

STUDENT HANDBOOK



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**STATE COLLEGE OF OPTOMETRY
STATE UNIVERSITY OF NEW YORK**

Office of the President

A MESSAGE FROM THE PRESIDENT

TO THE STUDENTS OF OUR COLLEGE:

Founded in 1971, the State College of Optometry has become an institution of eminence and leadership in the profession, as well as a Center of Excellence within the State University of New York system. The progressive character of the academic and professional programs is supported by the high quality of its faculty and their commitment to your success as students.

As an urban-based campus, the College takes particular pride in its public service mission of clinical care, providing general and specialized eye care services to tens of thousands of patients each year. The University Eye Center (UEC), the College's patient care facility, with approximately 70,000 patient visits each year, provides a rich clinical experience for our doctor of optometry degree program students.

A hallmark of the SUNY College of Optometry is its commitment to discovery, to leading the advancement of vision care through research and in developing future vision scientists through our Ph.D. and M.S. degree programs. A broad range of basic and clinical science research is conducted by members of our faculty and there are numerous opportunities for not only our graduate students, but our professional degree program students to become involved in scholarly activities.

Doctors of Optometry, as primary eye care practitioners, provide approximately two-thirds of all eye care in the country and are prepared to meet the growing needs of the public. With the expanding professional responsibility that optometry has experienced over the past decades, there has come new challenges for future leadership, talent and expertise. These challenges are yours to fulfill as future doctors of optometry or vision scientists and as prospective leaders in health care. Our roles as faculty members and administrators are to facilitate that fulfillment. For, indeed, you are young women and men of enormous talent and promise.

Sincerely,



David A. Heath, O.D., Ed.M.
President

**STATE UNIVERSITY OF NEW YORK
STATE COLLEGE OF OPTOMETRY**

Office of the Vice President for Student Affairs

Admissions

Counseling

Financial Aid

Records

GREETINGS FROM THE VICE PRESIDENT OF STUDENT AFFAIRS

Dear SUNY Optometry Students:

Welcome to SUNY College of Optometry!

The onset or continuation of your academic program should be a time of excitement and expectation. Pursuing optometric education is a rich and rewarding opportunity. The profession is a young and evolving one, and the College, as a leader, offers you strong preparation for today's optometric practice and the chance to contribute to the shape of its future.

You will be provided ample opportunity to learn, to explore, to challenge and be challenged. Use every resource SUNY Optometry has to offer to maximize and personalize your education. Prepare yourself to be the best person and professional you can be. Be an active participant in your own evolution and the evolution of the College and the Profession. SUNY Optometry will impact your life and you will impact ours.

I urge you to call upon the members of the Student Affairs Staff and myself to assist you in making your four years at SUNY enriching, intellectually satisfying, enjoyable and successful.

On behalf of the Student Affairs staff, welcome and best wishes for a fulfilling year.

Sincerely,



Jeffrey L. Philpott, PhD.

INTRODUCTION

Federal and State laws require institutions of higher learning in New York State to provide students with information regarding health, safety, rights of privacy, affirmative action policy, academic policies, financial aid information and policies related to students with disabilities. The Office of Student Affairs is pleased to present the *SUNY Optometry Student Handbook*. It, along with the College's catalogue, is a compilation of College policies and other information pertinent to your educational experience at SUNY Optometry. Please make use of it.

The handbook is a reference piece for matriculated students, used to supplement, not replace, the College catalogue. The State College of Optometry and the State University of New York reserves the right to change programs, policies, and requirements published in this handbook. The handbook should not be regarded as a contract. As changes occur, supplemental material or announcements will be made to inform students. An updated version is available on the College's website at www.sunyopt.edu. This edition published July, 2011

The State University of New York, State College of Optometry, does not discriminate on the basis of race, gender, religion, national origin, age, sexual orientation, or marital status, in its admission, employment, or treatment of students and employees. Effective January 26, 1992, the State University of New York, State College of Optometry and the University Eye Center became subject to the provisions of the Americans with Disability Act. Inquiries regarding the Act and its implications for students with disabilities may be directed to the Vice President for Student Affairs in 1127, 212-938-5500 or the Director of Personnel in Room 933, 212-938-5882 (**please see Appendix B for more details**). The State University of New York has established a procedure for the review of allegations of discrimination by students, faculty and staff. Inquiries regarding the procedures may be made in the Personnel/Affirmative Action Office, Room 933.

COLLEGE INFORMATION AND POLICIES

EXPECTATIONS OF A HEALTH PROFESSION'S STUDENT

The State University of New York, State College of Optometry is committed to the development of its students as professionals in that health care discipline known as optometry. As such, we strive to produce professionals who, at graduation and thereafter, can each, 'with full deliberation,' 'freely and solemnly pledge':

I will practice the art and science of optometry faithfully and conscientiously, and to the fullest scope of my competence.

I will uphold and honorably promote by example and action the highest standards, ethics, and ideals of my chosen profession and the honor of the degree, Doctor of Optometry, which was granted me.

I will provide professional care for those who seek my services, with concern, with compassion and with due regard for their human rights and dignity.

I will place the treatment of those who seek my care above personal gain and strive to see that none shall lack for proper care.

I will hold as privileged and inviolate all information entrusted to me in confidence by my patients.

I will advise my patients fully and honestly of all which may serve to restore, maintain, or enhance their vision and general health.

I will strive continuously to broaden my knowledge and skills so that my patients may benefit from all new and efficacious means to enhance the care of human vision.

