



**SUNY**  
**DOWNSTATE**  
Medical Center

COLLEGE OF NURSING | COLLEGE OF HEALTH RELATED PROFESSIONS

# GRADUATING STUDENT HANDBOOK 2019



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# LETTER FROM THE DEAN

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## COLLEGE OF HEALTH RELATED PROFESSIONS

Dear Students:

On behalf of the faculty and staff of the College of Health Related Professions, it is my pleasure to welcome you to the next phase of your professional life.

As a valued member of the health care team, you will make an important contribution to the society at large, and to the countless individuals who rely on you for compassionate care and service. You have worked diligently to reach your goals. The faculty and I recognize your progress and wish you continued success as you enter the homestretch toward graduation.

This graduation handbook contains practical information to help guide you in the completion of your professional program and in preparation for graduation from the College. Please familiarize yourself with the information contained and contact a member of the faculty or staff if you have any questions.

The faculty and I wish you continued personal and professional success. We look forward to celebrating with you at Commencement in May.

Sincerely,

*Allen Lewis, Ph.D, CRC*

## COLLEGE OF NURSING

Dear Class of 2019:

It is indeed a pleasure to extend my best wishes to you as we all anticipate and prepare for your graduation. This time represents another milestone in your personal and professional life.

The faculty and I are extremely proud that you have reached this stage in your nursing program. Your education in a field in service to humanity offers immense emotional rewards. There are so few other professions that can compete with the satisfaction of caring for people, with opportunities to contribute to the quality of life and well being of others.

Each graduating class represents a renewal for the nursing profession – new perspectives, energy, knowledge and vision. You will soon share the fine reputation of those who have preceded you and the honor and high esteem they have earned.

In anticipation of your graduation, it is also time to inform you, through this handbook, about the many events and ceremonies planned to celebrate your achievement at Downstate. I hope that you will find this handbook useful and informative.

On behalf of the College of Nursing faculty and staff, I wish you continuing personal and professional success and look forward to celebrating your graduation.

Sincerely,

Lori A. Escallier, Ph.D., R.N., CPNP-PC, FAAN

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# GETTING READY

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## APPLICATION FOR DIPLOMA AND COMMENCEMENT REGISTRATION FORM

The first step in preparing for graduation involves filing an online Graduation Application through my Downstate Banner Self-Service, our student information system. Information regarding this on-line process will be sent to you by email in December 2018. Please make sure you regularly check your Downstate email account. The information that you will be providing is used to order your diploma, order 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 this Application without submitting official documentation.

If you anticipate formally changing your name before completing the requirements for your degree or certificate, and you wish your new name to be reflected on your diploma, you will complete the Graduation Application and present official documentation (e.g., marriage certificate, naturalization papers, etc.) to the Office of the Registrar by **Friday, January 25, 2019**. If your name change becomes official after the January 25<sup>th</sup> 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 officially changes **AFTER** the graduation date.

## PARTICIPATION IN COMMENCEMENT EXERCISES

Complete the sections marked 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. This information is also used to order your diploma. The Application must be completed on-line by **Friday, January 25, 2019**.

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

**Please note:** Students may march in one Commencement Exercises.

Those students who will complete degree requirements in May 2019, August 2019 or December 2019 are eligible to attend the May 2019 Commencement Exercises.

## COMMENCEMENT FEE

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

## GRADUATION REQUIREMENTS

Students must meet all college and program requirements as established in the *College Bulletin, 2018–19 Student Handbook* and other university, college or program publications. Degrees are conferred upon faculty recommendation and with the approval of the Committee on Admissions and Academic Standing (CHRP) or the Faculty Assembly (College of Nursing).

Candidates for graduation must:

- Complete all academic degree requirements for admission to the respective program;
- Complete the program of study for the appropriate degree or advanced certificate, including satisfactory completion of all required courses;
- Meet all attendance, course, credit and other stated requirements of the program and college;
- **Nursing:** Have a minimum cumulative grade point average (gpa) of 2.5 for the BS degree; 3.0 for the MS degree or Advanced Certificate with no more than 6 credits of “C” grades in core or supporting courses;
- **CHRP:** Have a minimum cumulative grade point average (gpa) of 2.0 for the B.S. degree (some program gpa requirements or academic requirements may exceed this minimum requirement); 3.0 for the M.S. degree, DPT degree, or Advanced Certificate;
- Be in good standing (i.e., not on academic, clinical or disciplinary probation at the time of graduation);
- Satisfy clinical course requirements;
- Meet program residency requirements;
- Satisfy all financial obligations due SUNY Downstate;
- Complete all mandatory financial aid exit interviews if you received financial aid while at SUNY Downstate;
- In the RN-BS program, pay all fees for the NACE exam prior to registering for the last semester of attendance
- Complete a Graduation Requirements Check List during the registration for spring semester prior to Commencement or the semester prior to your expected last semester of attendance;

