyes, nose and mouth.

**NOTE:** *Protective apparel, including gloves, must be removed after each use and are to be PROPERLY disposed of, and not worn from one patient or activity to another.*

## CHANGE OF NAME, PHONE NUMBER OR ADDRESS

Any student who changes his or her name, address or telephone number must immediately notify the PA Program office in H15 of the Harris building (telephone 650-7745), and the Office of Academic Records in Room 102 of the Harris building (telephone 650-7156, 7160). The CCNY/SDSBE PA Program is not responsible for problems that are due to the failure of a student to notify the School of changes in personal information.

If a social security number has been changed, City College must be notified as well. The student must obtain an application for a change of name or social security number from the City College Registrar's Office in Room 102 of the Administration Building. Supporting documentation must be submitted to the City College Registrar's Office along with the application for a change.

### **III. ACADEMIC POLICY**

#### **STUDENT EVALUATION**

A variety of evaluation tools are used to evaluate student competency, including tests, written and oral presentations, discussion boards and group projects. All examinations are the property of the Program. The type of evaluation used in each course will be delineated in the course syllabus. Although some courses may be pass/fail, most course work will be evaluated by a letter grade. These letter grades will be converted to a Quality Point Index as follows:

<b>Letter Grade</b>	<b>Course Raw Score</b>	<b>University Points</b>
A	90-100	4
B	80-89	3.0
C	70-79	2.0
F	<70	0

The grade point average (GPA) is obtained by multiplying the numerical grade by the number of credits for each course (quality points). The total quality points are then divided by the total number of course credits completed.

#### **EXAMINATION POLICY**

Each course director is responsible for examining each student to assess the degree to which the student has meet the course objectives. While many examinations will be written, the examination format is the prerogative of the course director. The following policies concern all examinations, regardless of format:

1. Examination scores will be cumulative for the course
2. There are no reassessments for missed examinations
3. Course work, assignments and presentations must be handed in/completed on the date and time indicated by the instructor
4. No late assignment will be accepted
5. Unauthorized retention, possession, copying, distribution, disclosure, discussion, or receipt of any examination question is strictly prohibited.

#### **MAINTENANCE OF GOOD ACADEMIC STANDING**

The cumulative grade point average (GPA) for good academic standing and for degree conferral is 2.0. Policies regarding academic standing found in *The Undergraduate Bulletin of the City College of New York* apply to PA students. The faculty will identify students with academic difficulty and remedial measures will be recommended before a student is in danger of failing due to low grade point average.

## **REMEDICATION OF ACADEMIC DIFFICULTIES**

Students who fail to demonstrate the requisite knowledge or skills necessary to perform at an acceptable level for a course may be required to remediate those deficiencies. Remediation is a process intended to correct a student's academic deficiencies and includes such activities as special assignments, examinations, tutoring, assessment and development of study skills. Remediation may be recommended to the student by a course instructor or PA core faculty at any time, but is required for unit exam and course failures.

## **LEARNING RESOURCE CENTER**

The Learning Resource Center provides free academic counseling to both PA and BS/MD students. This includes instruction regarding study skills and test-taking, as well as content information in some areas. Students with academic difficulty are mandated to visit the LRC, but any student is free to use these services. The LRC is located in Harris Hall – Room 114. (212) 650-8408.

## **COURSE FAILURE**

A final course grade below 70% will result in failure. Should a student fail a course with a grade of 65-69, a comprehensive make up exam will be offered. Should a student fail with a grade less than 65%, s/he will be placed in a prescription year (see below). Students who are examined with a comprehensive make up test and earn a passing grade will receive a grade of "C" for the course regardless of the grade earned on the exam. Should a student fail the course in the didactic year by failing the comprehensive examination, he/she must appear before the Committee on Course and Standing. Any extenuating circumstance will be considered at that time. Repeating a course during the following year will be considered at that time. A student is allowed only two comprehensive exams during the entire didactic curriculum. A third course failure will result in dismissal.

Policies regarding clinical year course failure are outlined in the Clinical Handbook.

## **COMPONENT FAILURE IN CLINICAL MEDICINE COURSES**

Each of the Clinical Medicine Lecture courses (PA 34200, 34300, and 34400) is made up of multiple components, representing various disciplines of medicine. A passing grade in **each component** is required in order to pass the entire course. Should a student fail any one component he/she will be offered a make-up exam in the failed component. The highest grade that can be awarded in a component by a make-up exam is 70%, which will be averaged in with the remaining components to calculate a new final course grade. Only two components can be remediated each semester. Should a student fail a third component, s/he will appear before the Committee on Course and Standing regarding further action. Placement in a prescription year will be considered.

Should a student not achieve a passing grade on any Clinical Medicine make-up exam, the course will be failed. The student will then be offered a comprehensive examination for the entire course. Should the comprehensive exam be failed, the student will appear before the Committee on Course and Standing. Students who achieve a passing grade on the comprehensive examination will receive a "C" for the course grade.



## **THE COMMITTEE ON COURSE AND STANDING**

The Committee on Course and Standing (CCS) enforces academic standards of the PA Program. The Committee hears the cases of students in academic or professional difficulty, takes all information into account and makes decisions regarding further action. The Committee is appointed by the Assistant Dean of the PA Program and consists of two (2) core PA Program faculty members, two (2) faculty of the SDSBE BS/MD program, the Medical Director, and two ex-officio members, the Assistant Dean of PA Program and the SDSBE Director of Academic Records. The CCS acts through the Program Director, who communicates the decisions of the CCS in writing to the student.

All leaves of absence, withdrawals, placement on or removal of probation, course failures, professional breeches and potential dismissals are brought before the Committee on Course and Standing. Students may provide the Committee with a letter explaining extenuating circumstances or may appear before the Committee if they wish. Should a student choose to appear, providing a letter beforehand is advised. Students are not permitted to bring advocates, including attorney representatives, to a CCS meeting.

## **ACADEMIC AND PROFESSIONAL PROBATION**

Probation is a designation that alerts the student that professional or academic circumstances are such that dismissal is possible. There are two types of probation: Academic and Professional Probation. Academic Probation is the result of failing to maintain good academic standing. Professional probation is a status designated by the CCS when a student violates one of the tenets of professional conduct or those set forth by CCNY.

While Academic Probation can be removed once a student resumes good academic standing, Professional Probation remains with the student for the duration of the program curriculum. Probationary status is determined by the Committee on Course and Standing, who also advises the student regarding future courses of action to remedy the deficiency. A student on probation may not serve as class representative, Student Academy officer, or as a member of the Medical Challenge Bowl team.

## **PRESCRIPTION YEAR**

The Committee on Course and Standing may recommend a prescription year should a student fail a course. A student on prescription year discontinues the curriculum, works with a faculty member to remediate difficulties, and retakes the failed course the following year. S/he joins the subsequent cohort for the rest of the Program curriculum. The transcript will reflect the course failure (INC – no credit) as well as the grade earned when repeated.

During the prescription year:

1. Students must register for a one-credit independent study in order to maintain matriculation for the semester not in class. Failure to do this will result in dismissal.
2. Students must meet with their advisor once each month to work on content deficiencies in preparation to retake the course.