I will share information cordially and unselfishly with my fellow optometrists and other professionals for the benefit of patients and the advancement of human knowledge and welfare.

I will do my utmost to service my community, my country and humankind as a citizen as well as an optometrist.

I hereby commit myself to be steadfast in the performance of this solemn oath and obligation.

THE OPTOMETRIC OATH

This oath is taken by all graduates at the time of their commencement. It is, therefore, incumbent upon each student at the State University of New York State, College Of Optometry to exhibit these same qualities and attributes, while matriculating in our Doctor of Optometry program. ***Such qualities and attributes as honesty, integrity, professionalism, compassion, unselfishness, competence, decency and concern for the human rights and dignity of all students, faculty, staff and patients will be expected and demanded of students expecting to advance through the professional curriculum and graduate with a Doctor of Optometry degree from this institution.***

With this in mind, the Student Council of the College developed and passed, in the Spring of 1999, a "Student Code of Ethics". This Code is intended to be the base line standard by which each student at SUNY Optometry is expected to adhere:

STUDENT CODE OF ETHICS, MISSION STATEMENT

This Student Code of Ethics was established by the students of the SUNY College of Optometry to share a mutual understanding and responsibility for conduct befitting a student of optometry. The intent of this Code is to establish the highest standards of ethical conduct for our student body. The student, by signing this Code of Ethics, will agree to adhere to its principles and demonstrate the professional and ethical qualities that are expected of a student in a health profession program. These standards will enable a higher moral foundation for the ultimate benefit of the profession of optometry and the people it serves.

SUNY OPTOMETRY'S STUDENT CODE OF ETHICS

It shall be the Ideal, the Resolve, and the Duty of Professional Optometric Students:

TO TREAT fellow students, faculty, patients and staff with the respect and dignity that is the right of every human being;

TO HONOR AND ADHERE to the qualities of honesty and integrity as they interact in the classroom, the clinic and in daily routine;

TO KEEP the visual welfare of the patient uppermost at all times;

TO PROMOTE in every possible way, as a group and individually, better care of the visual needs of humankind;

TO ENHANCE continuously their educational and technical proficiency to the end that their patients shall receive the benefits of all acknowledged improvements in visual care;

- TO ADVISE the patient whenever consultation or referral seems advisable;
- TO HOLD in professional confidence all information concerning a patient and to use such data only for the benefit of the patient;
- TO CONDUCT themselves as exemplary citizens;
- TO ACT in a fashion that is consistent with the ethics and ideals of a learned profession;
- TO PROMOTE and maintain cordial and unselfish relationships with fellow students, faculty, staff, and members of their own profession and other professions for the exchange of information to the advantage of humankind;
- TO UPHOLD professionalism as has been defined and revered as the standard for all health practitioners.

FORMAL COMPLAINT PROCEDURE FOR STUDENTS

Overview:

Formal Complaints that are **neither** academic in nature (please note that *Student Grievances and Appeals of Final Grade* are outlined in the *Student Handbook*) **nor** involve alleged violations of the *Student Code of Ethics* (as outlined under in the *Student Handbook* under *Judicial Policy and Procedure for Dealing with Unethical or Unprofessional Student Conduct*) are addressed in SUNY College of Optometry's Formal Complaint Procedure, as outlined below.

In most instances, grievances or issues of concern that students have at the College are addressed informally, often with the assistance of the Vice President for Student Affairs (VPSA) or another college faculty or staff member. However, a **formal complaint** may be initiated by any student of SUNY College of Optometry.

Process:

- A formal complaint must be in writing, dated, signed by the complainant, and addressed to VPSA (Please note that only written, dated, and signed submissions will be processed as formal complaints; verbal and electronic submissions will not be processed.).
- Upon receipt, the VPSA will forward the complaint to an appropriate College authority, usually another college vice president, who has the authority to address the complaint. In certain situations, the VPSA may be deemed the appropriate College authority to address a particular formal complaint.
- An acknowledgement of the complaint will be sent in writing by the appropriate College authority to the complainant (and a copy will be sent to the VPSA) within 10 business days of the date the written complaint is received by the VPSA.
- The appropriate College authority will provide a written response to the complainant (and a copy will be sent to the VPSA) within 20 business days of the date the written complaint is received by the VPSA.
- The complainant has the right to redirect the complaint to the Vice President for Student Affairs for further action if he or she is not satisfied with the initial response from the appropriate College authority.

Every effort will be made to resolve the complaint in a confidential manner and as expeditiously as possible; however, complete confidentiality cannot always be guaranteed. In the process of handling complaints, certain information may be distributed to appropriate administrators, respondents, and/or witnesses in order to conduct fact finding, institute remedial actions, or to informally resolve the complaint.

Note: Due to the nature of the allegations being brought forth in certain instances, the VPSA may determine that certain complaints constitute alleged violations of the *Student Code of Ethics* (as outlined in the *Student Handbook* under *Judicial Policy and Procedure for Dealing with Unethical or Unprofessional Student Conduct*). To resolve these cases, the College's Judicial Committee may be called upon to conduct interviews, collect statements, and possibly conduct hearings.

