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Dear Class of 2017,

You are halfway through your final year and it's time to begin to get ready for graduation! We created this on-line handbook to prepare you for your final semester and to let you know about some of the ceremonies and rituals that have been planned to celebrate your accomplishments.

We hope this book is helpful, but if you still have questions, there are a number of people available to assist you. A complete list can be found on page 17.

We are proud of you and look forward to celebrating with you this spring.

Best wishes,

Jeffrey Putman, Ed.D.
Vice President for Student Affairs
Dean of Students
GETTING READY

GRADUATION APPLICATION
The first step in preparing for graduation involves filing a Graduation Application online through myDownstate Banner Self-Service, our student information system. We will send information to you by email in early-December 2016 about logging on to complete the Application. So please make sure you regularly check your Downstate email account. The information that you will be providing is used to order your diploma, academic attire, and to collect information regarding your participation in Commencement Exercises.

DIPLOMA
The diploma is ordered with your name as it appears on your student record. You may elect to use your middle name or initial on the Application without submitting official documentation.

If you anticipate formally changing your name before completing the requirements for the MD degree, and you wish your new name to be reflected on your diploma, you must present official documentation (e.g., marriage certificate, naturalization papers, etc.) to the Office of the Registrar by January 27, 2017. If your name becomes official after the January 27th deadline, you will be required to submit official documentation of the name change prior to receiving your diploma. Any questions regarding this procedure should be directed to the Office of the Registrar.

Please note: Diplomas are ordered in your official name at the time of graduation. Diplomas will not be ordered with a name that changes officially AFTER the graduation date.

PARTICIPATION IN COMMENCEMENT EXERCISES
Complete the sections Curriculum Selection, Graduation Year Selection, Graduation Ceremony Selection, Academic Attire Order, and Diploma Name Selection on the on-line Graduation Application, whether or not you intend to participate in the Commencement Exercises. The Application must be completed on-line by Friday, January 27, 2017.

You will be able to print out a Graduation Application Summary following completion of the Application.

FACULTY HOODERS
Your class will be asked to nominate and vote on two faculty members who will hood graduating students at Commencement.

SPECIAL HOODER REQUEST
A parent, spouse or sibling who is an MD may hood you at Commencement to personalize your graduation from medical school. No other requests will be considered. You may have only one hooder.
To request a special hooder, please complete the Special Hooder Form (http://sls.downstate.edu/student_affairs/commencement/medicine/documents/spechooder.pdf). Print out this form and submit it and ALL required information with a check for $65 made payable to SUNY Downstate-TA10 to the Office of the Registrar by Friday, January 27, 2017. Special Hooders will be allowed to participate if they adhere to this deadline. We will mail additional confirmation and instructions to your special hooder. If s/he does not receive confirmation by March 24, 2017, please contact Meg O'Sullivan at (718) 270-3294.

**COMMENCEMENT FEE**

The graduation fee for all graduating students is $160. Students pay this fee regardless if they attend Commencement.

**GRADUATION REQUIREMENTS**

To be considered for graduation, you must achieve the following:

- Satisfactory completion of the Foundations 1 and 2 curricula;
- Satisfactory completion of all clinical course requirements as delineated in the College Bulletin;
- Satisfactory remediation of any academic deficiencies;
- Be in good standing (i.e., not on academic or clinical or disciplinary probation at the time of graduation);
- Have no disciplinary charges in progress or pending;
- Pass Step 1 of the United States Medical Licensing Exam (USMLE) as specified by College policy;
- Register for both Step 2 CK and Step 2 CS by November 1 of your senior year;
- Take both Step 2 CK and Step 2 CS by November 1 of your senior year;
- Satisfy all financial obligations due SUNY Downstate (see pg 10);
- Complete all mandatory financial aid exit interviews if you received financial aid while at SUNY Downstate (see pg 10);
- Register for and satisfactorily complete all required course work.

**GRADUATION HONORS**

Upon faculty recommendation and with the approval of the Academic Promotions Committee, students may be awarded the degree of Doctor of Medicine with Distinction in Research or Commendation in Investigative Scholarship.

Honors are not automatically conferred on the basis of fulfillment of numerical requirements or the submission of a report. Such compliance shall serve only to determine eligibility.

**Distinction In Research**

To be eligible for this award, the student must have demonstrated a prolonged involvement—typically over a period of 1–2 years with substantial investment of time—in a basic or clinical project with a faculty mentor of this institution. The work should be done while enrolled at Downstate Medical Center. Students will be expected to show evidence of substantive intellectual input into the project. Mere technical participation will not be
deemed sufficient grounds for conferral of this graduation honor. Additional information regarding eligibility can be found in the 2016-2017 Student Handbook on page 76-77.