- Have no disciplinary charges in progress or pending;
- Be aware of the requirements and register for the licensing examination to practice in your profession.

In addition, **physical therapy students** must have satisfactorily demonstrated cumulative knowledge on a faculty-designed comprehensive examination.

***Undergraduate nursing students must satisfy the following requirements:***

The State University of New York confers the degree of Bachelor of Science upon recommendation by the faculty and Dean of the College of Nursing. Candidates must be of good moral character, have satisfied all scholastic requirements of the College and Downstate Medical Center, and have paid all fees due to the College and Health Science Center. In addition:

- Students certified for a degree must have completed 125 semester credits approved by the College of Nursing;
- Candidates for the BS degree in Nursing must pay all fees for the NACE exam prior to enrollment in *Professional Nursing & Client Systems in the Community* (NRBS 4410), and *Professional Nursing & Transition into Practice* (NRBS 4510).

## STUDENT 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, 2019, 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, 2019), to complete your enrollment. Please contact:

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

## STATE LICENSURE/REGISTRY EXAMINATION

There is a \$15.00 fee payable to "SUNY" for the processing of State Licensure Applications. The Office of the Registrar is responsible for certification of State Licensure Applications.

## GRADUATION HONORS

Upon faculty recommendation and with the approval of the Committee on Admissions and Academic Standing (CHRP), or the Faculty Assembly (College of Nursing), students with outstanding academic achievement may be awarded the degree of Bachelor of Science cum laude, magna cum laude or

summa cum laude. The awarding of honors shall reflect the absence of deficiencies and a judgment of the total performance of the student.

- *Cum Laude* 3.50 – 3.74
- *Magna Cum Laude* 3.75 – 3.89
- *Summa Cum Laude* 3.90 – 4.00

Post-baccalaureate degree candidates are not eligible to graduate with Latin honors.

Master's candidates in the **College of Nursing** are eligible to graduate with distinction if they meet the following criteria:

- earn a cumulative grade point average of 3.8 or above;
- have earned no "C" or lower grades;
- have completed an outstanding research project using course evaluation criteria; and
- no record of disciplinary action or lack of professionalism while in the program.

Master's candidates in the **College of Health Related Professions** graduate with distinction if they meet the following criteria:

- earn a cumulative grade point average of 3.8 or above;
- have earned no "C" or lower grades.

## ISSUANCE OF DIPLOMAS

Upon faculty recommendation and with the approval of the Committee on Admissions and Academic Standing (CHRP) or the Faculty Assembly (College of Nursing), students are approved for degree/certificate completion and are awarded diplomas three times each year. Each student's degree/certificate conferral date is the next official graduation date after the degree/certificate requirements are completed. The three official graduation dates are May 31 (Spring), August 31 (Summer), December 31 (Fall). There is only **one** Commencement ceremony each year in May. Your permanent academic record notes the actual date upon which your degree/ certificate requirements were completed.

All diplomas will be mailed to students. In order to receive your diploma, you need to tell us where you would like it to be mailed. Please see link below for instructions on how to enter a diploma mailing address on myDownstate Banner Self-Service:

<http://sls.downstate.edu/registrar/orderdiploma.html>

In order for a diploma to be ordered:

- you must not have a hold on your account
- all grades must be submitted to the Office of the Registrar

Students who are expected to fulfill graduation requirements after the Commencement date, but before December 31st, are permitted to participate in the spring Commencement Exercises.

**Instructions on how to enter a diploma mailing address on Banner Self-Service:**

<http://sls.downstate.edu/registrar/orderdiploma.html>

## STUDENT ACCOUNTS

All graduating students must satisfy all financial obligations owed to 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 borrowed Federal Loans 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 Loan Data System.
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>).
3. Select the link that takes you to "Financial Aid Review" and follow instructions.
4. 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, if you have further questions, please make an appointment to talk to someone in the Financial Aid Office.

