



# Stony Brook *School of Health Professions*

## 2025 Student Handbook

### Health Science

Once a student is advanced to their senior year, Health Science becomes the first major, and the student is matriculated in the School of Health Professions. Students are expected to follow policies and procedures outlined in this handbook, the program handbook, and the Health Sciences Catalog

### School of Health Professions

Health Sciences Center, Level 2

Stony Brook, New York 11794-8200

631.444.2252

## **2025 STUDENT ORIENTATION HANDBOOK**

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## A. MISSION AND VISION STATEMENT

The mission of the School of Health Professions is to provide the highest quality education in an inter-professional learning environment that fosters scholarly activity, including basic, translational, and educational research, critical thinking, evidence-based practice, leadership, and professionalism, while affirming the importance of ethical behavior, human diversity, equity, and inclusion, cutting-edge technology, and a team approach to health care.

To achieve this, the School of Health Professions endeavors to:

- Promote patient health and well-being by teaching the knowledge, behavior, and skills needed to ensure excellence in practice.
- Expand knowledge and inspire ideas through research, scholarship, and creative activity.
- Facilitate innovative and responsible methods of managing and delivering high quality, cost-effective, accessible health care.
- Respond to current and emerging public health challenges both locally and globally.
- Cultivate partnerships among faculty, staff, students, and community.

### Vision

The School of Health Professions strives to be the preferred choice for tomorrow's interprofessional healthcare workforce, preparing the next generation of high-quality clinicians, while supporting basic, translational, and educational research, and innovative, inclusive teaching that anticipates and responds to the needs of our diverse community, our region, and beyond.

## B. ACADEMIC POLICIES & PROCEDURES

### i. ACADEMIC STANDING

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#### 1. INTRODUCTION

A student's academic standing is subject to university standards and to the policies of the School of Health Professions (SHP). The Dean of the school shall be responsible for final decisions concerning a student's status. A student needs to be in good standing (p. 1) to maintain matriculation within the school's programs. If the student fails to maintain good academic standing, the student may be subject to either departmental warning (p. 2), probation (p. 2), suspension (p. 3) or dismissal (p. 6). Students have the right of appeal to challenge any change in academic standing (p. 7). In cases of academic dishonesty, see SHP Policy and Procedures on Academic Dishonesty.

## 2. POLICIES AND PROCEDURES

### a. GOOD STANDING

#### **Policy**

A student who meets the following academic standards of the School of Health Professions will be in good standing:

1. Undergraduate students must maintain a 2.0 minimum overall cumulative grade point average, a 2.5 minimum cumulative grade point average in required professional courses, and, if relevant, a minimum clinical grade point average as determined by the program/department.
2. Graduate students must maintain a 3.0 overall grade point average.
3. Students must successfully complete all program courses.
4. Students must demonstrate professional performance as evidenced by adherence to professional codes of ethics, sensitivity to patient and community needs, patient/consumer safety and appropriate professional behavior and demeanor. This includes the ability to work with and relate to peers and other members of the health care team, attitude, attendance, appearance, and punctuality. For example, students should be able to respond appropriately to constructive criticism, recognize the impact of verbal/non-verbal communication, accurately self-assess, and can adapt to change.

### b. DEPARTMENTAL WARNING

#### **Policy**

A student who does not meet the standards set forth in Section 2.a. shall be informed of this in a written departmental warning by the Program Director. This warning does not imply or necessarily preclude the imposition of other penalties.

#### **Procedure**

1. The faculty advisors of each program will periodically review each student's academic record and identify students who fail to meet expected professional standards of conduct and/or who are experiencing academic difficulty. The faculty advisor will meet with the student to discuss failure to meet program expectations/requirements.
2. The Program Chair/Director will inform the student in writing of the failure to meet program requirements and possible consequences and inform the student of resources available for remediation.
3. A student may receive any number of departmental warnings, as per program policy, from the Program Chair/Director without a change in academic standing.

5. A student may be placed on probation or suspended without receiving prior departmental warnings, depending on the severity of non-compliance with 2.a.

### c. PROBATION | AA-02

#### Policy

A student who does not meet the standards set forth in sections 2.a. 1, 2, 3, or 4 e.g., a student who does not successfully complete all courses, maintain the minimum grade point average, or does not demonstrate appropriate professional behavior, may be placed on probation.

Students are not permitted to have more than two probation periods, consecutive or not. Should a student not meet conditions to return to good standing after a second probation period the student may be recommended for dismissal.

#### Procedure

1. The Program Chair/Director will review information provided by the department faculty and if probation is indicated, make a written recommendation to the Dean within seven (7) calendar days of the determination of probation.
2. The Program Chair/Director's recommendation to the Dean may include:
  - a) rationale and documentation substantiating the action, supported by specific policies from handbook (year and page number)
  - b) the period of time for probation
  - c) the conditions for removal from probationary status
3. After receipt of the Program Chair/Director's recommendation, the Dean shall inform the student of the decision and conditions for probation in writing within seven (7) calendar days of the decision. Copies of the probation letter shall be added to OnBase, electronic student file, accessible by Registrar.
  - a) Students must acknowledge receipt via electronic signature on Adobe form
4. At the end of the period of time identified, the Program Chair/Director shall recommend an update to the academic standing. Options include Good Standing, Dismissal, or Subsequent Probation.

### d. SUSPENSION

#### Policy

A student may be immediately removed from participation in school activities by a faculty member and recommended for suspension if the student's continued participation appears to be detrimental to the best interests of patients, peers, and/or the programmatic mission and principles of the School of Health Professions. In such cases, the Program Chair/Director, after consultation with the faculty member, will issue a verbal directive to the student, followed by an immediate written recommendation for suspension to the Dean. Action by the Dean to determine the student's status should be taken within seven (7) calendar days of the verbal directive. Options for status include reinstatement, suspension with terms and conditions, or dismissal.

#### Procedure

1. A student may be recommended for suspension by the Program Chair/Director on the recommendation of the program faculty any time there is an error in professional judgment on



the part of the student that is deemed by the faculty to be inconsistent with professional standards of care. (e.g., actions taken by the student that jeopardize patient safety).

2. Complete documentation must be kept of any incidents leading to the recommendation for suspension.
3. The Program Chair/Director's recommendation for suspension must include but is not limited to:
  - a. The reasons for suspension, with specific citation from handbook; and either:
    - i. The defined period for suspension, not to exceed one year; and the conditions for reinstatement, if eligible. OR
    - ii. The recommendation for dismissal (see policy AA-02F)
4. The Dean will decide to accept, reject, or modify the Program Chair/Director's recommendation for suspension and inform the student of the decision in writing within seven (7) calendar days of the verbal directive. Copies of the suspension letter shall be added to OnBase, electronic student file, accessible by Registrar.
  - a. Students must acknowledge receipt via electronic signature on Adobe form
5. Grades for courses interrupted by suspension will be determined for each student on an individual basis. The options are withdrawal or incomplete.
6. A suspended student will not be permitted to participate in any school activities or in the required periods of clinical practice. Exceptions may be made at the discretion of the Program Chair/Director, with notice to the Dean.

#### e. REINSTATEMENT

##### Policy

A student who, by the end of the specified period, satisfies suspension, probationary, or leave of absence criteria imposed by the Dean, may be reinstated at the end of that period.

##### Procedure

1. Reinstatement requires a memo from the Program Chair/Director to the Dean for recommendation of reinstatement.
2. The Dean will advise the student in writing within seven (7) calendar days of the change in status.
3. Suspension or Leave - Reinstatement after a suspension or leave period means that the student is allowed to register for courses but may not necessarily be in good standing. The student's academic standing would depend on the conditions for reinstatement, and individual circumstances.



4. The Program Chair/Director will review the student's status to determine whether the conditions have been met:

- a. If the student has met the conditions by the end of the suspension/leave period, the Program Chair/Director may recommend reinstatement to the Dean, who will then inform the student of the decision in writing within seven (7) calendar days of the date of this recommendation.
- b. If the student has not met the conditions for reinstatement by the end of the suspension/leave period, the student may be subject to dismissal.
- c. Suspension/leave may be extended by Program Chair/Director's recommendation to the Dean, with appropriate documentation to warrant continuation of the status. The Dean shall notify the student of the extension, the extension period, and the conditions for reinstatement by letter within seven (7) calendar days of the Program Chair/Director's recommendation.
  - i. Students must acknowledge receipt via electronic signature on Adobe form

#### f. DISMISSAL | AA-02F

##### Policy

A student who fails to satisfy the conditions imposed by the Dean by the end of the probation or suspension/leave period may be subject to dismissal. A student who has been informed that they are subject to dismissal will not be permitted to participate in any school activities pending any appeal process except under extenuating circumstances as determined by the Program Chair/Director and the Dean.