A student on prescription year may not serve as class representative, Student Academy officer, or as a member of the Medical Challenge Bowl team. Once a student resumes course work, **any further course failure, either in the didactic or clinical year, will result in dismissal.**

## **DISMISSAL**

The Committee on Course and Standing (CCS) may recommend dismissal from the CCNY/SDSBE PA Program if a student fails to meet any academic and professional standard described in this Handbook, or in *The Undergraduate Bulletin of the City College of New York*. In addition, dismissal will result should a student:

- Fail any course during a prescription year
- Fail three courses during the didactic phase of the program

Notification of dismissal will be made via e-mail and letter mailed to the address provided by the student. A student who refuses to accept the notification of dismissal loses the right to appeal the decision.

## **APPEAL OF DISMISSAL**

A student may appeal an adverse decision of dismissal in writing to the Dean of the Sophie Davis School of Biomedical Education within ten business days of the official notification. The Dean will then appoint an Ad Hoc Appeals Committee, which will be provided with a copy of the student's appeal, the minutes of the CCS meetings at which the adverse recommendation was made, and the complete academic student record. The Appeals Committee is charged with determining:

- If the adverse decision was made in accordance with the approved and established policies of the PA Program Committee on Course and Standing
- If the student was accorded due process, or if the adverse decision was arbitrary, capricious, or reflected prejudice against the student.
- It **is not** within the purview of the Appeals Committee to critique the academic judgment of the PA Program Committee on Course and Standing.

The student has the right to be present at the meeting of the Ad Hoc Appeals Committee, and to make an oral or written statement. Should the student wish to appear, the Dean of the School will notify him/her of the time and place of the meeting at least ten business days beforehand.

The Appeals Committee may request, in writing, that the appropriate course coordinator, instructor and the PA Program Chair of the CCS attend the meeting. After reviewing all documentation and hearing all presentations, the Appeals Committee will decide to either confirm or reverse the original adverse decision. Within seven business days of the meeting, the Appeals Committee will send its written recommendation to the Dean.

The Dean will review the report of the Appeals Committee. After first finding that the Appeals Committee properly carried out its charge, he will accept or reject the recommendation. The Dean

will promptly notify the student in writing of the final decision. If the original adverse recommendation is reversed, the Dean will return the matter to the PA Assistant Dean/Program Director for action. The decision of the Dean in such cases is final; no further institutional recourse is available to the student.

## **LEAVES OF ABSENCE**

There are two types of leaves of absence: medical leave and personal leave.

### 1. Medical Leave of Absence

The Committee on Course and Standing (CCS) may grant a student a leave of absence for medical reasons for up to one year. To apply for a medical leave of absence, a student must submit the following to the Chair of the CCS and to the Assistant Dean/Director:

- A letter from the student describing the reasons for requesting a medical leave
- A letter from a clinician substantiating these reasons.

To return from a medical leave of absence, the student must submit a letter declaring intent to return to the Program, as well written medical clearance from your provider recommending that the student be allowed to return to the program to the Chair of the CCS and to the Assistant Dean/Director.

The student must submit these materials by June 1 for a fall readmission, December 1 for a spring readmission and May 1 for a summer readmission. If, by the end of the leave, a student fails to notify the CCS regarding intent to return or fail to register, s/he will be considered resigned from the CCNY/SDSBE Physician Assistant Program. CCNY readmission application must be submitted to the Admissions office at least three months prior to the first day of classes of the semester for which you are applying.

### 2. Personal Leave of Absence

Under extenuating circumstances, the Committee on Course and Standing (CCS) may grant a student a personal leave of absence for a period of up to one year. It must include one full academic semester and may be granted regardless of academic standing. A personal leave of absence is designed to allow students the time to address personal matters so that they can better prepare to meet the academic rigors of the curriculum. A personal leave should not substitute for a medical leave of absence or be seen as a solution for academic difficulty.

Requests for personal leaves should be made **no later** than the tenth week into the semester. This date is in accordance with the College's deadline to drop courses without an academic penalty (assign a grade "W" [withdrawal without penalty]). Extraordinary circumstances will be forwarded to the Committee on Course and Standing for consideration.

Should the leave be granted, the terms including special conditions will be specified in the approval letter. If a request for a leave is denied, the student may appeal the decision to the Dean of the Sophie Davis School of Biomedical Education.

The student must notify the Assistant Dean/Director of the PA Program in writing of his or her intention to return to the Program. The student must submit this letter by June 1 for a fall readmission, December 1 for a spring readmission and May 1 for a summer readmission. If, by the end of the leave, a student fails to notify the CCS regarding intent to return or fail to register, s/he will be considered resigned from the CCNY/SDSBE Physician Assistant Program. CCNY readmission application must be submitted to the Admissions office at least three months prior to the first day of classes of the semester for which you are applying.

### **RESIGNATION FROM THE CCNY/SDSBE PA PROGRAM at HARLEM HOSPITAL**

A student considering resignation from the CCNY/SDSBE PA Program is encouraged to first discuss the issue with their faculty advisor and Assistant Dean/Director of the PA Program. Once a decision to resign is reached, the student submits a letter to the Assistant Dean/Director of the PA Program notifying the Program of their intention to withdraw.

### **DIDACTIC YEAR EXIT EXAMINATION**

Upon the completion of the didactic phase of instruction all students are required to take a written, comprehensive, examination of basic medical knowledge prior to beginning the clinical year of instruction. The passing grade for this examination is 65 percent. Students who fail to achieve 65% will be delayed in starting the clinical year by six-weeks during which time s/he will work with a faculty member to remediate deficits. A second exam is given after these six weeks. Should a student fail the second exam, s/he will be granted an additional six-week period in order to prepare for a third examination. These three attempts must occur within a 12 week period. After three failed attempts, dismissal from the program will result.

### **PROGRESSION FROM THE DIDACTIC TO CLINICAL YEAR**

Several conditions must be met in order to progress from the didactic to the clinical year:

1. Successful completion of all didactic year courses
2. A cumulative grade point average of 2.0 must be earned for the didactic year
3. All incomplete grades, probationary issues or pending assignments must be resolved
4. A passing grade must be earned for the didactic year exit examination
5. A faculty evaluation of professional behavior evaluation must be satisfactorily completed.

### **END OF CURRICULUM EXAMINATIONS**

There are four examinations that are taken throughout the clinical year:

1. Clinical Exams: comprehensive, 200- question multiple-choice examinations are given without notice during some call back sessions. These exams are meant to highlight areas of weakness so that the student can direct studying toward these areas. The faculty will set a benchmark grade. Should students not meet the benchmark, a meeting with the advisor will result.