Records of Formal Complaints:

Records of formal complaints will be kept for a minimum of five years in the Office of the Vice President for Student Affairs. For each formal complaint received, the following information will be logged and maintained as part of the College's "Formal Complaint Log":

- The date the formal complaint was submitted to the Vice President for Student Affairs;
- The nature of the formal complaint;
- Copies of the acknowledgment and response (recorded by date) provided to the student from the appropriate College authority and steps taken by the College to resolve the formal complaint;
- The College's final decision regarding the formal complaint, including any referral to outside agencies;
- Any other external actions initiated by the student to resolve the formal complaint, if known to the College (such as lawsuit, EEOC investigation, etc.).

HEALTH POLICY

Compliance with New York State Health Code

The University Eye Center is licensed as a Diagnostic and Treatment Center regulated by the New York State Hospital Code in accordance with Public Health Law 2803. Below is a summary of regulations pertinent to your role as a student-provider of health care services at the University Eye Center.

- **By New York state Department of Health regulation** an annual health status assessment must be provided by all staff (including students) to assure freedom from a health impairment which is of potential risk to patients. The assessment must include:
 - Documentation of a Tuberculosis status by PPD (Mantoux skin test) or other means annually
 - A health status assessment.
- Services must be provided without regard to age, race, color, sexual orientation, marital status, religion, sex, national origin or sponsor.
- A method for promptly handling patient complaints must be followed. (Note: All written patient complaints should be forwarded to your respective clinical supervisor).
- Prompt follow-up action must be taken for patients with abnormal test results or physical findings.
- Cases of suspected child abuse or maltreatment must be identified, assessed, reported and referred; victims of domestic violence must be identified and treated.
- Patients must be granted access to their health care records in accordance with the provisions of Section 18 of the Public Health Law. (Note: Under no circumstances is staff to provide copies of any portion of a health care record directly to a patient or qualified person.)
- Participation is required in the Center's quality assurance activities at the request of your clinical supervisor.
- Report any of the following incidents to Clinical Administration:
 1. Patient transfers to a hospital
 2. Fires in the Center or other occurrences which disrupt the provision of patient care services or cause harm to patients or staff
 3. Equipment malfunctions during treatment or diagnosis of a patient which adversely affected a patient or center personnel.

THE INFORMATION PROVIDED HEREIN IS ONLY REPRESENTATIVE OF THOSE REGULATIONS IMPOSED ON OUR FACULTY PURSUANT TO THE NEWYORK STATE PUBLIC HEALTH LAW AND IS NOT INTENDED TO BE EXHAUSTIVE. PLEASE DIRECT ANY QUESTIONS TO CLINICAL ADMINISTRATION.

Mandatory Student Immunizations for Measles, Mumps and Rubella

All SUNY College of Optometry students will be required to provide proof of adequate immunization against measles, mumps and rubella as a condition of enrollment at the College. The mandatory health policy was instituted to comply with New York State Public Health Law 2165, which was passed in June 1989, requiring full-time students attending colleges and universities in New York State to demonstrate proof of immunity against measles, mumps and rubella. Proof of immunity consists of a certificate of immunizations signed by a physician or health care provider which documents measles, mumps and rubella immunity. The certificate must specify the type of vaccine and the dates (month, day, year) of administration, or the date of disease diagnosis, if any, or the date of serologic testing and results, if any. A student health record from a previously attended school, which properly documents the immunization history previously described, is acceptable as proof of immunity.

Requirements for registration and attendance include completion of the SUNY College of Optometry Student Health Form containing the following information.

- Medical History
- Physical Examination
- Tuberculin Test (within one year)
- If tuberculin test is positive, a chest x-ray recording the results, date and place of the examination is required.
- Proof of two doses of measles vaccine, and one dose each of mumps vaccine and rubella vaccine or serological evidence of antibodies.
- The Hepatitis B vaccine (3 shots) is strongly recommended, it is not required. You are required, however, to notify the College if you have received the vaccine, if you will be receiving the vaccine or if you do not wish to take the vaccine.

All SUNY Optometry students will be required to provide proof of adequate immunization against measles, mumps and rubella as a condition of registration and enrollment at the College. ***If a student does not comply, or does not present acceptable evidence of compliance, the College must refuse to allow the student to continue in attendance.***

All students should be aware of the signs and preventability of Hepatitis B. Since medical history and examination cannot reliably identify all patients infected with Hepatitis B (HBV), or other blood-transmissible pathogens, barrier safeguards should be used by all individuals that provide care to patients at the University Eye Center. While it is not required, the Hepatitis B vaccination (3 shots) is strongly recommended. (See below)

Information about Hepatitis B and the Vaccine (Recombinant)

Hepatitis B (serum hepatitis) is a disease that is more common in hospital workers than it is in the general population. Those at the highest risk are those whose jobs may result in direct contact with blood, such as patient care workers in the emergency rooms and dialysis units, as well as technicians in blood banks and coagulation laboratories.

Though the optometric student interns are not in this “highest risk” category, they are entering into a profession in which direct patient contact is necessary. This will be true as you rotate through the various clinics of the College’s University Eye Center and satellite facilities. Since there is always the possibility of infection, no matter how slight, and because this particular disease has received considerable public health attention, the College wishes to make you aware of the options available, should you wish to avail yourself to them.

Most individuals who get Hepatitis B have either no symptoms or only a mild illness. Many, however, will be sick enough to be temporarily disabled and a few will have severe life-threatening illness. In addition, some people who recover from the attack will become carriers of the virus (a condition in which they may infect others) and some will develop chronic hepatitis or cirrhosis.