Completed research project reports (original plus 4 copies) must be submitted to the College of Medicine Dean’s Office no later than March 1, 2017. M.D./Ph.D. candidates may not use their thesis research for this distinction.

Commendation In Investigative Scholarship

This category of graduation honor is for students who have participated in either basic or clinical research for a limited period of time or who have participated in a project that has not achieved maturity. The work should be completed while enrolled at SUNY Downstate. The student must demonstrate both technical and intellectual input. Candidates must be eligible for graduation. Academic performance in medical school shall not be considered in conferring the award. A faculty committee will review project reports. The same deadlines as Distinction in Research apply. M.D.-Ph.D. candidates may not use their thesis research for this distinction.

Additional information regarding eligibility can be found in the 2016-2017 Student Handbook on page 77.

ISSUANCE OF DIPLOMAS

The Academic Promotions Committee approves students for degree completion and the awarding of a diploma three times each year -- May 31, June 15 and December 31. However, there is one Commencement Exercise each year in May. Refer to the 2016-2017 Student Handbook on pages 77.

Medical students who complete ALL graduation requirements, as outlined above and whose grades have been received in the Office of the Registrar by May 16, 2017 and have NO outstanding financial or administrative obligation to the institution, may pick up their diploma in the Office of the Registrar on or after Wednesdays, May 24, 2017. Bring the diploma cover you receive at Commencement in which to put your diploma.

You may request to have your diploma sent to you by mail. We strongly discourage you from doing this because we cannot be responsible for lost or damaged diplomas. However, if you wish to have it mailed, submit a letter to the Office of the Registrar in which include your name, student identification number (SID), the address to which you want the diploma mailed and a check for $9.00 made payable to SUNY Downstate.

All students completing the requirements for the M.D. degree after June 15th but before December 31st, will receive a December diploma. If the student completes requirements by June 30th, prior to starting a residency program, the Office of the Registrar will provide a letter of completion of requirements for the M.D. degree. Any questions regarding this procedure should be addressed to the Office of the Registrar.

STUDENT ACCOUNTS

All graduating students must satisfy all financial obligations owed to SUNY Downstate, including at least eight semesters of full-time tuition (except transfer students and students admitted with advance standing who must pay two semesters of tuition for every year of medical education completed at SUNY Downstate).
LIBRARY FINES

Unpaid fines will result in a borrower being blocked from checking out additional materials and may cause a delay in graduation. Overdue fines may be paid by cash or check at the Bursar's Office. Any student who has not met all financial and administrative obligations to the institution will not receive his or her diploma until cleared by the appropriate office.

STUDENT LOAN EXIT INTERVIEWS

Office of Financial Aid

The following information applies to students who have taken a Student Loan during their attendance at Downstate. Prior to graduation, you must complete the Student Loan Exit Interview. If you have had a Perkins Loan, you must complete an exit interview for that loan according to instructions you will receive from the Office of the Bursar.

You must be aware of the total dollar amount of Federal Student Loans you have accumulated before you begin the Student Loan Exit Interview.

1. Summary information regarding your Federal loans is available at The National Student Data System (http://www.nslds.ed.gov/nslds_SA/)

2. If you have your federal PIN, you will also be able to retrieve information on your Federal loans at the National Student loan Data System website (http://www.nslds.ed.gov).

Select the link that takes you to "Financial Aid Review" and follow instructions.

3. Then click on the Exit Counseling tab and complete the Exit Interview.

The Financial Aid Office at Downstate, your lender, and your guarantor will all automatically be notified that you have completed the Exit Interview. No further paperwork is required. However, in person debt management sessions will be held in the Spring.

Please do not hesitate to contact the Office of Financial Aid should you have any questions.

➢ financialaid@downstate.edu
➢ 718-270-2488

Bursar’s Office

All loans (Perkins & NSL) borrowed through campus-based loan programs are exited by the Bursar’s Office.

NSL Borrowers — are required to go through the exit interview process prior to graduation. You will be notified by email to come into our office to complete the NSL exit interview. If you have not heard from us via email by the end of March, or you will not be on campus during the Spring semester, call (718) 270-1078 to arrange for an appointment

Perkins Borrowers — are exited electronically by the Bursar’s Office. No appearance or further paperwork is required by you...the student.

SCHOOL EMAIL ACCOUNT

Graduating students School email account will remain active for a period of six (6) months following your graduation date.
You're almost there!

Now turn the page to find out about the wonderful celebrations we have in store for you!
CEREMONIES & CELEBRATIONS

CONVOCATION

Thursday Afternoon
May 18, 2017
3:00 pm
Alumni Auditorium

The Convocation will include greetings from your class president as well as recognition of outstanding medial students with a variety of college and departmental awards. All graduating students are encouraged to attend. Each student will receive two tickets for family and/or friends to attend. A reception in the Grove will follow.