2. Pre-PANCE examination – a comprehensive, six-hour, 360- question multiple choice examination given once or twice a year. This test is developed by the faculty and based on the NCCPA Blueprint. Like the clinical exams, students not meeting the benchmark will meet with their advisor.
3. Packrat – a standardized exam developed by PAEA, modeled on the PANCE is given once or twice a year. This exam is also based on the NCCPA Blueprint. Results are reported both by organ system (cardiology, pulmonology, etc.) and by critical thinking area (history taking skills, therapeutics, management, etc.). A national mean is set as the benchmark. Students not achieving the benchmark will meet with their advisors.
4. The summative exam is a graded, final assessment given within the last six weeks of the curriculum. It exams basic competence in the following areas:
  - a. Medical Knowledge: Demonstrate knowledge of etiology, risk factors, signs and symptoms of a medical condition
  - b. Affective skills: Demonstrate effective communication to elicit and provide information; demonstrate compassionate and respectful behavior when interacting with patients
  - c. Oral and written communication: Accurately and adequately document information regarding care; orally present a patient encounter with precision and poise
  - d. Critical thinking: Demonstrate the ability to conduct a complaint-focused interview and physical exam; develop an accurate and detailed differential diagnosis
  - e. Patient care: Obtain essential and accurate information; counsel and educate patients and their families; provide education aimed at disease prevention and health maintenance; develop and implement patient management plans.

The format of the summative examination is clinical simulation using standardized patients. Students are given a chief complaint and perform a focused history and physical examination on the standardized patient. The student then orders laboratory tests for which results will be given. Interpretation of the tests is integrated into a SOAP note, which includes a differential diagnosis and plan. The final phase is oral presentation of the patient to a faculty member.

This examination is pass/fail. In the event of failure, students will be given the opportunity to retake the examination. Should a student fail a second time, s/he will appear before the Committee on Course and Standing, and may be asked to delay graduation for six weeks in order to remediate deficiencies.

## **GRADUATION REQUIREMENTS**

Graduation is dependent upon successful completion of the following:

1. All courses in the physician assistant curriculum including all clinical rotations
2. Completion of all research requirements

3. A cumulative grade point average of 2.0 must be earned
4. Successfully pass both summative examinations
5. Meeting all patient and procedural log requirements
6. A faculty review of professional behavior throughout the entire program.

Eligibility to sit for the Physician Assistant National Certification Examination is contingent upon successful completion of all program requirements.

### **CCNY GRIEVANCE PROCEDURE**

Students with grievances concerning classroom matters other than grades should first attempt to resolve the grievance at the department level through discussion with the faculty member(s) or department chair. If the matter is not resolved, the student or department may refer the problem to the appropriate academic dean, the Ombudsman, or the CCNY Vice President for Student Affairs, who shall, if necessary, refer it to the Office of the Provost for further consideration and possible action.

## **IV. CITY COLLEGE OF NEW YORK STANDARDS, POLICIES, AND REGULATIONS**

### **HARASSMENT POLICY**

#### **Office of Affirmative Action, Compliance and Diversity**

The City College of New York, as part of the City University of New York, is proud that our students represent a variety of cultures, backgrounds and ideas. CUNY's goals include...continuing commitment to workforce diversity and development, and in keeping with this principle, CCNY strives to be a genuinely inclusive community, one where those with differing backgrounds and allegiances feel valued, and one where civility, respect and reasoned debate prevail.

#### **Mission**

The office is responsible for ensuring that the City College complies with University and college policies, as well as federal, state, and local laws pertaining to affirmative action and equal employment opportunity. To fulfill the Office's mission, the Director and/or his designee serve as the College's 504/ADA Coordinator and the Title IX Coordinator. The Director also serves on the Sexual Harassment Awareness and Intake Committee, the Higher Education Officer Screening Committee, the Presidential Advisory Committee on Affirmative Action and is the College's representative on the University's Council of Affirmative Action/EEO/ Compliance and Diversity Officers.

#### **Affirmative Action**

The affirmative action policies and practices of City College are part of the University's goal to provide equal employment opportunity and prevent discrimination. Such policies and practices of City College apply to persons in federally protected groups, including women, people with disabilities, Vietnam Era veterans, Blacks, Hispanics, Asian/Pacific Islanders, and American Indian/Alaskan Natives. In addition, the University and City College have designated Italian Americans as a protected group for whom these policies apply [Statutes Enforced by AAO]. To that end, the Office continuously reviews policies and procedures pertaining to affirmative action, equal opportunity, and non-discrimination. The Office monitors and advises search committees on search and screen procedures; and develops and monitors the College's progress and diligence in pursuing goals set forth in the Affirmative Action Plan. Documents and forms related to the search process are available at the Office located at 160 Convent Avenue, Administration Building 214 or online. Information on the search approval process is available at Human Resources located at 160 Convent Avenue, Shepard Hall, RM 50

#### **Sexual Harassment**

Sexual harassment is illegal. It is a form of sex discrimination in violation of Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments Act of 1972, and of the official policy of The City University of New York, which was adopted by the Board of Trustees in 1995 and revised in 2005. The policy prohibits sexual harassment of faculty, staff, and students:

"It is the policy of The City University of New York to prohibit harassment of its employees or

students on the basis of sex. This policy is related to and is in conformity with the equal opportunity policy of the University to recruit, employ, retain and promote employees without regard to sex, age, race, color or creed. Prompt investigation of allegations will be made to ascertain the veracity of complaints, and appropriate corrective action will be taken.

"It is a violation of policy for any member of the University community to engage in sexual harassment. It is also a violation of policy for any member of the University community to take action against an individual for reporting sexual harassment."

City College adheres to CUNY policy [CUNY's Policy and Procedure Against Sexual Harassment] and condemns all forms of sexual intimidation and exploitation. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual nature. This behavior constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual;

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment.

To implement CUNY's policy, City College created a Sexual Harassment Awareness and Intake Committee. The Committee is responsible for reviewing all complaints of sexual harassment; and for making efforts to resolve those complaints informally, if possible. When informal resolution is not possible, the Committee coordinator and/or deputy coordinator will fully investigate the complaint and report the results of the investigation to the College president (and dean of students, if the accused is a student), if appropriate. Any student or other member of City College may report allegations of sexual harassment to any member of the Committee. The complaint will be promptly investigated and will be handled as confidentially as possible. Retaliation against complaints is specifically prohibited. Students, faculty or staff who are found, following applicable disciplinary proceedings, to have violated the CUNY Policy Against Sexual Harassment are subject to various penalties, including termination of employment and permanent dismissal from the University.

Questions regarding Sexual Harassment Prevention workshops may be referred to Flora Newkirk Wood. Complaints or allegations of sexual harassment may be reported to Nancy Berger, EEO Manager, or any one on the committee.

Online Sexual Harassment Prevention Training:

The City University provides an online workshop regarding the prevention of sexual harassment.



## Complaints of Discrimination:

The City College and The City University of New York are committed to addressing discrimination complaints promptly, consistently and fairly. Any City College employee, student, applicant for admission or employment or other participant in the College's programs or activities who believes he or she has been unlawfully discriminated against on the basis of age, color, disability, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status may file a complaint in writing with the Office of Affirmative Action using the Discrimination Complaint Form, by e-mail to the Interim Director of Affirmative Action, Dr. Ardie Walser [awalser@ccny.cuny.edu](mailto:awalser@ccny.cuny.edu), or the EEO Investigations Manager, Nancy Berger [nberger@ccny.cuny.edu](mailto:nberger@ccny.cuny.edu), or by stopping in the EEO Compliance office in the Wille Administration building, room 214.