In the trials of the Hepatitis B Vaccine, it was given to several thousand individuals. The major side effects were mild soreness at the injection site and slight fever. Rash, nausea, joint pains and fatigue were reported rarely. Reactions were seen no more frequently than when a Placebo (an injection that did not contain vaccine) was given. However, it is possible that unanticipated side effects may appear that were not seen when the vaccine was under study. These side effects may be unimportant or serious, but there is a very real danger that without vaccination, a substantial number of people will develop Hepatitis B and some have serious complications from that disease.

For effective immunity, a total of three injections are needed (two primary injections and one booster). The first two injections are given one month apart and the booster is given six months after the first injection. More than 95 out of 100 people who receive all 3 injections will become immune to Hepatitis B. Our experience to date indicates that the immunity is at least five years and may be lifelong, though it is too early to be sure. Those who do not respond to the vaccine will be susceptible to Hepatitis B.

CONTRAINDICATIONS:

If you are ***allergic to yeast***, you may not receive the vaccine. Also, if you have a ***low grade virus*** (i.e. aches, fatigues, etc.), it is better to wait until your symptoms pass to get the vaccine. If you are ***pregnant or a nursing mother***, you may not wish to take the vaccine because Pregnancy Category C Animal Reproduction studies have not been conducted and it is not known whether the vaccine is excreted in human milk.

Again, we recommend that you consult with your physician for more details and advice about this disease and the vaccine.

International Student – Health Insurance Policy

All international students attending SUNY College of Optometry are required to carry medical insurance. Such mandatory insurance requirements have been put into place because international students are often unaware of how the U.S. health care system works. In addition, universities must certify to the U.S. Department of State and Justice (on certificates of eligibility, Forms I-20 and IAP-66) that they have verified the financial resources of admittees and that the admittees have adequate funds to meet their needs while studying in the U.S. SUNY realizes that most international students could not pay large and unexpected medical bills, so as a condition of enrollment SUNY requires students to carry medical insurance.

For more information on International Insurance, contact Dr. Jeffrey Philpott, Vice President for Student Affairs.

ALCOHOL AND DRUG POLICY

University Policies Regarding the Consumption of Alcohol

The service and consumption of alcoholic beverages at SUNY are governed by the New York State Alcohol Beverage Control law and other laws of the State of New York. Based on such laws, campus policy is as follows:

1. Alcoholic beverages may not be brought into the College's building unless formal written approval is obtained in advance from the Vice President for Student Affairs
2. No person shall be served alcoholic beverages on campus to consume on campus or elsewhere:
 - a) If that person is, or appears to be, under the legal age of 21;
 - b) If that person is, or seems to be, intoxicated, or is known to the server to be a problem drinker.
3. The individual group or groups sponsoring an event at which alcoholic beverages are served (the sponsor) shall be responsible to make sure that all New York State laws and regulations and all SUNY rules and regulations regarding the sale, use, service, and consumption of alcoholic beverages are observed at such an event. This responsibility shall include, without being limited to, the following:
 - a) Items of this policy as stated above;
 - b) obtain written approval by the sponsor from the Vice President for Student Affairs prior to each event at SUNY at which alcoholic beverages are to be served; and
 - c) instruction by the sponsor to the person or persons actually serving alcoholic beverages at the event that they shall not serve or sell alcoholic beverages to any person who is or appears to be intoxicated, who is known by the server to be a problem drinker, or who is or appears to be under the legal drinking age.

The foregoing policy is applicable to all events at which alcoholic beverages are served at SUNY. In addition, specific policies, procedures, and regulations governing particular facilities or populations will be developed by the persons or offices authorized to do so, in conjunction with the Office of Student Affairs or Personnel.

COLLEGE POLICY STATEMENT AND ALCOHOL ABUSE FOR STUDENTS

American society is harmed in many ways by alcohol abuse and other drug use. Decreased productivity, serious health problems, breakdown in communication and strained societal resources are all results of substance abuse. Education and learning are especially impaired; use and abuse among students inhibits their educational development and may adversely affect patient care.

I. POLICY

The State University of New York, State College of Optometry is committed to the development and maintenance of a drug-free environment. In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the college will not tolerate the abuse of alcohol, the unlawful possession distribution and use of controlled substances and alcohol on college premises.

It is the position of the SUNY State College of Optometry that the abuse of alcohol and/or the illegal possession or use of other drugs adversely affects the College community's pursuit of its educational and patient care goals. Furthermore, as a state supported institution, it is the responsibility of the College to uphold both state and federal laws.

II. GUIDELINES AND PROCEDURES COMPLIANCE

Compliance with the College Policy on Drug and Alcohol Abuse shall be a condition of attendance at SUNY College of Optometry.

III. VIOLATIONS

Any student convicted of any criminal drug statute violation occurring in or on the property owned or controlled by SUNY State College of Optometry is required to give a signed, written notice of the conviction to the Chief of University Police within five (5) calendar days following the conviction.

Students who violate the policy may be subject to disciplinary action in accordance with the college code of conduct. Possible disciplinary action includes probation or dismissal from the college. Further, violators may be required, as a condition of continued attendance SUNY State College of Optometry, to participate in an approved drug or alcohol rehabilitation program.

LEGAL SANCTIONS UNDER FEDERAL AND STATE LAW

FEDERAL LAW

SUNY State College of Optometry **will** notify the appropriate federal agency, **when** applicable, within ten (10) days of notice of a student conviction. In addition to College sanctions, violators may be subject to criminal prosecution under federal and state laws which specify fines or imprisonment for conviction of drug related offenses. Where appropriate or necessary, the College will cooperate fully with law enforcement agencies.