##### Procedure

1. A student may be recommended for dismissal by the Program Chair/Director at the close of a probationary, suspension, or leave period if the student has failed to satisfy the conditions for reinstatement.
2. The Program Chair/Director will inform the Dean, in writing within seven (7) calendar days, that the student has failed to satisfy the conditions of probation or for reinstatement and that the student is recommended for dismissal. The reasons for this decision and the conditions for reinstatement that have not been met shall be provided to the Dean by the Program Chair/Director, along with supporting documentation.
  - a. Documentation may include advisement notes, emails related to student progress, and/or specific performance indicators in course(s), if applicable.
3. The Dean will inform the student, in writing within seven (7) calendar days that the student is dismissed, and that the dismissal will be stayed if the student chooses to exercise the right to appeal. Copies of the dismissal letter shall be added to OnBase, electronic student file, accessible by Registrar.
  - a. Students must acknowledge receipt via electronic signature on Adobe form
4. If an appeal is elected, the student must submit in writing the reason(s) for the appeal, within seven (7) calendar days following the student's receipt of the letter from the Dean.





5. If the student does not appeal the decision, the student's status is dismissed automatically by the Dean at close of business on the seventh (7) calendar day following receipt of the Dean's letter.

#### g. APPEAL

##### Policy

If the student wishes to appeal probation, suspension or dismissal, the student must direct a letter stating the reason(s) for the appeal to the Dean. The student's written statement will explain the grounds of appeal and include any documentation supporting the reason for the appeal. The Dean may refer this to the ASC for a hearing and recommendation. A further appeal may be directed to the Executive Vice President of Health Sciences, or their designee.

##### Procedure

- a. If the student chooses to appeal for a change in academic standing, they must inform the Dean in writing of the intent, and reason(s) for the appeal, within ten (10) business days of receipt of the Dean's certified letter. Appeals will not be granted to those students seeking to challenge course grades, the validity of exams/exam questions or course requirements.
- b. If the Dean refers the appeal to the ASC for a hearing, the student may be present, and bring witnesses and/or an advisor. If such is the intent, the student must inform the Chair of the ASC in writing no later than five (5) business days before the hearing, identifying the witnesses and advisor by name and title.
- c. The Chair of the ASC will create a hearing board. Hearing boards are made up of individuals on the ASC. A hearing board shall consist of a minimum of five (5) voting members of the ASC and a hearing officer. Normally the chair of the ASC serves as the hearing officer, except under unusual circumstances (e.g., illness, conflict of interest). In such a case, the Chair of the ASC will notify the alternate hearing officer. In all hearings, there will be at least one student. Neither the course instructor nor any faculty member of the department/program from which the student originated shall be impaneled on the hearing board. When a quorum is not available, hearing boards may be staffed by past members of the committee. In instances where it is impossible to reach a quorum with current or past committee members, *ad hoc* appointees will be determined by the Dean.
- d. The ASC Chair will ask the Program Chair/Director to prepare a statement concerning the student's request for appeal and to produce to the hearing board all pertinent documentation and list witnesses, if any. The student has the right to request all documentation related to the case.

- e. The SHP Assistant Dean for Academic and Student Affairs or his or her designee, shall be available to explain policy and procedures to the student.
- f. The Associate Dean for the SHP or their designee shall be available to explain policy and procedures to any faculty involved in a hearing.
- g. The hearing officer will set a time for the hearing as soon as possible to allow all concerned parties adequate time for preparation. Unless there are unusual circumstances, the hearing will be scheduled no sooner than five (5) business days, and no later than ten (10) business days after receipt of the student's written notice of intent to appeal.
- h. The hearing officer will open the hearing by presenting the Program Chair/Director's written recommendation. The role of the hearing officer shall be to: (1) oversee the hearing process, (2) ensure that the policies and procedures of the SHP governing the process are followed and (3) ensure that the hearing moves in an orderly manner. As a member of the ASC, the hearing officer may ask questions of principals and witnesses. The hearing officer will participate in the proceedings but cast no vote, except in the case of a tie.
- i. The Program Chair/Director and the student may call witnesses to the appeal hearing if the testimony would prove relevant to the final decision.
- j. The advisor may counsel the student during the hearing but does not have the privilege of the floor.
- k. After reviewing all the evidence and interviewing any witnesses, the hearing board will meet in executive session to review all information presented during the hearing and come to a decision. All decisions of the board shall be by majority vote of the eligible members present; voting shall be by secret ballot. In case of a tie, the hearing officer will cast the deciding vote. The cast vote tally will not be divulged.
- l. The hearing board's written recommendation to the Dean of the SHP will become part of the official record. Audio recordings made during board hearing also become part of the official record.
- m. Complete records of the hearing shall be kept in the strictest confidence by the ASC Chair. Indeed, all case-specific activities, correspondence and communication related to the case shall always be held in strict confidence by all members of the hearing board both during and after the appeal. Confidential records\* are made available, in case of appeal and upon request, to the designated University Official or board hearing the appeal and to the student(s) requesting the appeal. If the student wishes a transcript of the hearing, they are responsible for the cost of transcription. The school shall also get a copy of the transcript.



*\* Confidential records are defined as records pertaining to the student who is seeking the appeal. This does not include records of other students.*

### ❖ APPEAL DECISION

The Dean of the School of Health Professions may or may not accept the recommendation of the hearing board and shall inform the student of the final decision in writing within ten (10) business days of the hearing date.

#### **Appeal Denied:**

- i. If an appeal from dismissal is denied, the student's status shall be dismissed. However, the dismissal shall be stayed if the student wishes to pursue further appeal to the Executive Vice President of Health Sciences or their designee.
- ii. The appeal to the Executive Vice President of Health Sciences should take place within ten (10) business days of receipt of the Dean's decision, and this appeal must be based on new evidence and/or errors in procedure. The decision of the Executive Vice President of Health Sciences is final.
- iii. If an appeal other than dismissal (e.g., probation, suspension) is denied, there shall be no further appeal and the student shall continue at the current status until the conditions of probation or suspension are met.

### **h. LEAVE OF ABSENCE**

#### **Policy**

A student may request a leave of absence (LOA) for medical or personal reasons or may be required to go on leave as part of the terms outlined in an academic standing notice. In all cases, leaves of absence do not extend, in total, one year. At the conclusion of an approved leave of absence, students must enroll or withdraw from the program. Students who fail to enroll or withdraw will be discontinued. Enrollment after discontinuation will require a new application. A student may not be granted more than one leave of absence for other than medical reasons. A suspended student will not be granted a leave of absence.

All students must complete program requirements within the time specified in the respective program handbook. Time allotments are inclusive of leaves of absence. See individual program handbook for Time to Degree Completion requirement. An extension beyond 12 months for any LOA and/or extension beyond the number of specified years for fulfilling degree requirements may be requested for extraordinary circumstances, however, is not guaranteed.

In the rare case of an exception, in which a student has been granted a leave for longer than one year, the program may require remediation or the auditing of coursework to ensure continued competency

in previously completed coursework.

### Procedure

1. A student requesting a leave of absence, either medical or personal, must do so in writing to the Program Chair/Director.
2. The Program Chair/Director reviews the leave request and makes a recommendation either approving or denying the request to the Dean, supplying a copy of the student's letter.
3. The Program Chair/Director's recommendation shall include the following:
  - Reason for leave.
  - Length of time of the leave, not to exceed one year.
  - The date by which the student must inform the Program Chair/Director and the Dean in writing of the intent to return (usually one to two months prior to the date of resuming studies).
  - Academic standing of the student at the time of leaving and the time of resuming studies.
  - Any conditions for reinstatement.
4. The Dean shall inform the student, in writing, within ten (10) business days of the final decision. Copies of this letter are sent to the Registrar and the Program Chair/ Director.
5. Students requesting leave for medical reasons must also submit a physician's note recommending leave. A physician's note indicating that the student can resume studies when the leave is over shall be a condition for reinstatement.
6. Leave may be extended by the student's petition to the Program Chair/Director, who will review the request and make a recommendation to the Dean, as in #3 above.
7. If the conditions for reinstatement are not met by the date indicated, the student may be subject to dismissal (p. 9).
8. Should there be disagreement between the student and the Program Chair/Director concerning the arrangements for leave, the matter shall be referred to the ASC for review and recommendation.

### i. WITHDRAWAL

#### A. Authorized Withdrawal

Withdrawal from the Health Sciences, for any reason, will be recorded only when the student requests to withdraw in writing and the Program Chair/Director supports the request. The Program Chair/Director shall forward the request to the Dean.



The date upon which the student requests to withdraw, and not the date of the last documented class attendance, is considered the official day of withdrawal. Non-attendance or notification to the instructors does not constitute formal withdrawal. The student must submit the request in writing no later than two (2) modules or ten (10) weeks after the date of the last class attended.