The City College of New York does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Office of Accessibility in NAC 1/218, or by calling the 504/ADA Coordinator Sarah Damsky at 212.650.5913. Students can also seek the assistance of the Title IX Coordinator, Nancy Berger, in room A214 of the Administration building or by calling 212.650.7330.

### Title IX Coordinator

Nancy Berger is the college's Title IX coordinator, overseeing the institutions efforts toward ensuring that college programs, policies and procedures comply with Title IX as it pertains to gender discrimination, sexual harassment, retaliation, sexual assault, and athletics. Ms. Berger's office is in the Administration building room 214, and her phone number is 212.650.7330.

### 504/ADA Coordinator

Sarah Damsky is the interim 504/ADA coordinator. Ms. Damsky is charged with ensuring that college programs, policies and procedures comply with the American Disabilities Act (ADA), Section 501 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities. She is reachable by phone at 212.650.5913 or in person in NAC 1/218.

## **Sexual Harassment Policy**

City College is committed to the City University of New York (CUNY) Policy Against Sexual Harassment. Our shared goal is to maintain a community environment-academic and employment-that is free from all forms of intimidation, intolerance, exploitation and harassment.

Sexual harassment is a serious form of misconduct that is demeaning, offensive, illegal and prohibited by the University's policy, which was adopted by the Board of Trustees in 1995 and revised in 2005. Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when: 1) submission to or rejection of this conduct explicitly or implicitly affects an individual's employment or academic advancement; 2) unreasonably interferes with an individual's work or academic performance; or 3)

creates an intimidating, hostile or offensive work or academic environment. Examples of conduct that may constitute sexual harassment may include but are not limited to: Physical assault;

- Sexually explicit statements, comments, questions, jokes, innuendoes or gestures;
- Unnecessary touching, hugging, or brushing against a person's body or other inappropriate touching of an individual's body;
- Remarks of a sexual nature about a person's clothing or body;
- Display of sexually explicit pictures, screensavers or videos;
- Use of electronic mail or computer to disseminate sexually oriented or sex-based communications; and
- Accessing sexually explicit Internet websites.

In accordance with CUNY procedures, the College is responsible for investigating complaints of sexual harassment brought by students and employees. For this purpose, the College has established a Sexual Harassment Awareness and Intake Committee, the members of which received extensive training and are available for consultation or to receive complaints. Consultation requests and/or complaints should be directed to the Sexual Harassment Coordinator located in Administration, Room 200, telephone: 212.650.7331. Materials concerning Sexual Harassment are available in this office and on the office's website.

Every member of the college community is responsible for compliance with this policy to ensure a working and educational environment free from sexual harassment or coercion. The College's supervisory personnel have an affirmative responsibility to prevent and eliminate conduct inconsistent with the policy and to address, immediately, any concerns or complaints that may come before them. The general security and protection of our students, faculty and staff is a responsibility that my administrators and I take very seriously.

## **THE CITY UNIVERSITY OF NEW YORK POLICIES ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION, AND AGAINST SEXUAL HARASSMENT**

### **I. Policy on Equal Opportunity and Non-Discrimination**

The City University of New York (“University or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws.

1 As a public university system, CUNY adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.

It is also the University's Policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

### **Prohibited Conduct Defined**

**Discrimination** is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, gender, national origin, or any of the other bases prohibited by this Policy.

**Harassment** is unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be verbal, written, visual, or physical.

**Retaliation** is adverse treatment of an individual because he or she made a discrimination complaint, opposed discrimination, or cooperated with an investigation of a discrimination complaint.

## **II. Policy Against Sexual Harassment**

Sexual harassment, a form of sex discrimination, is illegal under federal, state, and city laws, and will not be tolerated within the University. Members of the University community who believe they have been sexually harassed are strongly encouraged to report the allegations as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult to investigate the allegations.

### **Sexual Harassment Defined**

Sexual harassment consists of unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- submission to or rejection of such conduct by an individual is used as a basis

for employment or academic decisions affecting such individual; or

- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex.

Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (such as a student sexually harassing a faculty member).

### **Examples of Sexual Harassment**

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment include, but are not limited to, the following:

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, favorable grades, or recommendations);
- submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target finds, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created. Examples of this kind of sexual harassment include, but are not limited to, the following:

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse of a sexual nature;
- graphic or sexually suggestive comments about an individual's attire or body;
- graphic or sexually suggestive gestures;

- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexual touching, brushing up against another in a sexual manner, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

## **Intimate Relationships**

### 1. Relationships between faculty or employees and students.

Amorous, dating or sexual activity or relationships (“intimate relationships”), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual harassment.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this section, professional responsibility for a student means responsibility over academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect academic or teaching, research, or other academic opportunities.

### 2. Relationships between supervisors and employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have a consensual relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

### **Retaliation**

This Policy prohibits retaliation for reporting or opposing sexual harassment, or cooperating with an investigation of a sexual harassment complaint.

### **III. Discrimination, Sexual Harassment and Retaliation Complaints**

The City University of New York is committed to addressing discrimination, sexual harassment and retaliation complaints promptly, consistently and fairly. There shall be procedures for making and investigating such complaints, which shall be applicable at each unit of the University.

### **IV. Academic Freedom**

These policies shall not be interpreted so as to constitute interference with academic freedom.

### **V. Responsibility for Compliance**

The President of each college of the University, the CUNY Executive Vice Chancellor and Chief Operating Officer, and the Deans of the Law School and Graduate School of Journalism will have ultimate responsibility for overseeing compliance with these policies at their respective units of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility must promptly consult with the Chief Diversity Officer if they become aware of conduct that may violate this policy. All members of the University community are required to cooperate in any investigation of a discrimination, sexual harassment or retaliation complaint.

(Board of Trustees Minutes,2012,11-26,5,A)

## **SEXUAL ASSAULT POLICY**

### **Policy 7.141 Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students**

#### **1. Policy Statement**

The City University of New York seeks to create and maintain a safe environment in which all members of the University community—students, faculty and staff—can learn and work free from the fear of sexual assault and other forms of violence. The University’s policies on Workplace Violence and Domestic Violence and the Workplace apply to all acts of violence that occur in the workplace or that may spill over into the workplace. The University’s Sexual Harassment Policy prohibits many forms of unwelcome conduct, including but not limited to, physical conduct of a

sexual nature. This policy is specifically directed towards sexual assault, domestic and intimate partner violence and stalking committed against students on and off-campus. (BTM,2010,06-28,007,\_F)

CUNY wants all victims of sexual assault, stalking and domestic and intimate partner violence to know that the University has professionals and law enforcement officers who are trained in the field to assist student victims in obtaining help, including immediate medical care, counseling and other essential services. If the perpetrator is also a member of the CUNY community, the college will take prompt action to investigate, and, where appropriate, to discipline and sanction the perpetrator. CUNY urges all victims to seek immediate help in accordance with the guidelines set forth in this policy with the assurance that all information received from a complaint will be handled as confidentially as possible. (BTM,2010,06-28,007,\_F)

In order to eliminate sexual assaults and other forms of violence perpetrated against students, and to create a safe college community, it is critical to provide an appropriate prevention education program and have trained professionals to provide vital supportive services. (BTM,2010,06-28,007,\_F)