Federal penalties and sanctions for the illegal possession of a controlled substance are detailed in the Controlled Substance Act (21 U.S.C. 811, 844, 853).

For the first conviction imprisonment may be imposed up to a year and fines issued of at least \$1,000. There are special sentencing provisions for the possession of crack cocaine: mandatory at least 5 years in prison and fines up to \$250,000.

STATE LAW

New York Penal Law defines a misdemeanor as a crime punishable by imprisonment for more than 15 days but not more than one year. A felony is a crime punishable by imprisonment for more than one year.

New York State Penal Law Article 220 set criminal penalties for possession or sale of controlled substances considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug and amount held or sold.

Marijuana is placed in Article 221 and is separately dealt with in the Penal Law, as a result of the Marijuana Reform Act of 1977.

Section 220.44 - **makes criminal sale of a controlled substance in or near school grounds a Class B felony.**

220.45 - makes criminal possession of a hypodermic instrument a Class A misdemeanor.

220.46 - makes criminal injection of another person with a narcotic drug—with consent of that person, a Class E felony.

220.50 - bans possession or sale of drug paraphernalia; deals with things that dilute drugs, like dextrose or mannite; and gelatin capsules, plastic envelopes, etc., considered commercial preparation materials (Class A felony).

220.60 - makes criminal possession of certain “precursors” of controlled substances used in their preparation or manufacture, but not the drugs themselves, a Class E felony (for example, ergot, or diethylamide).

220.65 - makes criminal sale of a prescription for controlled substance a Class C Felony.

It is important to be aware that under the Penal Law, a gift of drugs, including marijuana, is treated as a sale.

220.70 - makes criminal possession of methamphetamine manufacturing material with the intent to unlawfully produce, prepare or manufacture methamphetamine a class A misdemeanor.

NYS Alcoholic Beverage Control law

The amendments to Article 5 section 65-b and 65-c of the Alcoholic Beverage Control Law (Chapters 225, 586 and 592 of the Laws of 1989) provide:

Effective January 1, 1990, persons under the age of 21 are prohibited from possessing any alcoholic beverage with the intent to consume the beverage. Exceptions are provided for the consumption in an institutional setting and in cases where the alcoholic beverage is provided by a parent or guardian.

Violators are subject to a fine of up to \$50 per offense, but are not subject to arrest. Alcoholic beverages involved in the alleged violations of this law may be seized by authorized law enforcement officials including University Police officers. Disposal and destruction of the seized alcoholic beverages are also authorized but cannot be carried out until three days after the initial appearance date, unless otherwise ordered by a court. Effective November 1, 1989, persons under the age of 21 who present falsified or fraudulently altered proofs of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation, punishable by a fine of up to \$100.00 and a community service requirement of up to 30 hours. In addition, the court may order completion of an alcohol awareness program established pursuant to section 19.25 of the mental hygiene law.

Effective October 19, 1989, a person under the age of 21 who presents an altered New York State drivers license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver’s license for up to 90 days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver’s license following the suspension.

<http://ypdcrime.com/abc/article5.htm>

SMOKING POLICY**Clean Indoor Air Act**

Comprehensive legislation to limit public exposure to second-hand smoke in New York State was enacted into law in 1989, as the Clean Indoor Air Act. Smoking is **prohibited** throughout the **entire** facility and along the sidewalks adjoining the building on the 42nd and 43rd street sides.

PERSONAL SAFETY POLICY

OVERVIEW

Sensitive crimes, such as sexual assault, are felonies which too often go unreported and victims do not receive the attention or support they deserve. Therefore, the State College of Optometry seeks to educate our students and college community on prevention and supportive services that are available to deal with this type of crime.

POLICY STATEMENT

The State College of Optometry will provide information to our College community regarding sexual assault and other personal safety issues annually. College offices such as Student Affairs and University Police will refer possible victims to local support agencies and assist them with the reporting of the crime to local authorities. The President will take measures as deemed appropriate after due process and careful consideration with respect to any member of the college community involved in a sexual assault or any other sensitive crime.

OBJECTIVES

- a. To annually update and provide information regarding sexual assault in the student handbook which includes local referral sources, as well as through employee orientation materials.
- b. To provide information to new students at the orientation program about prevention and the importance of support services should a student require them.
- c. To assist any member of the college community who may be a victim of sexual assault, or other personal crimes, with securing counseling services and reporting the crime to the appropriate authorities.
- d. To educate and train University Police Personnel and other college officials who advise and/or supervise students in regard to prevention and the importance of support services for members of the college community who may be victims of sexual assault and other crimes.

CRIME WARNINGS

WALKING

1. Avoid traveling alone at night. This is a common statement, but should be particularly adhered to in a large city.
2. Confine walking to well-lit, regularly traveled streets and pathways. Avoid shortcuts and keep away from alleyways or any other area where someone may hide.
3. Do not hitchhike or accept rides from casual acquaintances.
4. While walking to your vehicle or residence, have your keys ready in hand.
5. When using the subways or buses, have your metrocard or exact change ready in an accessible pocket to eliminate opening a purse or wallet in front of others. This may also save you from waiting in lines.
6. Upon getting out of a car or off public transportation, take a look around to make sure that you are not being followed.
7. If you find yourself confronted by an assailant, you must remember that while screaming and struggling may in some instances frighten off the assailant, in other instances such actions may further provoke the assailant and bring forth a more violent reaction.
8. Above all you must keep your "cool" and assess the situation before choosing your course of action. Whether or not the assailant is armed or has made threats against your life will obviously be a determining factor in your decision. Your mindset should be to survive the encounter.