### Bursar's Office

All loans (Perkins & NSL) borrowed through campus-based loan programs are exited by 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.

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# CEREMONIES & CELEBRATIONS

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## CONVOCATION CELEBRATIONS

- **College of Nursing** Tuesday, May 14<sup>th</sup>, 5 pm
- **CHRP** Wednesday, May 15<sup>th</sup>, 5 pm

### **Both will be held in the Alumni Auditorium**

At the annual Convocation, each College will recognize outstanding graduating students with a variety of College and program awards.

All graduating students are encouraged to attend. Families of students receiving awards are also invited.

## COMMENCEMENT

Tuesday Evening  
May 21, 2019  
7:30 pm  
Carnegie Hall

### **Tickets are required for guests only**

The College of Health Related Professions and the College of Nursing will honor their Classes of 2019 at a joint Commencement Exercise. The ceremony includes the academic procession; greetings from the President, Deans, a speaker from the Class of 2019, Commencement speakers, and the conferral of degrees. Each graduating student walks across the stage and is recognized by name. Academic attire is required.

## INVITATIONS & TICKETS

All participating students will receive 5 invitations and 5 tickets for general admission into Carnegie Hall. Requests for additional tickets must be submitted with your Cap and Gown Request Form and will be accommodated based on availability. All tickets and invitations will be available beginning April 9<sup>th</sup>. CHRP students pick up tickets in person at your respective program. Nursing students pick up tickets in person at your College Dean's office.

## 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 to 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 15<sup>TH</sup>.

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

**You must bring your attire with you to graduation.**

## WHAT TO EXPECT ON COMMENCEMENT DAY

Graduation will begin promptly at 7:30 pm and should be over by approximately 9:30 pm.

### Graduates

All graduates must report with their academic attire no later than **6:30 pm** 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 6:45 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 of Carnegie Hall at 57th Street and 7th Avenue. They will not be permitted to enter through the stage entrance with you. All candidates and your guests should make prior arrangements regarding a meeting place following the Ceremony. This meeting place must be outside of Carnegie Hall.

Guests will be permitted to enter Carnegie Hall beginning at 7:00 pm. Once the academic procession begins, guests will not be permitted to enter the Hall until all degree candidates and the faculty are seated. Seating in the Hall is general admission; seats are available 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. **Balloons are not permitted in Carnegie Hall.**

**Please be sure to share this information with your guests.**

## 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. Students receiving the Doctor of Physical Therapy degree will be hooded on

stage by their faculty. Degree candidates 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. 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 complete a photo information sheet on-line prior to May 15<sup>th</sup>.

**Because your guests may wish to take their own photographs as well, from their seats, guests will be permitted to use hand-held cameras and 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 share this information with your guests and make arrangements where you will meet after the ceremony!**

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# CALENDAR OF EVENTS

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## JANUARY

- 22 Spring Fling tickets available for purchase
- 25 Deadline to Register for Commencement

## APRIL

- 1 Spring Fling
- 9 Pick up Invitations & Tickets for Commencement
- All Month Schedule Exit Interviews with Bursar and/or Financial Aid (if applicable)
- All Month Pick up ordered attire at University Bookstore in Student Center

## MAY

- TBA Nursing Convocation
- TBA CHRP Convocation
- 21 Commencement Exercises

# QUESTIONS?

Bursar .....	Avion Ambrose	(718) 270-1078
Exit Interviews for Campus-Based Loans		
Bookstore .....		(718) 270-2486
Student Academic Attire Issues		
Deans Offices		
College of Health Related Professions		(718) 270-7701
Yearbook (CHRP) .....	Phillip Bones	
College of Nursing		(718) 270-7600
Financial Aid .....	Farah Burnett	(718) 270-2488
Financial Aid Exit Interviews		
Library .....	Juannetta Le Gree	(718) 270-7401
Library Fines		
Registrar .....	Edward Graciano	(718) 270-4551
Attendance at Commencement		
Completion of Graduation Requirements		
Graduation Honors		
Ordering and Receiving Diploma		
Health Insurance .....	Madiha Akhtar	(718) 270-2187
Student Center .....	Info Desk	(718) 270-2487
Student Life .....	Meg O’Sullivan	(718) 270-3294
.....	Schuyler Hooke	
Commencement Ceremony		
Guest Issues		