### **B. Unauthorized Withdrawal**

Non-attendance does not constitute an official withdrawal. Notification to the student's instructor does not constitute an official withdrawal. Non-payment of tuition and fees does not constitute an official withdrawal. A student who leaves a school without obtaining an official withdrawal may forfeit the prospect of readmission. If he/she leaves during an academic period without authorization, the student will be reported as having failed all courses. Withdrawal from the University does not relieve students from financial obligations.

### **j. ACADEMIC STANDING: GRADING**

Every health care professional must demonstrate, in his or her professional activity, competent clinical performance in patient care and theoretic understanding, as demonstrated by scholastic achievement.

The School of Health Professions has adopted a policy on grading which is based upon the criteria that are characteristic of a competent practitioner. The following considerations will be included in the determination of student grades, as appropriate to the specific course being taken:

1. Scores achieved on written tests, based upon material presented in the course and/or assigned outside readings or other learning experiences.
2. Scores on oral tests, based upon material presented in the course and/or upon outside readings or other learning experiences.
3. Assigned written reports or essays.
4. Instructor's evaluation of assigned oral presentations.
5. Competent performance of laboratory procedures according to established protocols.
6. Skill demonstrated in the performance of laboratory procedures.
7. Competent performance of clinical procedures according to established protocols.
8. Demonstrated skill in the performance of clinical procedures.
9. Consistent, conscientious performance of assigned professional duties; students will recognize the need to continue service to their patients until responsible, authorized arrangements for continuity of the patient's care have been arranged.
10. Demonstration of equal effort and skill in dealing with all patients contacted.
11. Appreciation of personal professional limitations as demonstrated by appropriate request for instructor assistance and the eschewing of professional tasks for which the student is not yet qualified. Students will carefully display and explain their status to patients and professional contacts.
12. Integrity and honesty in dealings with associates, instructors, supervisors, patients, and others.

13. Observance of the code of ethics for the relevant profession's practice and the policies of the School of Health Professions.
14. Consistent respect for the confidentiality and rights of instructors, colleagues and patients (especially as required by HIPAA regulations);
15. Fiscal integrity: Students will not accept unauthorized payment for gifts for the performance of professional services.
16. Accuracy in the maintenance of patient and professional records.

Because the requirements for each course vary, the specific weight given to each of the above criteria may also be expected to vary in relationship to course objectives. However, it should be clearly recognized that all relevant criteria from the above list will be included to some degree in the evaluation of student participation in each course offered by the school.

Each primary course instructor has the responsibility to review these considerations for the students in her/his course and to list those which will be used in student evaluation in the course syllabus to be distributed to the students at the beginning of the course.

## **ii. ACADEMIC DISHONESTY | AA-01**

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### **a. Introduction**

The University Senate Academic Judiciary Committee is responsible for the establishment of general guidelines for dealing with academic dishonesty. The Academic Judiciary Committee or the Committee on Academic Standing of the school in which the student is enrolled has the responsibility for handling individual cases of academic dishonesty. The School of Health Professions has its own Academic Standing Committee (hereafter known as the ASC).

Academic dishonesty includes any act which is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition which is not properly earned. It is to behave, or to help another to behave, to improperly advance, protect, or diminish the academic status of individuals or the University.

### **b. Examples Of Academic Dishonesty**

Typical examples of academic dishonesty include but are not limited to:

#### **A. CLASSROOM DISHONESTY**

1. Cheating on course or proficiency examinations using books, notes, or other aids when these are not permitted, or by copying from another student.
2. Submission of similar papers or projects in more than one course without permission of the instructor(s).



3. Collusion: Two or more students helping each other on an examination or assignment, unless specifically permitted by the instructor.
4. Use of substitutes: Sitting in for another student at an examination or permitting someone else to sit in for oneself.
5. Plagiarism: The submission of another's work as one's own original work without proper acknowledgment of the source.
6. Falsifying documents or records related to credit, grades, change of status forms (e.g., adds and drops), and other academic matters.
7. Altering an examination or a paper after it has been graded for the purpose of fraudulently requesting a revision of the grade.
8. Use of unauthorized materials for an exam or project (e.g., use of calculators on an exam where they have been prohibited, beepers, or other electronic devices).
9. Circulation and/or use of unauthorized "old exams."
10. Unauthorized possession of an exam, even if inadvertent or un-premeditated.
11. Theft, concealment, destruction, or inappropriate modification of classroom or other instructional material (e.g., posted exams, library materials, laboratory supplies, computer programs and outputs).
12. Preventing relevant material from being subjected to academic evaluation.

## **B. CLINICAL DISHONESTY**

The principles of academic dishonesty shall also apply to those courses taken during the clinical phases of a program of instruction. In clinical programs academic dishonesty shall be defined further to include, but not be limited to:

1. Falsification of client or institutional records.
2. Concealing information or activities that affect the safety and well-being of clients.
3. Inappropriate violation of client confidentiality as specified by HIPAA regulations.
4. Engaging in activities that are contrary to professional codes of ethics or standards of practice as defined by the program, school, professional associations or state/federal laws or regulations.
5. Misrepresenting one's role as a student to an institution, client, or to the public at large to mislead them in their expectations of the student's competencies and/or limitations.
6. Failure to seek supervision for clinical activities or neglecting to obtain required clearance for such clinical activities.





7. Performance of procedures without supervision, for which the student has not been prepared.
8. Failure to follow the University guidelines regarding the use of human subjects or laboratory animals in research or experimentation.

### c. Policy

Intellectual honesty is a cornerstone of all academic and scholarly work. Stony Brook University, including the School of Health Professions, views any form of academic dishonesty as a serious matter and responds appropriately when allegations of academic dishonesty are presented.

### d. General Principles

- A. The Chair of the ASC shall oversee the academic dishonesty incident process to ensure that appropriate policy and procedure is adhered to and to monitor equality of penalties across SHP programs.
- B. Under the principle of academic freedom, each faculty member reserves the authority, and with it the responsibility, to clearly define the bounds of acceptable conduct and to carry on their duties in a fashion conducive to academic honesty. The faculty member retains the right to take immediate and appropriate actions to prevent and/or deal with any act of unacceptable conduct on the part of a student. Students may bring forth charges of academic dishonesty as well. The faculty member and/or student shall formally refer the matter to the Program Chair/Director to resolve acts of academic dishonesty within the program from which the student originates.
- C. Students who are accused of academic dishonesty during an exam have the right to and should be encouraged to finish the exam; in this way students who appeal the accusation will have a completed exam on which their final grade will be based, should the accusation not be sustained. When academic dishonesty is suspected during an exam it is at the discretion of the instructor whether the student should be informed of suspicions immediately or when the exam is over. When academic dishonesty is confirmed before an exam (e.g., unauthorized possession), the student should be prohibited from taking that exam; if the instructor suspects that other students may have been exposed to the exam, the instructor may void that exam, at their discretion, and re-test. The course instructor may recommend a penalty prior to a formal finding of academic dishonesty; the student may either admit to academic dishonesty and accept the penalty or appeal the finding or the penalty to the ASC. (See f. A.)
- D. Students who are accused of academic dishonesty while on clinical rotation should be allowed to continue during the appeal process, unless the department or clinical institution believes that this would not be in the client's best interest.
- E. Students are presumed innocent until found guilty. Students may be found guilty of academic dishonesty if it is determined that it is more likely than not that the student engaged in





academic dishonesty. This may be obtained from direct evidence, circumstantial evidence, or a combination of the two. For example:

1. In cases of suspected plagiarism, a dramatic change in writing style may contribute toward a finding of guilt; identification of source material strengthens the accusation.
2. Possession of an accessible crib sheet may contribute toward finding guilt even if the student was not observed using the crib sheet.
3. Students may be found guilty of academic dishonesty if they are seen attempting to view other students' work during an examination.
4. Students may be found guilty of academic dishonesty if they are observed to be communicating with one another even if there is no clear indication on the exam paper of where collusion may have taken place.
5. Students may be found guilty of academic dishonesty based on similarity between exams, papers, or other work even though there were no witnesses to communication between the accused students.

#### **e. Penalties For Academic Dishonesty**

The course instructor, in concert with the Program Chair/Director or designee, may render a penalty for any act of academic dishonesty. If the accused student appeals the finding or penalty, the case is referred to the ASC for hearing. The ASC may either support the proposed penalty or render its own penalty. The Dean and the Program Chair/Director may concur with an ASC recommendation to institute a modified penalty. The penalty for any substantiated act of academic dishonesty may be expulsion from the University or the SHP.