DRIVING

1. Do not pick up strangers.
2. Keep your windows closed and doors locked.
3. Avoid stopping in poorly lit, out-of-the-way places.
4. If you think you are being followed, stay in populated areas. Look for a place where there are people, stop and let the vehicle behind you pass. If the vehicle continues to follow you, seek out a place where assistance is easily accessible (i.e., gas station, police station, etc.).
5. When parking at night, choose well-lit areas. Before getting out of your vehicle, check for people around you.
6. Before entering your vehicle, always check the interior, paying particular attention to the floor and rear seat.

PRIVATE RESIDENCE

1. Keep the door(s) to your residence and accessible windows locked at all times.
2. Do not keep your residence and vehicle keys on the same key ring.

3. Women living alone should not use the prefixes “Ms.,” “Miss” or “Mrs.” on their doors or mailboxes. Instead, use the first initial and last name. This is also advisable for telephone directories.
4. If you receive obscene or harassing telephone calls, or several calls with no one on the other end of the call, immediately notify the Police.
5. If you find that your room/home has been entered, do not go inside. Go to a neighbor and call the police. If you are already inside, do not touch anything and try to exit as quickly as possible.
6. If you discover an intruder, do not antagonize them because they may be armed. Be very cautious!

ADDITIONAL CRIME WARNINGS

1. During holiday seasons, the risk of theft and other personal crimes escalates. Please be extremely cautious with carrying too much money or too many packages and follow all of the afore mentioned warnings more carefully.
2. During the summer season, jewelry tends to be more visible, making the wearer a possible target for assault or robbery. Be especially careful about the amount and type of jewelry you wear during these months.

EMERGENCY SERVICES

SEVERE WEATHER EMERGENCIES

If the College is (or will be) impacted by severe weather conditions, such as heavy rain, wind, or snow; information about the status of clinical operations, class cancellations, and/or complete closure of SUNY College of Optometry will be available on:

- The College Website - <http://www.sunyopt.edu>
- Recorded message on the College's main telephone number (212-938-4000)
- First Class Electronic Mail News Alerts
- SUNY Alert Emergency Mass Notification System
- Local news media: WCBS radio: www.webssnow.com/closings/orgs

ON-CAMPUS EMERGENCIES

The Office of University Police, Located on the first floor, should always be notified first for on-campus emergencies in order to facilitate proper and prompt response to such emergencies. Moreover, many situations can be resolved by the campus University Police officers.

USEFUL RESOURCES

PROBLEM	CONTACT	TELEPHONE
Accident & injuries	University Police	5555
Emergencies	University Police	5555
Emergency (Medical)	University Police	5555
Suspicious behavior	University Police	5555
College/Campus Safety	University Police	5555
INFORMATION	University Police	5566

OFF CAMPUS EMERGENCIES

Accident	New York City Police	911
Injury & Medical	NYC Emergency Medical Services	911
Crime in progress	NYPD	911
Rape or Sexual Assault	Report Hotline	(212)267-7273
Crime Victim	Victim Services	(212)577-7700
	Claims	(718)923-4325
Terrorism Tips Hotline	1-888-NYC-SAFE	1-866-SAFE-NYS

HEALTH SERVICES

Immunization

New York City Department of Health provides some immunization services at walk-in clinics free of charge:

Chelsea Health Center
303 Ninth Avenue – 1st floor
New York, NY 10001
Btwn: 27th & 28th Sts.

M,T, Th,F 8:30am-2:30pm
C or E train to W. 23rd or 1 train
to W. 28th St. 212-676-2273
Call 311 or (212)676-2273

Homecrest Health Center
1601 Avenue S -1st Fl.
Brooklyn, New York 11229
Btwn: East 16th & E 17th Sts.
M, W & F 8:30am - 2:30pm
Q train to Ave. U or B or Q train

Corona Health Center
34-33 Junction Blvd - 3rd Fl.
Queens, New York 11372
Btwn: 34th Ave. & 34th Rd.
Adults only W,F
8:30am - 2pm
#7 train to Junction Boulevard

Richmond Health Center
51 Stuyvesant Place - 2nd Fl.
Staten Island, New York 10301
Btwn: Wall St & Richmond Terr.
M 8:30am - 2:30pm
Near the Staten Island Ferry Terminal

to Kings Highway 718-420-1028
718-339-6243

General Health Services

The following centers have clinics which offer physical exams and general ambulatory care. The fee scale is sliding based on income. The telephone numbers listed are general numbers. When you call, you will need to ask specifically for the clinics which offer physical exams or general ambulatory care.

MANHATTAN

Cabrini Haven Plaza Family Medical Practice offers general family medicine, including pediatrics, adolescent medicine, well-baby care and women's health services. The services they provide are routine check-ups, immunizations, school physicals, breast examinations and diabetes management. A Medical Hot Line is available for after office hours guidance. Medicaid, Medicare and other insurances are accepted.