Accordingly, CUNY is committed to the following goals (BTM,2010,06-28,007,\_F):

Providing clear and concise guidelines for students to follow in the event that they or someone they know have been the victim of a sexual assault, domestic/intimate partner violence, or stalking. (BTM,2010,06-28,007,\_F)

Assisting victims of sexual assault or abuse in obtaining necessary medical care and counseling, whether on or off-campus. (BTM,2010,06-28,007,\_F)

Providing the most informed and up-to-date education and information to its students about how to identify situations that involve sexual assault, domestic and intimate partner violence, or stalking, and ways to prevent these forms of violence. (BTM,2010,06-28,007,\_F)

Educating and training all staff members, including counselors, public safety officers and student affairs staff and faculty, to assist victims of sexual assault, domestic/intimate partner violence, or stalking. (BTM,2010,06-28,007,\_F)

Ensuring that disciplinary procedures are followed in the event that the alleged perpetrator is a CUNY student or employee. (BTM,2010,06-28,007,\_F)

## **2. Procedures for Reporting Incidents of Sexual Assault and Other Forms of Violence**

Obtaining assistance after a student is sexually assaulted, stalked or is in an abusive relationship is extremely important and can involve different points of on-campus contact for students, faculty and staff, including the Public Safety Department, Women's/Men's Centers and Counseling Departments, and/or the Dean of Student Development/Student Affairs. Each provides different forms of assistance which together address many of the needs of survivors. (BTM,2010,06-

28,007,\_F) 2.1 Contact Law Enforcement Personnel Immediately CUNY urges any student who has been the victim of a sexual assault or other act of violence or abuse, or any student or employee who has witnessed a sexual assault or other act of violence against a student, to immediately report the incident to the college Public Safety Department if the attack occurred on-campus, or to call 911 or go to the local NYPD precinct if the incident took place off-campus. Each college shall be provided with a list of emergency contact numbers as part of its orientation and training programs. (BTM,2010,06-28,007,\_F)

### 2.2 Seek Immediate Medical Attention

It is critical that victims of a physical assault receive comprehensive medical attention as soon as possible. For a sexual assault in particular, immediate treatment and the preservation of evidence of the attack (i.e. retain the clothing worn during the attack and do not shower) is crucial to a criminal investigation. If a student believes that she/he may be the victim of date rape by being drugged, she/he should go directly to a hospital to receive a toxicology examination since such drugs only remain in a person's system for a short period of time. In all other circumstances, public safety and police personnel can assist the victim in obtaining medical care. Each college shall be provided with a list of local hospitals, some of which are designated as SAFE (Sexual Assault Forensic Examiner) hospitals that are specially equipped to handle sexual assaults and are trained to gather minute evidence from such assaults. Rape crisis advocates at emergency rooms are also trained to handle domestic violence. EMS will be directed to bring victims to a SAFE hospital at their request. Medical attention is critical not only to treat internal and external injuries and to combat the possibilities of sexually transmitted infections and/or pregnancy, but also to collect evidence that can be used against the alleged perpetrator. It is also vital to ongoing safety and recovery that victims receive emotional support and professional counseling as soon as possible after the attack. (BTM,2010,06-28,007,\_F)

### 2.3 Seek On-Campus Assistance

CUNY encourages student victims to contact the Dean of Student Affairs/Student Development to obtain assistance in accessing medical and counseling services, or to make any necessary changes to the student's academic program or residential housing situation. Public Safety can assist victims getting to and from campus safely, filing a police report and obtaining an order of protection against the perpetrator. Victims can also file a complaint with the College against a perpetrator who is a student or employee of the University with the Dean of Student Affairs/Student Development and the Public Safety Office. (BTM,2010,06-28,007,\_F)

### 2.4 Obtaining an On-Campus Advocate

Student victims of a sexual assault, stalking or domestic or intimate partner violence shall be provided with on-campus support in the form of an advocate from the Women's/Men's Center (if there is one on campus) or an appropriately trained counselor to assist them in handling the various aspects of their ordeal, such as: 1) explaining to victims their options of whether or not to report the



incident to campus or law enforcement authorities; 2) providing guidance if they require medical attention; 3) providing guidance in obtaining crisis intervention and/or ongoing counseling services (or a referral to obtain the necessary services if such services are not available on campus); and 4) assisting victims throughout the College's disciplinary process if they choose to file a complaint against another student in connection with the incident. (BTM,2010,06-28,007,\_F)

### 2.5 Handling Sexual Assault, Stalking and Domestic and Intimate Partner Violence Complaints On-Campus

The Colleges shall act promptly in response to information that a student has been sexually assaulted, or has been the victim of domestic or intimate partner violence or stalking by another member of the CUNY community. Upon receipt of a complaint, the College shall undertake an appropriate investigation. If it appears that there is sufficient evidence to warrant disciplinary charges against a student or staff member, such charges shall be brought pursuant to the appropriate University procedures or collective bargaining agreement. If the perpetrator is a student and the matter is brought before a hearing, the victim and alleged perpetrator are entitled to the same opportunities to have others present and to be informed of the outcome of the proceedings. The victim is entitled to a report of the results of the proceeding at her/his request. If a student is found guilty of committing a sexual assault or other act of violence against another CUNY student or employee after a disciplinary hearing, the penalties may include suspension, expulsion from residence halls, or permanent dismissal from CUNY. (BTM,2010,06-28,007,\_F)

In addition, if during the course of the investigation and/or disciplinary process the perpetrator, or anyone on his/her behalf, seeks to contact the victim so as to harass, intimidate, threaten or coerce the victim in any way, the College reserves the right to bring additional disciplinary action against the actor. Such conduct by any member of the CUNY community will not be tolerated. (BTM,2010,06-28,007,\_F)

### 2.6 Confidentiality

The University recognizes that confidentiality is particularly important to victims of sex crimes, domestic and intimate partner violence and stalking. If the victim seeks counseling with a licensed professional and/or works with an advocate from the campus, those communications will be confidential. CUNY encourages victims in all circumstances to seek counseling in order to speak about her/his options and to begin the recovery period. (BTM,2010,06-28,007,\_F)

While complete confidentiality cannot be guaranteed, every effort will be made to maintain confidentiality on a "need to know" basis. Generally, the wishes of a victim not to report a sexual assault or incident of domestic/intimate partner violence or stalking to the police will prevail, though the College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community. Such notification, however, will generally be done without divulging the victim's identity and for the purpose of providing a campus-wide safety alert. In addition, the College must adhere to legal mandates such as Title IX, medical

reporting laws, and the Campus Security Act. For example, CUNY is required to make an annual report documenting the occurrences of violent crimes on campus, including sexual assault. However, this report does not include any information identifying the individuals (including the victims) linked to these crimes. (BTM,2010,06-28,007,\_F)

### **3. Implementation of the Policies and Procedures Concerning Sexual Assault and Other Forms of Violence Against Students**