- F. **In Course Work:** Penalty may be dismissal from the University or SHP and/or may be a reduced course grade. A grade received by a student found guilty of academic dishonesty may not be removed by withdrawal from the course or changed to pass/no credit. Students registered pass/no credit will receive a letter grade rather than a P or NC.
- G. **In Clinical Work:** An allegation of academic dishonesty in clinical work reviewed and accepted by the committee in accordance with the academic standing policies may lead to the immediate suspension of the student. Students found guilty of such an allegation may be dismissed from the University or SHP.
- H. **Other Situations:** Cases of academic dishonesty not related to a course should be reported to the ASC.
- I. **Multiple Offenses:** If a student is found to have committed two or more acts of academic dishonesty, the ASC in consultation with the Dean or their designee shall consider a further penalty, in addition to those already established for the separate offenses. Further penalties must be implemented in the semester in which the multiple offenses were discovered or within



two months of the discovery, whichever is longer. Generally, the penalty for multiple offenses will be expulsion from the University and this action will be noted on the student's permanent educational record.

**f. Procedure**

**A. Initiation of Complaint**

All academic dishonesty complaints are submitted to the Program Chair/Director of the program from which the accused student originates. The Program Chair/Director shall review the complaint and may request a written statement from the accuser(s) regarding the incident. If the Program Chair/Director, after consultation with the Chair of the ASC, determines that the accused student had a prior finding of SHP academic dishonesty then the matter will be referred to ASC, and the Program Chair/Director shall notify the accused student that the matter has been referred to ASC. If there has not been a prior finding of SHP academic dishonesty, the Program Chair/Director will notify the accused of the complaint and advise that they may:

1. resolve the matter within the program (and not contest the complaint/accept responsibility for the misconduct); or
2. contest the complaint in which case the complaint will be referred to the ASC. The Program Chair/Director may also refer the case directly to the ASC for adjudication in lieu of resolution within the program.

The accused student has five (5) days from notification of the complaint, to decide how they wish to proceed. During this five (5) day period, and at any time during the process, the accused student has access to the Assistant Dean for Academic and Student Affairs, with whom the student may review and discuss the policies and procedures. Also, during this period or at any time during the process, the accuser and/or Program Chair/Director may seek advisement concerning policies and procedures from the Associate Dean of the School of Professions.

If the accused chooses to resolve the matter within the Program, the Program Chair/Director shall meet with the student to discuss the proposed penalty and assess a penalty. If the penalty assessed by the Program Chair/Director is uncontested by the accused student, the matter is considered resolved.

If the penalty rendered by the Program Chair/Director pursuant to # 1 above is contested, then the matter shall be referred directly to the ASC.

Upon completion of steps #1 or #2 above, the Program Chair/Director, shall submit a signed Academic Dishonesty Incident Report ([ADIR: see Appendix A](#)) with supporting documentation, to the Chair of the ASC and a copy to the Assistant Dean for Academic and Student Affairs within five (5) business days of completion of Step # 1 or # 2, as appropriate.



The Chair of the ASC shall maintain ADIRs. The ADIR can only be used in a *finding* of academic dishonesty, and then only in the *penalty* (closed session) phase of the hearing.

## **B. ASC Hearing Board Procedure**

If the accused student denies the charges or does not accept the penalty the case is brought forward to the ASC hearing board for review according to following procedure:

1. The accused student is informed in writing by the ASC Chair of the hearing date.
2. The student may bring witnesses and/or an advisor to the hearing. The student must inform the Chair of the ASC in writing no later than five (5) business days before the hearing, of the identity of the witnesses and/or advisor. The student has the right to request all documentation related to the case.
3. The Chair of the ASC will create a hearing board. The hearing board is to be comprised of individuals from the ASC and SHP students. A hearing board shall consist of a minimum of five (5) voting members and a hearing officer. Generally, the Chair of the ASC serves as the hearing officer, except under unusual circumstances (e.g., illness, conflict of interest). In such case, the Chair of the ASC will notify the elected alternate hearing officer. In all hearings there will be at least one (1) student and four (4) faculty present as voting members plus the hearing officer. Neither the course instructor nor any faculty member of the program from which the charge originated shall be impaneled on the hearing board. When a quorum is not available, hearing boards may be staffed by past members of the committee. In instances where it is impossible to reach a quorum with current or past committee members, *ad hoc* appointees will be determined by the Dean.
4. The ASC Chair will ask the accuser to prepare a statement describing the student's behavior that triggered the charge of academic dishonesty and to produce all pertinent documentation and list witnesses, if any.
5. The student will be asked to prepare a written statement on their behalf and submit all supporting documentation supporting the appeal. This shall be submitted to the hearing officer five (5) days prior to the scheduled hearing.
6. The hearing officer will set a time for the hearing as soon as possible to allow all concerned parties adequate time for preparation. Unless there are unusual circumstances, the hearing will be scheduled no sooner than five (5) business days, and no later than ten (10) business days after ACS's notification from the Program Chair/Director.
7. The board shall attempt to reach a decision based on the evidence before it, regardless of the presence or absence of the people concerned, their witnesses, or their advisors. In cases where reasonable notice of absence has been given (at least 24 hours), the hearing will be postponed being rescheduled as soon as possible.



8. The hearing officer will open the hearing by presenting the accuser's written statement. The role of the hearing officer shall be to oversee the hearing process, ensure that the policies and procedures of the SHP governing the process are followed, and ensure that the hearing moves in an orderly manner. As a member of the ASC, the hearing officer may ask questions of principles and witnesses. The hearing officer will participate in the proceedings but cast no vote except to break a tie vote.
9. When two or more students are accused of collusion in an academic dishonesty accusation, each shall have the opportunity to meet with the board independently of the other(s) and the others' advisers and witnesses.
10. A student's advisor may counsel the student during the hearing but does not have privilege of the floor.
11. The accuser and the accused student may call witnesses to the appeal hearing.
12. After reviewing all the evidence and interviewing any witnesses, the hearing board will meet and come to a decision. All decisions of the board shall be by majority of the voting members present; voting shall be by secret ballot. In case of a tie, the hearing officer will cast the deciding vote. The cast vote tally will not be divulged.
13. The hearing board's written recommendation to the Dean of the SHP will become part of the official record. Audio recordings made during the board hearing also become part of the official record.
14. The Dean of the School of Health Professions may or may not accept the recommendation of the hearing board and shall inform the student of the final decision in writing within ten (10) business days of the hearing. The Dean shall notify the student, the instructor, and the Program Chair/Director of the decision. The Dean shall also notify the student that any further appeal must be directly made to the Executive Vice President of Health Sciences within ten (10) business days of receipt of the Dean's decision, and this appeal must be based on new evidence and/or errors in procedure or conduct. Confidential records\* are made available, in case of appeal and upon request, to the designated University Official or board hearing the appeal and to the student(s) requesting the appeal. If the student wishes a transcript of the hearing, they are responsible for the cost of transcription. The school shall also get a copy of the transcript.

*\*Confidential records are defined as the records pertaining to the student who is seeking the appeal. This does not include records of other students.*

### C. Appeal of Dean's Decision

Upon receipt of an appeal the Executive Vice President of Health Sciences may choose to meet with the accused student or may choose to decide the appeal based upon the statements/record made by the ASC. The Executive Vice President of Health Sciences shall issue a decision within ten (10) business days of their receipt of the appeal or the date of the Executive Vice President of



Health Sciences' meeting with the student, whichever is later. The decision of the Executive Vice President of Health Sciences shall be final.

**D. Confidentiality**

The Assistant Dean for Academic and Student Affairs shall maintain Academic Dishonesty Incident Reports (ADIRs) in a separate file from the student's record. The ADIRs shall be accessible only to the Dean. The chair of the ASC shall also maintain ADIRs in a file accessible only to the chair. The ADIR cannot be used against the student in any subsequent allegation of academic dishonesty. The ADIR can only be used in a finding of academic dishonesty, and then only in the penalty (closed session) phase of the hearing.