SENIOR WEEK AT DOWNSTATE

All graduating medical students are invited to participate in Senior Week. Activities are planned for the week of graduation and traditionally include a picnic, dinner dance, and a wine tour. Look for details in early March and make plans to participate with your friends and classmates.

YEARBOOK

Your classmates are currently working very hard to publish a yearbook which includes senior portraits, faculty pictures, candid group shots of students, faculty, staff, greetings from the administration and photo essays on student life in and around campus. Yearbooks will be mailed in September to your permanent address listed with the Office of the Registrar. For more information, contact the 2017 Editor, Jackie Tin via email: jacqueline.tin@downstate.edu.
COMMENCEMENT EXERCISES

Tuesday Afternoon
May 23rd, 2017
3:30 pm
Carnegie Hall

*Tickets are required for guests only*

The College of Medicine will honor the Class of 2017 at its Commencement Exercises. The ceremony includes the academic procession, greetings from the President, a member of the Class of 2017, and Commencement speakers. Each graduating student walks across stage and is recognized by name. Academic attire is required.

**INVITATIONS & TICKETS**

All participating students will receive 6 invitations and 6 tickets for general admission into Carnegie Hall. Requests for additional tickets must be submitted through the on-line Graduation Application and will be accommodated based on availability.

All tickets and invitations must be picked up in person and will be available beginning Match Day (March 17, 2017) in the Atrium. If you are unable to pick up your tickets that day, they will be available in the Dean’s Office, BSB1-9.

**ACADEMIC ATTIRE**

Degree candidates who wish to participate in the Commencement Exercises are required to wear academic attire and to march with members of the faculty and honored guests in the academic procession.

Academic Attire orders must be submitted through the on-line Graduation Application. Academic attire can be picked up at the University Bookstore located at the Student Center, 394 Lenox Rd, Main Floor. The University Bookstore will contact you via email when your attire is ready for pick up. If you wish to be included on the line for marching at Carnegie Hall, ALL ATTIRE MUST BE PICKED UP NO LATER THAN MAY 16TH.

Please note: Academic attire will NOT be available for pick up at Carnegie Hall.

You must bring your attire with you to graduation.

**SPECIAL HOODERS**

Special hooders will be seated on stage and therefore will not require tickets. They are also required to report to the 161 West 56th Street entrance at 2:30 p.m. where they will be instructed to go to pick up their academic attire and to robe. A special mailing will be sent to all special hooders in mid-March.

To request a special hooder, you must submit the Special Hooder Form (http://sls.downstate.edu/student_affairs/commencement/medicine/documents/spechooder.pdf) by January 27, 2017. For more information see pages 4-5.
WHAT TO EXPECT COMMENCEMENT DAY

Graduation will begin promptly at 3:30 pm and should last approximately two hours. This information will be important to you if you are making dinner reservations.

Graduates

All graduates must report with their academic attire no later than 2:30 p.m. to the 161 West 56th Street (stage) entrance. You will not be returning to your robing area. Do not carry personal belongings with you. Leave your belongings with one of your guests.

Promptly at 2:45 pm, the staff will begin to line you up for the processional.

Because of the starting time of the Commencement Ceremony, you are strongly encouraged to travel to Carnegie Hall by public transportation. Take the Q, N, R or W trains to 57th St./7th Avenue. Or you can take the No. 2 or 3 trains to Times Square and change for the N, Q, R & W trains. Other trains that will get you there are the A, B, C, D or 1 to Columbus Circle.

Guests

All guests will enter through the front entrance on 57th Street and 7th Avenue. They will not be permitted to enter through the stage entrance with you. Guests will not be permitted to enter the Hall before 3:00 pm, so keep that in mind if you want them to hold any personal belongings.

Once the faculty and student procession begins, guests who are not already in the Hall will not be permitted to enter the Hall until the graduates and the faculty are seated. Since all seating is general admission, seats will be taken on a first-come, first-served basis.

As the Hall fills up, areas will be closed off and guests arriving will be directed to seating that is available. Please plan accordingly. To maintain the dignity of the ceremony, guests will be asked by the ushers to keep the aisles clear.

AWARDING OF DEGREES

During the ceremony, each candidate will have his/her name read aloud, walk across the stage, shake hands with the President and the Dean and be hooded on stage. Graduates will not be permitted to bring or carry children with them on stage.

PHOTOGRAPHY INFORMATION

It is recognized that many of the guests wish to have photographs showing their student during the time that they are on stage receiving their diplomas. We have contracted a professional photographer to be on stage to photograph each candidate as s/he shakes hands with the President. All graduates will be required to fill out a photograph information sheet on-line prior to May 16th. Because your guests may wish to take their own photographs as well, the following accommodations have been made. We ask that only one guest or member of your family leave his/her seat to take the picture. We also ask that your guest remains seated until you have approached the stage stairs.