The President and Vice President for Student Affairs/Student Development of each college shall be responsible for implementing this policy in accordance with the most up-to-date information and resources pertaining to sexual assault, stalking and domestic/intimate partner violence education and prevention, and victim assistance. The following steps must be taken to implement this policy (BTM,2010,06-28,007,\_F): 3.1 Publication: A copy of this policy shall be easily accessible on the CUNY website and on the website administered by each College. A summary shall also be incorporated into every College student handbook. In addition, copies of the policy and procedures shall be made available in student centers, residence halls, student affairs/student development offices, women's/men's centers, counseling centers, health clinics and public safety departments, and shall be distributed to all new students during orientations. (BTM,2010,06-28,007,\_F)

#### 3.2 Prevention/Risk Reduction Education:

Each College shall develop materials and programs to educate its students, faculty and staff on the nature, dynamics, common circumstances and effects of sexual assault, domestic/intimate partner violence and stalking, and the means to reduce their occurrence and prevent them. Prevention education should provide up-to-date and relevant information, such as education pertaining to bystander intervention, the importance of peer networks and the significance of fostering a community of responsibility. (BTM,2010,06-28,007,\_F)

Prevention education materials and programs shall be incorporated into campus orientation activities for all incoming undergraduate and graduate students (including transfers), and shall be made available to all student activity groups, clubs and athletic teams. In addition, all residence halls shall have a mandatory orientation on sexual assault, stalking and domestic/intimate partner violence prevention. Colleges are encouraged to assist in the organization of peer education groups and to provide resources to such groups so that the groups can provide training and outreach to other students throughout the academic year. Since the abuse of alcohol is frequently involved in occurrences of sexual assault and other forms of violence, it is important that the education program include education about the deleterious effects of alcohol abuse. (BTM,2010,06-28,007,\_F)

#### 3.3 Professional Training:

Each College shall provide periodic training relating to the prevention and handling of sexual assaults, stalking and domestic/intimate partner violence for all relevant personnel, including public safety officers, counselors, student affairs staff and residence hall assistants by experts trained in the field. Education and training shall also be made available to any interested faculty and staff

member. Each campus must have at least one qualified staff or faculty member serve as a designated liaison and trainer. (BTM,2010,06-28,007,\_F)

### 3.4 Oversight by CUNY Central Administration:

The University Vice Chancellor for Student Affairs shall monitor compliance with this policy at all of the campuses, shall review the policies and procedures on an annual basis, and shall make recommendations in the event that updates to prevention and education information are necessitated. In addition, the Office of the Vice Chancellor for Student Affairs shall provide educational materials that may be needed to ensure full implementation of this policy on every campus. Liaisons will be identified from each campus who will receive standardized training in order to fulfill their responsibilities on their campuses. The policies, procedures and outreach materials and programs will be subject to a periodic process of assessment in order to maintain efficacy. (BTM,2010,06-28,007,\_F)

## **SEXUAL ASSAULT INFORMATION (AID TO VICTIMS OF VIOLENCE)**

### **Combating Sexual Assault and Other Unwelcome Sexual Behavior**

Anyone – of any gender, sexual orientation, religious affiliation, citizenship status, race, class or educational level – can suffer from sexual harassment, including sexual violence. The goal of this website is to help you understand what sexual harassment means and let you know that there are people at CUNY and in the community who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY’s policies, and other issues related to sexual harassment and assault.

On every CUNY campus there is a person who has special training in helping students who are facing issues related to sexual harassment and assault. We urge you to contact this person (who is known as the “Title IX Coordinator”) for guidance or information.

### **If You Recently Were Sexually Assaulted:**

- If the incident occurred on-campus, call Public Safety or 911;
- If the incident occurred off-campus, call 911 or go to the local NYPD precinct. Contacting the police does not require you to file charges.
- Seek medical attention as soon as possible. *Campus Public Safety or the police can help you get medical care or you can go on your own (or with a friend) to an emergency room.*

[http://www.svfreenyc.org/survivors\\_emergency.html](http://www.svfreenyc.org/survivors_emergency.html)

- Preserve evidence. *You do not need to decide immediately whether to take action against the person who assaulted you. But if you might want to do this, it is important to preserve evidence of the assault. Go to an emergency room and ask for a SAFE or rape exam. (Do not bathe or brush your teeth prior to going.) For a list of hospitals in New York City with this service, go to: [http://www.svfreenyc.org/survivors\\_emergency.html](http://www.svfreenyc.org/survivors_emergency.html) Retain the clothing you were wearing in a paper (not plastic) bag. If the assault took place in your home or dorm room, do not rearrange furniture and/or clean up.*
- If you are uncertain about your options and rights, contact the Title IX Coordinator.

***Title IX:*** *Title IX of the Education Amendments of 1972 (“Title IX”) is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities at universities receiving federal funds. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion*

\*Special thanks to Brown University for allowing CUNY to use some of their materials\*

## **THE CITY UNIVERSITY OF NEW YORK POLICY ON DRUGS AND ALCOHOL**

The City University of New York (“CUNY”) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY’s policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

### **CUNY STANDARDS OF CONDUCT**

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age, except for students living in the Graduate School and University Center’s graduate housing facilities who may lawfully possess and consume alcoholic beverages. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY’s behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

## **CUNY SANCTIONS**

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements, as described below. Employees and students should be aware that, in addition to these CUNY sanctions, the University will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter.

### **STUDENTS**

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University.

In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

In accordance with the Federal Educational Rights and Privacy Act (“FERPA”), CUNY may also choose—when appropriate—to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

### **EMPLOYEES**

Any employee found to have violated this CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program.

### **RESPONSIBILITIES OF CUNY COLLEGES/UNITS**

Each college or unit of the University should make its best efforts to educate employees and students about this policy and the risks associated with the unlawful possession, use, or distribution of illegal drugs and alcohol. The President of each college or unit may choose to ban alcohol at on-campus functions or at any particular function. This policy, together with information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and counseling, treatment, or rehabilitation programs available to employees or students, must be distributed

annually to all employees and students. The Chief Student Affairs Officer shall be responsible for the distribution of this material to students, and the Director of Human Resources shall be responsible for the distribution of the material to employees.

The Vice President for Administration, or person performing the equivalent function at each college or unit of CUNY, shall be responsible for conducting a biennial review to determine the effectiveness of CUNY's drug and alcohol program at its college or unit, and to ensure that sanctions for drug and alcohol violations are consistently enforced. Upon completion, the biennial review must be sent to the University's Executive Vice Chancellor and Chief Operating Officer. This biennial review must include the number of drug and alcohol-related violations and fatalities that occur on the college's campus or as part of the college's activities, as well as the number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that occur at the college as part of its activities.

Adopted by CUNY Board of Trustees: June 22, 2002 and amended on May 2, 2011 (BOT May 2, 2011 Calendar Minutes: Item # 5.A.).

**INFORMATION FOR THE CUNY COMMUNITY  
ON THE RISKS AND CONSEQUENCES  
OF DRUG AND ALCOHOL USE**

<b>Background</b>
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The City University of New York's Policy on Drugs and Alcohol, adopted by the Board of Trustees on June 22, 2009, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by employees, students or visitors, on CUNY property, in CUNY buses or vans, or at CUNY-sponsored activities. It prohibits all students (regardless of their age) from possessing or consuming alcoholic beverages in CUNY residence halls. It also prohibits CUNY employees from illegally providing drugs or alcohol to CUNY students. As the Policy states, sanctions for violation of the Policy, following appropriate disciplinary proceedings, may include, in the case of students, expulsion from the university, and in the case of employees, termination of employment.