**APPENDIX A**  
**SHP ACADEMIC DISHONESTY INCIDENT REPORT (ADIR)**

DATE OF ADIR: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

ACCUSED: \_\_\_\_\_

CHARGES BROUGHT FORTH BY: DATE OF ALLEGED EVENT: DESCRIPTION OF ALLEGED EVENT:

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DATE ACCUSED INFORMED OF CHARGES: \_\_\_\_\_

PROGRAM DIRECTOR/DESIGNEE SIGNATURE: \_\_\_\_\_

DATE CHAIR OF ACADEMIC STANDING COMMITTEE NOTIFIED: \_\_\_\_\_  
(As soon as possible after alleged event)

DATE OF RESOLUTION AT PROGRAM LEVEL: \_\_\_\_\_

DESCRIPTION OF RESOLUTION PROCESS INCLUDING PENALTY: OUTCOME OF RESOLUTION PROCESS:

SUPPORTIVE DOCUMENTATION, INCLUDING SEPARATE STATEMENTS FROM ACCUSER AND ACCUSED REGARDING THE INCIDENT, ATTACHED: \_\_\_\_\_

***Only to be completed by the chair of the Academic Standing Committee***

CHAIR OF THE ACADEMIC STANDING COMMITTEE: I have reviewed the academic dishonesty incident process and found it to be in compliance with current policies and procedures governing academic dishonesty.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## Academic Policies & Procedures

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### NOTIFICATION OF ACCUSATION

**TO THE ACCUSED:** I have been notified of the accusation and have been referred to the policies and procedures for academic dishonesty which is a part of my student handbook. I have been informed of my rights on matters pertaining to policy and procedure on academic dishonesty. I have been presented with the opportunity to admit to the allegation and accept the penalty recommended by the program. I have also been advised of my right to appeal this allegation and/or penalty to the SHTM Academic Standing Committee. I have been given a period of five business days to consider either resolution within the program or adjudication by the SHTM Academic Standing Committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Check Appropriate Boxes

#### ACCUSATION ACCEPTANCE OR DENIAL

- ☐ **TO THE ACCUSED:** I have been notified of the accusation and **agree** that I have committed the act of academic dishonesty described above.
- ☐ **TO THE ACCUSED:** I have been notified of the accusation, and **deny** that I have committed the act of academic dishonesty, and request that the allegation be brought forward to the Academic Standing Committee:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Academic Policies & Procedures

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### Check Appropriate Boxes

#### PENALTY ACCEPTANCE OR DENIAL

☐ **TO THE ACCUSED:** I have been advised of the penalty, and I **am** in full agreement, and will comply with the penalty.

☐ **TO THE ACCUSED:** I have been advised of the penalty, and I **do not** accept the penalty, and therefore request that the matter be brought forward to the Academic Standing Committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### ACCUSOR ACCEPTANCE OR DENIAL OF PENALTY

☐ **TO THE FACULTY OR STUDENT ACCUSOR:** I have been advised of the penalty and I **am** in full agreement with the penalty.

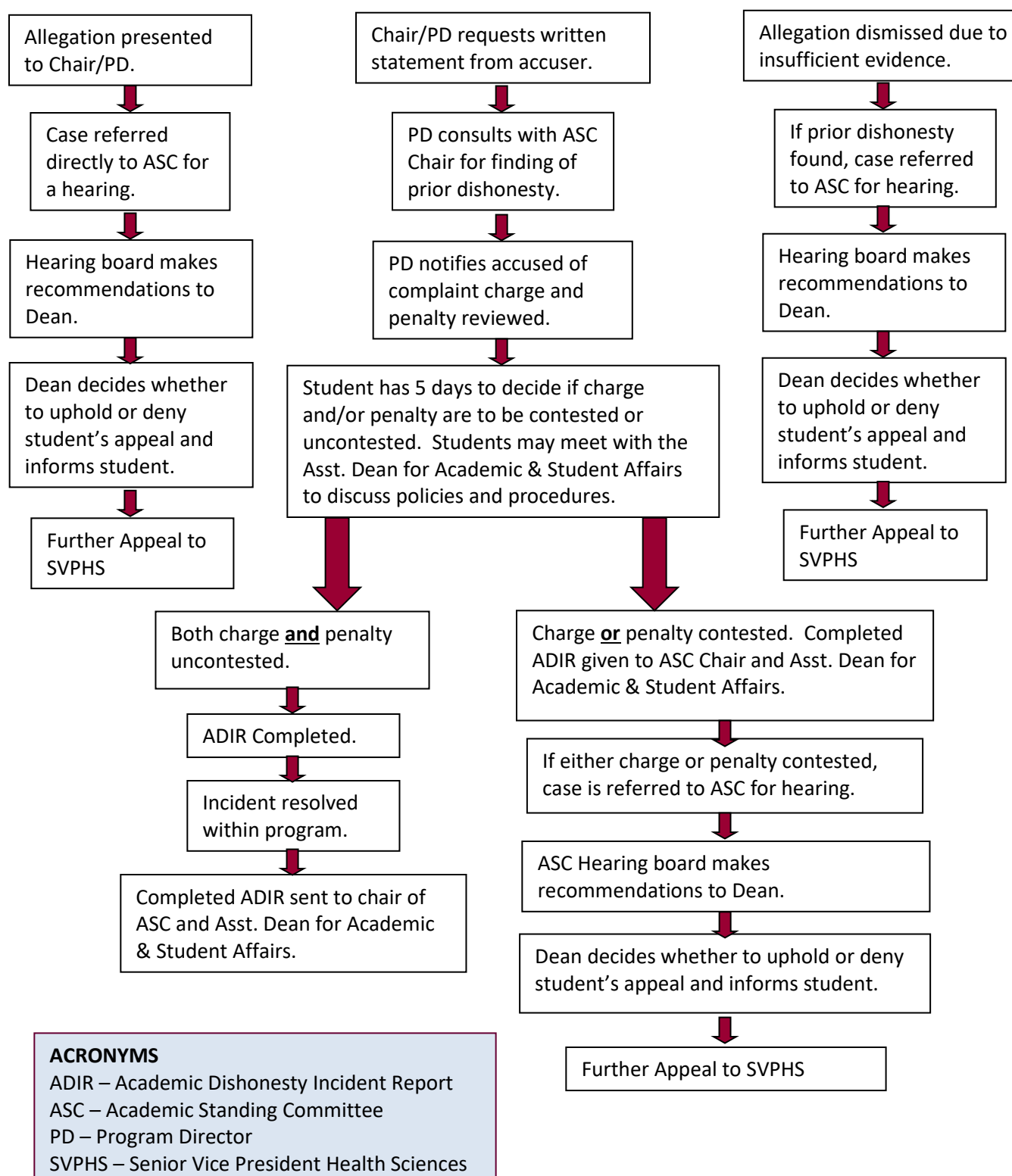
☐ **TO THE FACULTY OR STUDENT ACCUSOR:** I have been advised of the penalty, and I **am not** in agreement with the penalty and request that the matter be brought forward to the Academic Standing Committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Academic Policies & Procedures

### SHP Academic Dishonesty Guidelines Flowchart



### iii. **ACADEMIC GRIEVANCES | AA-10** *(Formal Student Complaint)*

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#### **Policy**

The School of Health Professions Academic Standing Committee reviews and addresses grievances of arbitrary, bias, capricious, discriminatory, malicious, or otherwise improper actions related to any academic matters by students.

The Committee considers improper academic practices but will not intervene in disagreements regarding matters involving academic freedom or faculty's intellectual judgment. A grievance related to a grade must include evidence of improper action.

Ideally, academic grievances should be resolved informally via the pre-grievance procedure outlined below and students must attempt such resolution prior to filing a grievance. However, in those matters that cannot be resolved through that procedure, the student may communicate ("file") the grievance to the Assistant Dean for Academic and Student Affairs who will then refer the grievance to the Academic Standing Committee Chair. The filing of a grievance must be within 10 days of the completion of the pre-grievance procedure, as outlined below.

The Chair of the Academic Standing Committee or designee will then contact the student and a meeting of the committee will be convened as soon as practical but not more than 10 business days following the filing of the grievance with the Assistant Dean for Academic & Student Affairs. The student is advised that they may opt to present the grievance to the committee in person or alternatively, may opt to submit a written summary of the grievance.

#### **Procedure for Handling Academic Grievances**

##### **a. Pre-Grievance Procedures**

1. The student discusses the concern(s) with faculty, preceptor, or clinical instructor of record. If the student's concern(s) are not resolved, then,
2. Meet with advisor (if applicable), if not resolved then,
3. Meet with Program Director (if applicable), if not resolved then,
4. Meet with the Chair of the Department, if not resolved,
5. Department committee process begins (if applicable), if not resolved, then may opt to file a grievance.

At any time, the student may request a meeting with the Assistant Dean for Academic & Student Affairs for guidance on procedure.

Students should also consult the Reporting a Learning Environment Concern Guide for Students (Appendix A) for guidance and support.

##### **b. Procedure for Filing of a Grievance**

The student will make an appointment to meet with the Assistant Dean for Academic & Student Affairs, who will then refer the matter to the Academic Standing Committee.

1. Grievances submitted to the Academic Standing Committee must be communicated and must contain:
  - a. name of the complainant
  - b. name of the person(s) against whom the grievance is being filed.
  - c. the course concerned, if applicable
  - d. the specifics of the grievance (s), including relevant dates
  - e. supporting evidence (course syllabi, assignment/exam and rubric, program policies/handbook)
  - f. a statement of remedies already sought (i.e., conversation with advisor, faculty, Program Director, Department Chair, etc.)
2. The Committee will inform all parties concerned of the grievance.
3. The Committee will then convene a meeting to hear the grievance.