Cabrini Haven Plaza Family Medical Practice

1 Haven Plaza (Avenue C and 12th Street)
New York, NY
(212) 677-2280

Bellevue Hospital Center

462 First Avenue
New York, NY 10016
(212) 562-4141

Metropolitan Hospital Center

1901 First Avenue
New York, NY 10029
(212) 423-6262

Harlem Hospital Center

Diagnostic and Treatment
506 Lenox Avenue
New York, NY 10037
(212) 939-1000; (212) 932-6500

Renaissance Health Care Network

Diagnostic and Treatment Center
215 West 125th Street
New York, NY 10027

MENTAL HEALTH PRACTITIONERS

The New York Psychotherapy Group is an organization of experienced therapists throughout Manhattan who offer a full range of services at moderate cost. Fees are based upon a sliding scale. Call 212-673-0884 for an appointment.

STRESS MANAGEMENT

Feeling lonely, anxious or pressured? The Training Institute for Mental Health has therapists available Monday through Saturday, days and evenings. Please call an intake specialist to make an appointment.

Training Institute for Mental Health

15 West 27th Street, 4th Floor
New York, NY 10001-6217
*between 6th ave. and 7th ave. on 27th st
(212)627-8181

BROOKLYN

Coney Island Hospital

2601 Ocean Parkway
Brooklyn, NY 11235
(718)616-3000

Cumberland Diagnostic and Treatment Center

100 North Poland Avenue
Brooklyn, NY 11205
(718)260-7500

Kings County Hospital Center

451 Clarkson Avenue
Brooklyn, NY 11203
(718)245-3131

East New York Diagnostic and Treatment Center

2094 Pitkin Avenue
Brooklyn, NY 11207
(718)240-0400

Woodhull Medical & Mental Health Center

760 Broadway
Brooklyn, NY 11206

(718)963-8000

QUEENS

Elmhurst Hospital Center

79-01 Broadway
Elmhurst, NY 11373
(718)334-4000

Queens Hospital Center

82-68 164th Street
Jamaica, NY 11432
(718)883-3000

Flushing Hospital and Medical Center

4500 Parson's Blvd

Flushing, NY 11355
718-670-5000

HEALTH INSURANCE PROGRAM OPTIONS

SUNY College of Optometry strongly recommends that students maintain adequate health insurance coverage while attending the College. Students have a few choices when choosing the program that best suits their needs, as outlined below:

1. Students can purchase their own health insurance plans or attain coverage through someone else's policy (usually that of a parent or spouse);
2. Medicaid: because students typically do not have any lines of income while at SUNY-O, many students qualify for Medicaid, which provides very good coverage at little or no cost. For more information on eligibility, coverage, and how to apply, students may contact Ms. Arline Cruz, Enrollment Counselor at The Children's Aid Society, at (212) 503-6821, or by e-mail, arlinec@childrensaidsociety.org. (International students are not eligible). More information on Medicaid can also be found here: www.health.state.ny.us/health_care/medicaid;
3. American Optometric Student Association's (AOSA) Student Health Insurance Plan: the AOSA Student Health Insurance Plan from United Healthcare is an affordable and convenient plan offered to AOSA members (all SUNY-O students are AOSA members. Membership is covered in the student fees paid by at the beginning of each semester). More information can be found at <https://www.uhcsr.com/AOSA>;
4. International students are required to have health insurance coverage. The State University of New York has a mandatory health insurance plan for all international students (automatically charged to international students' bills by the Bursar's Office). International students may be waived from this comprehensive plan if they provide the College with verification from their health insurance carriers detailing the coverage they have.

Counseling

The staff in the Office of Student Affairs is available to all students for personal, academic and financial counseling. Students who require assistance are encouraged to seek counseling through this office or through the Social Services Office on the 10th Floor at extension 4039. Referrals can also be made to professionally trained counselors and therapists.

New York University College of Dentistry New York University Kriser Dental Center The NYU Stu-Dent Plan

345 East 24th Street

(212) 998-9870

www.nyu.edu/dental/stu-dent.html

Enrollment Fee: \$235. Information is available in the Office of Student Affairs.

Eye and Vision services are available at the SUNY College of Optometry's clinic, the University Eye Center.

JUDICIAL POLICY AND PROCEDURE FOR DEALING WITH UNETHICAL AND OR UNPROFESSIONAL STUDENT CONDUCT

I. POLICY

Unethical and unprofessional conduct will not be tolerated. Unethical conduct will include, but not be limited to, cheating, plagiarism or falsifying documents. Unprofessional conduct will be any action towards or against a fellow student, faculty, staff or patient that is generally deemed socially or professionally inappropriate and/or which is not in keeping with the expectations as laid out for students in the “Expectations of a Health Professional” or “Student Code of Ethics” as well as other appropriate sections of the Student Handbook or College Catalog. Students found guilty of unethical or unprofessional conduct will be subject to the discipline of the Vice President of Academic Affairs, which may include dismissal from the College.

II. PROCEDURES FOR FORMATION AND OPERATION OF THE JUDICIAL COMMITTEE

2.1) When a student, staff member, patient or faculty member believes that a breach of ethics serious enough to warrant action by the V.P. for Academic Affairs may have occurred, he/she will submit the matter to the V.P. for Student Affairs. The individual reporting the possible occurrence of unethical and/or unprofessional conduct shall submit a signed written statement specifying in detail its basis to the V. P. for Student Affairs. This V.P. may dismiss the charges with the concurrence of the one(s) making the charge, or offer mediation with the concurrence of the one(s) making the charge and the one(s) being charged.

2.2) In the event that mediation is unsuccessful, the V. P. for Student Affairs shall forward the statement of charges to the Chairperson of the Judicial Committee. Within five working days of receiving the statement, the Chairperson shall notify the party named by registered mail to the student’s address of record, and provide him/her with a written copy of the statement and a copy of the procedural rules described herein.