This document sets forth additional information required to be provided under federal law, including the legal sanctions for drug and alcohol use, health risks of such use, and information regarding available counseling, treatment, or rehabilitation programs.

<b>Legal Sanctions</b>
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Federal and New York State laws make it a criminal offense to manufacture, distribute, dispense, possess with intent to distribute, or simply possess a controlled substance. Such substances include heroin, cocaine, methamphetamine, ecstasy, LSD, PCP, marijuana, and a

number of common pharmaceutical drugs if unlawfully obtained. The sanctions for violation of these laws, ranging from community service and monetary fines to life imprisonment, depend upon the particular offense, the drug type, and the drug quantity. Students convicted under these statutes may also forfeit federal financial aid eligibility.

Note that an individual need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances in plain view in a room can sometimes be presumptive evidence of knowing possession of such substance by anyone in close proximity.

*Further, pursuant to New York State law:*

- Any person under age 21 who is found to be in possession of alcohol with the intent to consume it may be punished by a fine and/or required to complete an alcohol awareness program and/or to provide up to 30 hours of community service. Alcoholic Beverage Control Law, § 65-c.
- Giving or selling an alcoholic beverage to a person less than age 21 is a class A misdemeanor punishable by a sentence of imprisonment up to one year. Penal Law § 260.20
- Any person who operates a motor vehicle while intoxicated or while his ability to operate such vehicle is impaired by the consumption of alcohol or drugs, is subject to suspension or revocation of driving privileges in the State, monetary fines up to \$1,000, and imprisonment for up to one year. Vehicle and Traffic Law § 1192
- A person under 21 who presents false written evidence of age for the purpose of purchasing or attempting to purchase any alcoholic beverage may be punished by a fine, community service and/or completion of an alcohol awareness program. Alcoholic Beverage Control Law § 65-b(1). Possessing such false evidence may also be criminal possession of a forged instrument, which is a felony in New York, punishable by a fine of up to \$5000, imprisonment up to 7 years, or both. Penal Law § 170.25.
- Appearing in public under the influence of narcotics or a drug other than alcohol to the degree that a person may endanger him or herself or other persons or property, or annoy persons in his vicinity, is a violation, punishable by a fine and imprisonment up to 15 days. Penal Law § 240.40

<b>Health Risks</b>
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The following is a brief summary of some of the health risks and symptoms associated with use of many of the most-publicized drugs, including alcohol and tobacco. This information was



obtained from the National Institute on Drug Abuse (part of the National Institutes of Health of the U.S. Department of Health and Human Services), and the Mayo Clinic. Please note that individuals experience such substances in different ways based on a variety of physical and psychological factors and circumstances.

### LSD (Acid)

LSD is one of the strongest mood-changing drugs, and has unpredictable psychological effects. With large enough doses, users experience delusions and visual hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.

### Cocaine

Cocaine is a powerfully addictive drug. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.

### MDMA (Ecstasy)

Ecstasy is a drug that has both stimulant and psychedelic properties. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision.

### Heroin

Heroin is an addictive drug. An overdose of heroin can be fatal, and use is associated – particularly for users who inject the drug – with infectious diseases such as HIV/AIDS and hepatitis.

### Marijuana

Effects of marijuana use include memory and learning problems, distorted perception, and difficulty thinking and solving problems.

### Methamphetamine

Methamphetamine is an addictive stimulant that is closely related to amphetamine but has long lasting and more toxic effects on the central nervous system. It has a high potential for abuse and addiction. Methamphetamine increases wakefulness and physical activity and decreases appetite. Chronic, long-term use can lead to psychotic behavior, hallucinations, and stroke.

### PCP/Phencyclidine

PCP causes intensely negative psychological effects in the user. People high on PCP often become violent or suicidal.

### Prescription Medications

Prescription drugs that are abused or used for nonmedical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed to treat pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

### Tobacco/Nicotine

Tobacco contains nicotine, which is highly addictive. The tar in cigarettes increases a smoker's risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

### Steroids

Adverse effects of steroid use in males may include shrinking of the testicles and breast development. In females, adverse effects may include growth of facial hair, menstrual changes, and deepened voice. Other adverse effects can include severe acne, high blood pressure and jaundice. In some rare cases liver and kidney tumors or even cancer may develop.

### Alcohol

Excessive alcohol consumption can lead to serious health problems, including cancer of the pancreas, mouth, pharynx, larynx, esophagus and liver, as well as breast cancer, pancreatitis, sudden death in people with cardiovascular disease, heart muscle damage leading to heart failure, stroke, high blood pressure, cirrhosis of the liver, miscarriage, fetal alcohol syndrome in an unborn child, injuries due to impaired motor skills, and suicide.

<b>Substance Abuse</b>
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You or someone you know may have a problem with drugs and alcohol if you/they are:

- Using drugs and/or alcohol on a regular basis.
- Losing control of the amount of drugs and/or alcohol used after being high or drunk.
- Constantly talking about using drugs and/or alcohol.
- Believing that drugs and/or alcohol are necessary in order to have fun.
- Using more drugs and/or alcohol to get the same effects as in the past.
- Avoiding people in order to get high or drunk.
- Pressuring others to use drugs and/or alcohol.
- Foregoing activities that were once priorities (i.e. work, sports, spending time with family and sober friends).
- Getting into trouble at school, at work, or with the law.
- Taking risks, including sexual promiscuity and driving while intoxicated.
- Lying about things, including the amount of drugs and/or alcohol used.
- Feeling hopeless, depressed, or even suicidal.

### **University Policy Relating to Drugs and Alcohol**

The City University of New York is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local

laws concerning the unlawful possession, use, and distribution of drugs and alcohol. The following standards of conduct are in effect at CUNY:

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone on CUNY property (including residence halls), in CUNY buses or vans, or at CUNY-sponsored activities is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age.

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the CUNY Board of Trustees Bylaws, which may result in sanctions up to and including expulsion from the University. In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

Any employee found to have violated the CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include reprimand, suspension without pay or termination.

## **STUDENT CONDUCT**

### **Board of Trustees The City University of New York**

#### **Rules and Regulations**

##### **HENDERSON RULES**

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

##### **“THE PRESIDENT”**

The president, with respect to his/her education unit, shall:

- A. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his/her jurisdiction;
- B. Be the advisor and executive agent of the Board of his/her respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several facilities;
- C. Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit.

## **Rules**

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/ College when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/College facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/ college equipment and/or supplies.
4. Theft from, or damage to University/College premises or property, or theft of or damage to property of any person on University/College premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his/her position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/College, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/College- owned or controlled property is prohibited.
8. No individual shall have in his/her possession a rifle, shotgun, or firearm or knowingly have in his/her possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/College.

9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University employees in the workplace, or the performance by University employees in the workplace of any work while under the influence of an unlawfully obtained controlled substance, is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/College premises or as part of any University/College activities is prohibited.