### c. Committee Meeting for Grievance

The student may be present and bring witnesses and/or an advisor. If such is the intent, the student must inform the Chair of the ASC in writing no later than five (5) business days before the hearing, identifying the witnesses and advisor by name and title.

1. The Chair of the ASC will create a hearing board. Hearing boards are made up of individuals on the ASC. A hearing board shall consist of a minimum of five (5) voting members of the ASC and a hearing officer. Normally the chair of the ASC serves as the hearing officer, except under unusual circumstances (e.g., illness, conflict of interest). In such a case, the Chair of the ASC will notify the alternate hearing officer. In all hearings, there will be at least one student. Neither the course instructor nor any faculty member of the department/program from which the student originated shall be impaneled on the hearing board. When a quorum is not available, hearing boards may be staffed by past members of the committee. In instances where it is impossible to reach a quorum with current or past committee members, *ad hoc* appointees will be determined by the Dean.
2. The ASC Chair will ask the Program Chair/Director to prepare a statement concerning the student's grievance and to produce to the hearing board all pertinent documentation and list witnesses, if any. The student has the right to request all documentation related to the hearing.
3. The SHP Assistant Dean for Academic and Student Affairs or his or her designee, shall be available to explain policy and procedures to the student.
4. The Associate Dean for the SHP or his/ her designee shall be available to explain policy and procedures to any faculty involved in a hearing.

The hearing officer will set a time for the hearing as soon as possible to allow all concerned parties adequate time for preparation. Unless there are unusual circumstances, the hearing will be scheduled no sooner than five (5) business days, and no later than ten (10) business days after receipt of the student's written grievance.

5. The hearing officer will open the hearing by presenting the student's grievance. The role of the hearing officer shall be to: (1) oversee the hearing process, (2) ensure that the policies and procedures of the SHP governing the process are followed and (3) ensure that the hearing moves in an orderly manner. As a member of the ASC, the hearing officer may ask questions of principals and witnesses. The hearing officer will participate in the proceedings but cast no vote, except in the

case of a tie.

6. The Program Chair/Director and the student may call witnesses to the grievance hearing if the testimony proves relevant to the final decision.
7. The advisor may counsel the student during the hearing but does not have the privilege of the floor.
8. At the conclusion of the meeting the Committee may recommend to:
  - dismiss the case, or
  - engage or work with appropriate departments and resources to resolve the issue.
9. The final recommendations will be sent to the student via formal notice from the committee within five (5) business days of the meeting.
10. The hearing board's written recommendation to the student and department/program will become part of the official record. Audio recordings made during board hearing will also become part of the official record.
11. Complete records of the hearing shall be kept in the strictest confidence by the ASC Chair. Indeed, all hearing-specific activities, correspondence and communication related to the hearing shall always be held in strict confidence by all members of the board both during and after the hearing. Confidential records\* are made available, upon request, to University Officials or boards hearing further appeals and to the student(s) requesting appeals. If the student wishes a transcript of the hearing, they are responsible for the cost of transcription. The school shall also get a copy of the transcript.

*\* Confidential records are defined as records pertaining to the student who is submitting the grievance. This does not include records of other students.*

## 12. Appeal of Committee Recommendation

If the student wishes to appeal against the outcome of a grievance meeting the student must direct a letter stating the reason(s) for the appeal to the Dean. The student's written statement will explain the grounds of appeal and include any documentation supporting the reason for the appeal.

1. If the student chooses to appeal an outcome of a grievance meeting, they must inform the Dean in writing of the intent, and reason(s) for the appeal, within ten (10) business days of receipt of the Committee's formal recommendations.
2. The Dean of the School of Health Professions may or may not accept the recommendation of the Committee and shall inform the student of the final decision in writing within ten (10) business days of receipt of the appeal.
3. Deliberation at the Dean's Office level of appeal is limited to ensuring that students are provided due process at all stages of appeal, as outlined in the relevant course syllabus/and student handbooks.

## iv. INDEPENDENT STUDY AND READINGS | AA-09

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### Policy

Independent Study and Independent Readings are courses which the student completes on an independent/tutorial basis with the guidance and under the supervision of a faculty member. Independent Study course numbers are HAS 399 (undergraduate), and HAS 590 (graduate), unless a program-specified course is offered. Readings course numbers are HAS 391 (undergraduate) and HAS 591 (graduate) unless a program-specified course is offered. These courses are elective in nature and may not be used as substitutes for required courses. Each requires a proposal completed well in advance of the semester or module in which the work will be done so that the student can register for the course on schedule. A proposal form for each follows this description.

For undergraduate students, an overall maximum of 6 independent study/reading credits is allowed. For graduate students, an overall maximum of 9 independent study/readings credits are allowed. The total number of credits taken in a period of one term (i.e. semester), or two modules, is determined by advisement and cannot exceed four.

### Procedure

The proposal is initiated by the student who completes the top portion of the proposal form. The body of the proposal/contract should be written by the student in consultation with the faculty sponsor. When it is complete, the student obtains the approvals (signatures) of the faculty sponsor, student advisor, and program director. If approved, the student should make an appointment to see the Assistant Dean for Academic and Student Affairs regarding formal registration for the course.

### Exhibits:

- Independent study proposal form (Exhibit A)
- Independent readings proposal form (Exhibit B)
- Independent study and readings proposal application guidelines (Exhibit C)
- Guidelines for student's statement for independent study (Exhibit D)
- Guidelines for student's statement for readings (Exhibit E)

## SCHOOL OF HEALTH PROFESSIONS INDEPENDENT STUDY PROPOSAL (Exhibit A)

### STUDENT

\_\_\_\_\_  
Last Name                      First Name                      I.D. Number                      Program

Title of Project \_\_\_\_\_

\_\_\_\_\_ Course # \_\_\_\_\_

Independent Study credits completed to date \_\_\_\_\_

Independent Study credits requested \_\_\_\_\_

Academic period for project \_\_\_\_\_ Deadline for completion \_\_\_\_\_

Human subject required? \_\_\_\_ Yes \_\_\_\_ No.      If yes, attach a copy of approval.

I agree to complete this project under the specified conditions on or before the deadline date.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed this project proposal and agree that it has academic value, that the student can be reasonably expected to complete the project in the available time frame, the nature and extent of the supervision is appropriate and the criteria to be used for the final evaluation are adequate.

Signature of Faculty Sponsor(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Program Director \_\_\_\_\_ Date \_\_\_\_\_

**Approved:** \_\_\_\_\_

Signature, Dean - SHP

Date

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**SCHOOL OF HEALTH PROFESSIONS  
INDEPENDENT READINGS PROPOSAL (Exhibit B)**

**STUDENT**

\_\_\_\_\_  
Last Name                      First Name                      I.D. Number                      Program

Topic of Readings \_\_\_\_\_  
\_\_\_\_\_

Course # \_\_\_\_\_

Total Readings in Health Professions credits completed to date \_\_\_\_\_

Total Readings in Health Professions credits requested \_\_\_\_\_

Academic period for project \_\_\_\_\_ Deadline for completion \_\_\_\_\_

I agree to complete this project under the specified conditions on or before the deadline date.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed this project proposal and agree that it has academic value, that the student can be reasonably expected to complete the project in the available time frame, the nature and extent of the supervision is appropriate and the criteria to be used for the final evaluation are adequate.

Signature of Faculty Sponsor(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Program Director \_\_\_\_\_ Date \_\_\_\_\_

**Approved:** \_\_\_\_\_

Signature, Dean - SHP

Date

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## SCHOOL OF HEALTH PROFESSIONS INDEPENDENT STUDY AND READINGS GUIDELINES (Exhibit C)

1. The student is responsible for putting the proposal into an acceptable form and identifying (if necessary, with the help of the student's academic advisor), a faculty member who will supervise the project.
2. The faculty sponsor is responsible for reviewing the project, ascertaining that it is in the form required (see guidelines for student's statement); that the project is creditable; and that the student can be reasonably expected to complete the project in the available time frame. If there are any questions about needed resources, etc., these should be raised with the student, who is then responsible for getting such questions resolved.

It is the function of the faculty sponsor to judge the academic merits of the proposal, the appropriateness of the credit requested to it, and the degree to which all procedure requirements have been followed. Once the faculty sponsor approves the project as submitted, it then constitutes a contract between student and faculty, just as if the student had registered for an organized course.

Any significant modification of the project constitutes a new project and must be reviewed by the usual process.

3. A secondary faculty sponsor may be required in the judgment of the primary faculty sponsor; the secondary sponsor is expected to make suggestions and criticisms; to read the final project (and interim reports as agreed to with the student); and to suggest a grade to the primary faculty sponsor involved. The secondary sponsor should "copy" the primary with any suggestions or evaluations they offer.
4. The final proposal, signed by the sponsor(s), advisor, and program director, is then delivered by the student to the Assistant Dean for Academic and Student Affairs regarding formal registration for the course.