At this time, your guest should proceed to the rear of the Hall, turn left and walk down the extreme right aisle (now facing the stage) near the wall. Guests not seated on the Parquet level will not be permitted to take pictures from the Parquet level.
Downstate staff ushers will meet all guests and ask them to provide the name of the graduate whom they wish to photograph. Since the graduates are announced in alphabetical order, your guest will be allowed to enter one of the first few rows and take a seat close to the stage. After they have taken your picture, they will be asked to return to their seat.

From their seats, guests will be permitted to use hand-held, self-contained home video equipment using only the existing lighting in the hall. They may not stand in the aisles at any time to take pictures or videos.

**Balloons are NOT permitted in Carnegie Hall.**

Please be sure to share all Commencement information with your guests and make arrangements where you will meet after the ceremony.
STAYING CONNECTED

ALUMNI ASSOCIATION

Your connection to the SUNY Downstate Medical Center does not end when you receive your diploma. You are part of our great alumni body, with over 10,000 successful graduates who hold positions in many fields including academic medicine, private practice and administration.

Your Alumni Association is a vibrant organization and, although an independent organization, is committed to helping the medical school. We welcome your involvement with our association.

MEMBERSHIP

Membership in the Alumni Association entitles you to use the Medical Library, which has an outstanding collection of books, journals and other services. You also have the options of joining the Student Center with a valid alumni identification card.

ACTIVITIES

The Alumni Association provides a wide range of grants including support for student tuition scholarships and summer research fellowships. The organization also supports the Mentoring & Career Mentoring Programs, The Brooklyn Free Student Clinic, Student Advisory Service and many other school electives and programs. Reunions are held annually where alumni network and reminisce.

We would like to keep in touch with you to advise you about the parties we have for recent graduates, mail you our magazine and other mailings. Please email any change of address to alumni@downstate.edu

If you would like more information about the Alumni Association or want to find out how to become more involved, please call the Alumni Office at (718) 270-2075 or you can visit our website at www.downstate.edu/alumni

Become involved!
HEALTH INSURANCE

Any student who currently has health insurance through the SUNY Downstate School plan, and will not have other coverage through a job on August 1, 2017, is eligible to purchase continuing coverage from the broker who handles our insurance. You only have 30 days from the end of coverage (July 31, 2017), to complete your enrollment. Please contact:

Ms. Daryl Hall
HSA Consulting, Inc.
2477 Stickney Point Road, Suite 207B
Sarasota, Florida 34231
Phone: 1-888-978-8355
Fax: 1-941-925-2001
E-mail: daryl@hsac.com

Congratulations!

You did it!!!!
CALÉNDAR OF EVENTS

January
4–30 Submit yearbook pictures to Jackie Tin (jacqueline.tin@downstate.edu). Email with any questions.
27 Deadline to complete the on-line Graduation Application

February
Residency Rank Order Entry
1 Spring Fling tickets available for purchase

March
17 Pick Up Invitations & Tickets for Commencement
17 MATCH DAY!
24 Final date for families to purchase Yearbook ads

April
3 Spring Fling at Brooklyn Museum
1–30 Schedule Exit Interview with Bursar and Financial Aid
1-30 Pick up ordered attire at University Bookstore in Student Center

May
15–22 Senior Week
18 Convocation
19–21 Alumni Reunion
23 Commencement
QUESTIONS?

Alumni Affairs ........................................ Eric Shoen  
Alumni Association  
Alumni Membership  
Alumni Activities  
(718) 270-2075

Bookstore ..................................................... Bookstore  
Academic Attire Issues  
(718) 270-2486

Bursar ............................................................ Avion Ambrose  
Exit Interviews for Campus-Based Loans  
(718) 270-1078

Dean's Office ................................................. Dawn Froome  
Awards Day Program  
(718) 270-1101

Financial Aid ..................................................... James Newell  
Financial Aid Exit Interviews  
(718) 270-2488

Library ........................................................... Juannetta Le Gree  
Library Fines  
(718) 270-7401

Student Affairs/Registrar  ...................................... Edward Graciano  
Attendance at Commencement  
Completion of Graduation Requirements  
Graduation Honors  
Ordering and Receiving Diploma  
Health Insurance ........................................ Jeffrey Putman  
(718) 270-2187

Student Center .................................................. Info Desk  
(718) 270-2487

Student Life ...................................................... Meg O'Sullivan  
Commencement Ceremony  
Guest Issues  
Special Hooders  
Tickets  
Yearbook ..................................................... Jacqueline Tin  
jacqueline.tin@downstate.edu

(718) 270-3294