## **Penalties**

1. Any student engaging any manner in conduct prohibited under substantive Rules 1-9 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or other member of the instruction staff or member of the classified staff engaging in any manner of conduct prohibited under substance rules I-II shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and for engaging in any manner in conduct prohibited under substantive rule IO, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules I-II shall be entitled to be treated in accordance with applicable provisions of the Education Law or the Civil Service Law or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules I-II shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorized the conduct prohibited under substantive rules I-II shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

## **Appendix**

Sanctions defined:

- A. **Admonition** An oral statement to the offender that he/she has violated University rules.

- B. **Warning** Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.
- C. **Censure** Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.
- D. **Disciplinary Probation** Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.
- E. **Restitution** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- F. **Suspension** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- G. **Expulsion** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.
- H. **Complaint to Civil Authorities**
- I. **Ejection**

### **Public Safety Awareness & Crime Prevention Programs**

The Department of Public Safety issues safety alert bulletins when deemed necessary and provides Timely Warning Notices (paper/electronic form) to the campus community when serious crimes occur in areas on or near the campus. The department maintains a relationship with the New York City police precincts that are responsible for the public safety of the campus and its surrounding areas. All persons reporting crimes to the Department of Public Safety are encouraged to promptly report the incident to the local police precinct concerned. A record of each report made to the local precincts is maintained as part of the Public Safety Department's annual statistical report.

All Members of the College community are encouraged to attend crime prevention seminars that are conducted by the Public Safety Department. Crime prevention seminars are scheduled each semester and members of the College community are encouraged to actively participate in their own safety and the safety of others.] All incoming students receive information about campus crime prevention programs during initial orientation meetings.

In addition to the above, the Department of Public Safety offers other crime prevention/safety awareness programs including:

- The Office of Public Safety maintains a Crime Prevention information station during student club hours each Thursday between 12 noon and 2pm when school is session.
- The NYPD's crime prevention section provides seminars in crime prevention on relevant topics when requested by the Office of Public Safety.
- The staff of the Office of Public Safety presents bi-annual seminars to inform members of the College community about safety techniques and public safety procedures.

All of the above events are communicated to the College community through emails and postings.

All public safety personnel, while on patrol, report potential safety and security hazards as well as entry door problems and elevator malfunctions.

## **V. PROGRAM FORMS**

### **AGREEMENT TO ABIDE**

### **STUDENT HANDBOOK AGREEMENT**

I have received and read a copy of the Student Handbook on Academic Policies and Procedures of the City College/Sophie Davis School of Biomedical Education Physician Assistant Program at Harlem Hospital Center. I understand that as a student of the Physician Assistant Program that I am also bound by the academic policies and regulations of the City College of New York.

My signature attests that I agree to abide by all rules and regulations governing my matriculation in the Physician Assistant Program.

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Print name

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Signature

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Date



**The City College of New York  
Physician Assistant Program at Harlem Hospital Center**

# PROFESSIONAL DEVELOPMENT EVALUATION FORM

This assessment tool is designed to aid students evaluate their professional development in becoming a Physician Assistant. The student is to critically assess his/her performance in the classroom, laboratory, and any other clinical and professional situation. The following rating scale is to be used by both the student and their faculty advisor:

**0= Unsatisfactory:** The student does not yet demonstrate the required level of professional skill. The student's behavior is predicted to interfere with his/her ability to establish satisfactory therapeutic relationships with patients and/or effective working relationships with co-workers

**1= Needs Improvement;** The student is beginning to demonstrate the required level of professional skill, but needs improvement in quality of professionalism

**2= Satisfactory:** The student demonstrates the required level of professional skill.

STUDENT FIRST NAME : \_\_\_\_\_ LAST NAME: \_\_\_\_\_ CLASS OF: \_\_\_\_\_

	<u>STUDENT</u>			<u>FACULTY</u>		
	0	1	2	0	1	2
<b><u>HONESTY/ INTEGRITY</u></b>						
<b><u>Behavior Descriptors</u></b>						
<ul style="list-style-type: none"> <li>▪ Adheres to code of academic ethics</li> <li>▪ Able to admit and correct mistakes</li> <li>▪ Maintains confidentiality of others</li> <li>▪ Represents self appropriately</li> </ul>						
<b><u>RESPONSE TO INSTRUCTOR SUPERVISION</u></b>	0	1	2	0	1	2
<b><u>Behavior Descriptors</u></b>						
<ul style="list-style-type: none"> <li>▪ Respectful to instructors</li> <li>▪ Identifies problems and offers solutions in an appropriate manner</li> <li>▪ Accepts feedback in a positive manner</li> <li>▪ Appropriately modifies performance in response to feedback</li> </ul>						
<b><u>COMMUNICATION</u></b>	0	1	2	0	1	2
<b><u>Behavior Descriptors</u></b>						
<ul style="list-style-type: none"> <li>▪ Actively participates in discussions</li> <li>▪ Asks thoughtful and relevant questions</li> <li>▪ Verbal and written communications are clear and concise</li> <li>▪ Communicates in a respectful, confident manner</li> <li>▪ Recognizes impact of non-verbal communication</li> </ul>						
<b><u>SELF DIRECTEDNESS</u></b>	0	1	2	0	1	2
<b><u>Behavior Descriptors</u></b>						
<ul style="list-style-type: none"> <li>▪ Independently initiates learning experiences</li> <li>▪ Takes initiative to direct own learning</li> <li>▪ Assumes responsibility for learning</li> <li>▪ Uses adequate and appropriate resources to achieve learning objectives</li> <li>▪ Demonstrates appropriate level of confidence and self-assurance</li> </ul>						



**DEPENDABILITY/ RESPONSIBILITY**

***Behavior Descriptors***

- *Attends all scheduled sessions*
- *Is on time for all classes and scheduled meetings*
- *Hands in assignments and papers on time*
- *Complies with program and course expectations*
- *Fulfills commitments and responsibilities*
- *Maintains a safe environment in class and lab*

0	1	2
COMMENTS		

0	1	2
COMMENTS		

**JUDGEMENT/ CLINICAL REASONING**

***Behavior Descriptors***

- *Uses an inquiring approach towards learning*
- *Analyzes all options prior to making a judgment*
- *Develops rationale to support choices*
- *Demonstrates awareness of personal biases*
- *Makes decisions based on factual information*
- *Generates alternative hypotheses and solutions to problems*

0	1	2
COMMENTS		

0	1	2
COMMENTS		

**ORGANIZATIONAL ABILITY**

***Behavior Descriptors***

- *Is prepared for class and discussions*
- *Budgets resources to meet Program requirements*
- *Prioritizes multiple commitments*
- *Assists organizing group assignments & projects*

0	1	2
COMMENTS		

0	1	2
COMMENTS		

**PROFESSIONAL PRESENTATION**

***Behavior Descriptors***

- *Dresses neatly and in clean clothing*
- *Appearance is appropriate to setting*
- *Image is professional to peers, clients, and supervisors*
- *Displays a positive attitude toward becoming a professional*

0	1	2
COMMENTS		

0	1	2
COMMENTS		

Additional comments:

Plan of Action:

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Faculty signature

\_\_\_\_\_  
Date