**Grading** | The primary faculty sponsor submits the final grade, after consultation with the secondary faculty sponsor, if one has been chosen. The grade should be based on the evaluation method established when the proposal was finalized. Only letter grades are given.

**Credits** | Forty-five hours/credit (including sponsoring faculty contact time) is required as a minimum per unit credit. Once approved, the number of credits may not change.

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## INDEPENDENT STUDY GUIDELINES FOR STUDENT'S STATEMENT (Exhibit D)

The body of the proposal should be written by the student in consultation with the faculty sponsor. It may be any length that is appropriate to the content but should contain, as a minimum, the following:

1. A short explanation of the problem to be studied.
2. A statement of what the student plans to do. This should be as concrete as possible and should indicate the form of the final report. Examples of such outcomes might be as follows:
  - a. Summary (review of readings);
  - b. Critical review and synthesis of a body of literature;
  - c. Abstracts of series of research articles;
  - d. A project in which data are collected and analyzed;
  - e. Annotated Bibliography.
3. A list of the resources the student will consult. For almost all projects a bibliography is appropriate.

## READINGS IN HEALTH PROPOSAL GUIDELINES FOR STUDENT'S STATEMENT (Exhibit E)

### Course requirements

1. The student will write a contract with the faculty sponsor, to include time commitment, meeting arrangements, amount of work to be completed, number of credits to be earned and method of evaluation.
2. The contract will also include a statement explaining how this course fits into the overall academic program and objectives of the student.

Contract should include a(n)

1. bibliography indicating minimum reading requirements.
2. indication of maximum requirements
3. indication of time and frequency for faculty-student discussion meetings
4. indication of percentage of final grade determined by reading, discussion, and annotated bibliography.

### Optional

1. The contract may include a summary of the readings. If, however, any written work goes beyond a summary of the readings (i.e., application of readings to analyze or interpret a situation), then the student must apply for independent study.

## V. PETITION FOR COURSE WAIVER | AA-011

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If you have successfully completed a course in the past, at Stony Brook or another school, which seems to have covered the same material as a required School of Health Professions course, you may petition to waive the course.

YOU, AS THE STUDENT, ARE RESPONSIBLE FOR INITIATING AND FOLLOWING UP ON THE COURSE WAIVER PETITION. A waiver petition form follows this description, and you can make copies of it to use, or you may obtain the form from your department.

When you have completed the first page of the petition form and attached the supporting documentation (i.e. a copy of grade report or transcript, catalog course description, student letter of explanation etc.) bring it and the signature page:

First, to the course instructor for her/his written comments and signature;

Second, to your advisor for her/his written comments and signature.

Third, to your program director for her/his written comments and signature; Fourth, Assistant Dean for Student Affairs.

The dean will notify you, in writing, of the action taken on the petition. Copies of the approval/disapproval letter are sent to the department and to the Office of the Registrar (student's file) as well as to you.

If you receive an approval of your course waiver petition and you have already registered for the course, see your program director, and arrange a "drop" to cancel the course from your registration.

(If you neglect to do this, the course grade will eventually convert to an F.)

COURSE WAIVER PETITIONS MUST REACH DEAN'S OFFICE NOT LATER THAN FOUR (4) WEEKS PRIOR TO THE BEGINNING OF THE MODULE/SEMESTER IN WHICH THE COURSE IS GIVEN. BE SURE TO ALLOW ENOUGH LEAD TIME.

WE RECOMMEND THAT YOU REVIEW THE SCHOOL AND PROGRAM COURSE REQUIREMENTS NOW, AS YOU BEGIN THE PROGRAM. IF THERE ARE ANY THINGS OF WHICH YOU THINK YOU MAY BE ELIGIBLE TO WAIVE, BEGIN THE WAIVER PROCESS IMMEDIATELY, EVEN FOR SECOND YEAR COURSES.

## SCHOOL OF HEALTH PROFESSIONS PETITION FOR COURSE WAIVER

Name of student \_\_\_\_\_ Date \_\_\_\_\_

SB ID# \_\_\_\_\_ Department: \_\_\_\_\_

Academic Plan: \_\_\_\_\_ Articulation Term: \_\_\_\_\_

Title of SHP course to be waived: \_\_\_\_\_

Number of course to be waived.

Subject: \_\_\_\_\_ Catalog Number: \_\_\_\_\_ Course ID: \_\_\_\_\_

Course(s) to establish waiver:

Title	Course Number	Date Taken	Grade Received	Credits Received	University	Instructor

List supporting documentation submitted – e.g., transcript(s), course description(s), etc.

Is this your first petition for a course waiver? YES \_\_\_ NO \_\_\_

a. If no, please list courses for which waiver was previously requested.

Title	Course Number	Date Submitted	Approved	Disapproved	Pending

Explanation of how courses compare (by student) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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## SCHOOL OF HEALTH PROFESSIONS PETITION FOR COURSE WAIVER

Name of Student \_\_\_\_\_

II. Instructor of course to be waived: (If course instructor denies approval, forward petition to Assist. Dean.)

Has the student successfully completed equivalent coursework with a "C" or better? YES \_\_\_\_\_ NO \_\_\_\_\_

Recommends approval \_\_\_\_\_ Does not recommend approval. \_\_\_\_\_

Comments: \_\_\_\_\_

Signed \_\_\_\_\_  
Instructor \_\_\_\_\_ Date \_\_\_\_\_

III. Student's program faculty advisor:

Has the student utilized this course to meet the 57-credit minimum or distribution requirement for admission?

YES \_\_\_\_\_ NO \_\_\_\_\_

Recommends approval \_\_\_\_\_ Does not recommend approval. \_\_\_\_\_

Comments: \_\_\_\_\_

Signed \_\_\_\_\_  
Advisor \_\_\_\_\_ Date \_\_\_\_\_

IV. Department Chair/Program Director

This course will be used to meet the following requirement if approved:

Elective \_\_\_\_\_ Professional \_\_\_\_\_ Core \_\_\_\_\_ Basic Science \_\_\_\_\_

Recommends approval \_\_\_\_\_ Does not recommend approval. \_\_\_\_\_

Comments: \_\_\_\_\_

Signed \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

V. Assistant Dean for Academic and Student Affairs:

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Letter sent to student: YES NO Date \_\_\_\_\_

## vi. CREDIT BY CHALLENGE EXAM | AA-012

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### Policy

Each department faculty will determine the courses for which credit may be requested through a challenge exam in their department and write a policy outlining prerequisites for admission to that exam. Eligibility can be based on life experience, previous coursework, and/or other appropriate qualifications.

The evaluation should be in a form or forms appropriate to the type of course, e.g., written/oral for lecture course, practical/written for laboratory course, clinical evaluation for clinical practicum.

- Only matriculated students (full-time or part-time) will be eligible for a challenge.
- The maximum number of credits for which a student can accumulate challenge credits will be ten.
- No student may sit for a challenge exam more than once in any one course. No student may sit for a challenge exam in a course previously taken.
- All eligible students will take the challenge exam at the time designated by the instructor.
- A grade of less than “B-” (as determined by the instructor) on a challenge exam will indicate failure to challenge out of a course.
- Each challenge exam must be reviewed yearly by the instructor and the results reported to the department chair/program director.

### Procedure

1. The student interested in pursuing credit by challenge exam must register for the course.
2. A student must initiate a request for challenge to the department chair/program director, or their designee, in which the course is offered. This must occur a minimum of two modules before the course begins, submitting at the same time appropriate evidence for justification. (Exceptions can be made for courses that begin in the first or second module following the student’s matriculation.)
3. The student then obtains the signature of their advisor.

4. The student then submits the request with the above two signatures to the course instructor.
5. The instructor will inform the student of the time and place at which the challenge exam will be given, as well as the objectives which the exam covers, the type of exam, and the criteria for assigning grades.
6. The challenge exam must be taken and graded before the course begins.
7. The instructor must report the results of the challenge on the petition form to the department chair/program director in which the course is offered, the department chair/program director of the student's program and to the assistant dean for student affairs.
8. The student's department chair/program director will then notify the student of the results of the exam.
9. When the assistant dean for student affairs has been notified that the student has passed the exam, the Office of the Registrar will be requested to delete the course, and at the end of the academic period, to enter the course as credit by examination with the appropriate grade.
10. A student who fails to successfully pass the challenge exam or fails to waive the course without credit will be required to proceed with the course.

**SCHOOL OF HEALTH PROFESSIONS  
PETITION FOR CHALLENGE EXAMINATION**

Student \_\_\_\_\_ Stony Brook ID# \_\_\_\_\_

Department \_\_\_\_\_

Course Designation \_\_\_\_\_ Number of Credits \_\_\_\_\_

Course Name \_\_\_\_\_

Module(s) \_\_\_\_\_ Year \_\_\_\_\_

Previous challenge credits accrued. \_\_\_\_\_

Justification (submit evidence) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Course Instructor \_\_\_\_\_ Date \_\_\_\_\_

Challenge Exam successfully completed:      Yes \_\_\_\_\_      No \_\_\_\_\_

Grade earned: \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

CC:      *Faculty Advisor*  
         *Department Chair*  
         *Program Director*  
         *Assistant Dean for Academic & Student*  
         *Affairs Registrar*

## C. DEAN'S MEMORANDUM ON UNIFORM REGULATIONS, MISC. RULES, AND POINTS OF INFORMATION

**TO:** All New SHP Students

**FROM:** Stacy Jaffee-Gropack, PT., Ph.D., FASAHP  
*Dean and Professor*

**SUBJECT:** A Few Rules and Points of Information

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The rules governing academic standing have been spelled out for you elsewhere in your School of Health Professions (SHP) orientation packet. Since we are all adults involved in professional disciplines, we attempt to operate the school with as few other rules as possible. However, we ask that you adhere to these rules to provide a comfortable environment for all.

**Class Time** | Classes meet at the scheduled time and adjourn ten minutes before the time published for adjournment (ex. 8:00 to 9:00 am course adjourns at 8:50am). Habitual lateness or leaving a class before it ends is not acceptable.

**Attendance** | Attendance at all scheduled didactic and clinical learning activities is required of students in the School of Health Professions. Since the teaching programs of the school seek not only to present facts, but also to develop skills and attitudes appropriate to the health professional, mere acquisition of cognitive knowledge may not be sufficient to pass a particular course or to learn the skills required of a professional person.

**Advisors** | Each student will be assigned a faculty advisor. Any problems that arise should be discussed with that advisor.

**Proper Attire and Identification** | This is a professional school; the code of dress is casual, but professional. For biological and safety reasons, bare feet are not permitted within the building at any time.

In all clinical assignments and fieldwork, you will be expected to present a neat, clean appearance that will reflect favorably on yourself, your profession, and the school. Each program has specified its own "proper attire and identification" requirements, which you are expected to adhere to.

**Cheating** | As previously mentioned, the school policy on academic dishonesty is spelled out elsewhere in your orientation packet. I wish to emphasize that the school is responsible for educating health professionals; dishonesty of any kind is unacceptable in any health profession. You must check with your program to verify that a copy of a specific "old exam" is authorized for circulation.

**Electronics** | The use of cell phones, laptops, tablets, and other electronic devices in the classrooms





will be dictated by the instructor. Students are expected to adhere to the rules and guidelines set forth for each class.

**Use of Office Equipment** | We are unable to permit use of SHP office computers, fax, photocopy machines, etc. by students. Copy machines, computers and printers for student use are available in the Health Sciences Library (HSC) on Level 3.

**Lockers** | A limited but reasonably adequate number of lockers is available to some SHP programs. Lockers will be assigned through your program.

**E-mail** | Each new student will receive a Stony Brook University email address. All official electronic correspondence, including registration, graduation, etc. will be sent to this address. It is your responsibility to check your email on a regular basis. Failure to do so may preclude you from meeting critical deadlines or receiving important information. Students should use their university e-mail to communicate with faculty and each other. You can forward your SB e-mail to your own preferred email address.

**Parking** | Students living on campus are provided with parking near their residence halls. Commuter students may park in Lot 40 (off Stony Brook Road) and take the campus bus to the Health Sciences Center/University Hospital.

**Vehicle Registration** | It is important that you register your vehicle on campus via the website ([https://www.stonybrook.edu/commcms/mobility-and-parking/parking/Parking\\_Permits.php](https://www.stonybrook.edu/commcms/mobility-and-parking/parking/Parking_Permits.php)). The parking hang tag is generated by computer and mailed to you.

### Miscellaneous

- No pets or bicycles are permitted in this building. Bike racks are located under the HSC on level 1.
- No food or beverages may be brought into a classroom.
- **SMOKING** is not permitted in the Health Sciences Center, or anywhere on the East Campus.

***Important! If at any time you change your address (either local or permanent), you can submit the change through the SOLAR System. In addition, advise your program.***

## D. STUDENT ACCESSIBILITY STATEMENT

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact the Student Accessibility Support Center, Stony Brook Union Suite 107 (631) 632-6748, or at [sasc@Stonybrook.edu](mailto:sasc@Stonybrook.edu). They will determine with you what accommodation is necessary and appropriate. All information and documentation is confidential.

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and the Student Accessibility Support Center. For procedures and information go to the following website:

<https://ehs.stonybrook.edu//programs/fire-safety/emergency-evacuation/evacuation-guide-disabilities>

## E. SCHOOL STATEMENT ON DIVERSITY, EQUITY, AND INCLUSION STATEMENT

The School of Health Professions is committed to ensuring safe, welcoming, and inclusive learning spaces for all members of our community. Inclusive learning spaces can include classrooms, labs, and other places of learning where all stakeholders (students, faculty, and staff) will be treated with respect and dignity. Students will be provided equitable opportunities to express ideas, opinions, and worldviews.

The use of any language or behavior that may be construed as offensive and/or disparaging based on a person or group's race, ethnicity, sexual orientation, gender identity, age, religion, socio-economic status, disability status, citizenship status, or any other characteristic is not acceptable behavior. Students who are in violation of the aforementioned may be referred to the Office of Student Conduct and Community Standards.

## F. POLICIES ON NON-DISCRIMINATION AND SEXUAL HARASSMENT

Please see the following website:

<https://www.stonybrook.edu/commcms/oea/policies/>

## G. STUDENT PARTICIPATION ON SHP COMMITTEES

The Faculty Assembly of the School of Health Professions (SHP) has established several standing and ad-hoc committees which provide for student participation. These committees, made up of representatives from each SHP program, are listed below. Please let your program director know if you are interested in serving on a committee.

The **Student Advisory Committee to the Dean** is composed of one student from each class of the SHP professional programs (one from the first year, one from the second year, and, if relevant, one from the third-year classes), representatives from each section in the Health



Science program, Stacy Jaffee Gropack, and Associate and Assistant Deans. Each class should elect its representative as soon as possible after the beginning of classes for the new academic year. The Dean's Advisory Committee meets regularly, usually once a month, according to a schedule chosen by the members. It may meet more often as required by student needs.

The **Academic Standing Committee** meets on an as-needed basis to review issues related to students' academic standing (e.g. probation, leaves-of-absence, suspension, termination, return to good standing, etc.), and make recommendations to the dean regarding decisions concerning these issues. The committee also reviews and makes recommendations concerning academic policies which govern the programs within the school.

The **Research Committee** serves to promote awareness about current policies and procedures governing research in the university and school to faculty, staff, and students, and to support the development of a collaborative environment in which faculty and students can conduct research.

## H. GLOSSARY

**Business Day:** a day between and including Monday through Friday which does not include days when the University is closed.

**Calendar Day:** any day of the week. This includes weekends, holidays and when the University is closed.

**Dean:** as used within the Academic Standing section of this handbook, the term shall be deemed to mean and include any person authorized to exercise the powers of the Dean by designation or during a vacancy of their positions or during the absence or disability of the incumbent.

## Stony Brook University's Non-Discrimination Statement

### Forms of Mistreatment

- Physical harm/punishment
- Belittlement/humiliation
- Denied opportunities based on protected class
- Offensive remarks/names
- Lower grades/evaluations
- Request for sexual favors
- Unwanted sexual advances
- Request for personal service(s)

## School of Health Professions Reporting a Learning Environment Concern Guide for Students

Perceived mistreatment,  
unprofessional behavior, or  
academic misconduct  
witnessed or experienced

- Practice self-care
- Consider support from TimelyCare, CAPS
- Consider support from and debrief with family/friends/mentor
- Consult SHP Student Handbook\*

Student decides to report the  
incident and would like to  
involve faculty/staff from  
program or school

Student decides not to pursue  
reporting (i.e. discussion with  
involved parties)

Outside  
SHP

Within  
SHP

Document incident  
(date/details/people  
involved)

Directly report to the  
Title IX Coordinator or  
Affirmative Action and  
Equal Opportunity  
Office (AAEO)

Speak with  
representative within  
Department/Program  
(faculty/advisor/  
director/chair)\*\*

Directly report to the  
Assistant Dean for  
Academic & Student  
Affairs\*\*

Concerns are then  
forwarded to the  
appropriate committee or  
office for further action

### KEY

- Precontemplation
- Contemplation
- Action
- Follow-up

\*See SHP's Student Handbook for details on pre-grievance and grievance procedures.

\*\*All faculty and staff in the SHP are considered Responsible Employees and are mandated reporters for sexual conduct.