2.3) The Committee’s responsibility shall be to ascertain, as best it can, the facts of the matter, decide if unethical and unprofessional conduct has occurred, determine if the person charged committed the act, and recommend a course of action to the Vice President for Academic Affairs.

2.4) Membership of the Judicial Committee can be found in the Faculty Handbook (a copy is available from the V.P. for Student Affairs).

2.5) The Chairperson shall obtain from both parties all evidence or knowledge of evidence that will support or refute the allegation. Students charged with a violation of the Policy on Ethical and Professional Student Conduct shall have access to all documentary evidence and a list of all witnesses to be presented at the hearing. Students charged shall have adequate time to prepare for the hearing.

2.6) The Chairperson shall convene an initial organizational meeting (see Section III) of the Judicial Committee within ten working days of notification from the V.P. of Student Affairs of the possible occurrence of unethical and/or unprofessional conduct.

III. THE ORGANIZATIONAL MEETING

3.1) At the organizational meeting of the Committee, the Chairperson will advise the members concerning the nature of the evidence obtained in order to assist them in determining the need to gather additional information relating to the matter to be heard. Minutes of the organizational meeting will be made.

3.2) Procedures, conclusions, and recommendations will be carried by a majority vote of the voting members of the Committee or in the event of a tie by the vote of the Chairperson. Voting in procedural matters will be by a show of hands unless a member of the Committee requests a secret ballot.

IV. RULES GOVERNING THE COMMITTEE’S HEARINGS

4.1) Each party named in the statement may present any additional evidence which they have relating to the allegations at the hearings of this Committee. All presentations and inquiries by both parties, witnesses and members of the Committee during the hearings of the Committee shall be upon the recognition by and through the Chairperson.

4.2) The Committee may ask witnesses to appear before it. The Committee shall direct the Chairperson to obtain, if possible, such additional evidence or witnesses as may provide evidence concerning the allegations of the hearing of this Committee. Witnesses shall be interviewed individually.

4.3) Each party named in the statement shall have the right to be present at any or all of the Committee's proceedings when evidence is being presented.

4.4) Each party named in the statement does not have a right to legal representation.

4.5) The Committee shall complete its hearings with all due deliberate speed.

4.6) Unless the Chairperson decides an extension is warranted, within five working days of completing its hearings the Committee shall prepare and present to the V.P. for Academic Affairs a written report of its conclusions and recommendations. Individual voting Committee members may also present their own opinions if they so choose.

4.7) Conclusions of the Committee that unethical and unprofessional conduct did or did not occur and recommendations of the Committee to the V.P. for Academic Affairs will be carried by majority vote of the voting members of the Committee. Conclusions will be based upon the "preponderance of evidence." In the matter of the Committee's conclusions and recommendation, voting will be by secret ballot. The Chairperson shall only vote in the event of a tie. A report of the conclusions and recommendations will be sent to the V.P. for Academic Affairs. The individual(s) making the charge, the accused student and the V.P. for Student Affairs shall receive a brief summary of the Committee's conclusions and recommendations.

4.8) All records of the Committee will be maintained in a confidential manner within the Registrar's office. After the V.P. for Academic Affairs has taken action, these documents will be sealed and be opened only in the event of a formal review or pursuant to a court order or subpoena of the case. These documents will be maintained for at least six years following the student's departure from the institution.

4.9) The student who was charged can appeal the decision of the Vice President for Academic Affairs to the President of the College.

FUNCTIONAL REQUIREMENTS FOR SUCCEEDING IN OPTOMETRY SCHOOL AND AS A DOCTOR OF OPTOMETRY

In an effort to inform students of those personal skills that are required to practice the profession of optometry, the following functional standards are provided:

FUNCTIONAL STANDARDS FOR DIDACTIC AND CLINICAL OPTOMETRIC EDUCATION

One of the missions of the SUNY College of Optometry is to produce graduates fully qualified to provide quality comprehensive eye care services to the public. To fulfill this mission, this institution must ensure that students demonstrate satisfactory knowledge and skills in the provision of optometric care. Our Admission Committee, therefore, must consider a candidate's capacity to **function** effectively in both the academic and clinical environments, as well as a candidate's academic qualifications and personal attributes.

To provide guidance to those considering optometry as a profession, the Association of Schools and Colleges of Optometry (ASCO) has established **functional standards** for optometric education. The ability to meet these standards, along with other criteria established by SUNY Optometry, is necessary for graduation from our Doctor of Optometry program.

The **functional standards** for optometric education require that the candidate/student possess appropriate abilities in the following areas: 1) observation; 2) communication; 3) sensory and motor coordination; 4) intellectual-conceptual, integrative and quantitative abilities; and 5) behavioral and social attributes. Each of these areas is described in this document.

In any case where a student's abilities in one of these areas are compromised, he or she must demonstrate alternative means and/or abilities to meet the **functional** requirements. It is expected that seeking and using such alternative means and/or abilities shall be the responsibility of the student. Upon receipt of appropriate documentation of a disability, to the Office of Student Affairs, the College will be expected to provide reasonable assistance and accommodation to the student.

OBSERVATION ABILITIES

The student must be able to acquire a defined level of required knowledge as presented through lectures, laboratories, demonstrations, patient interaction and self-study. Acquiring this body of information necessitates the functional use of visual, auditory and somatic sensation enhanced by the functional use of other sensory modalities. Examples of these observational skills in which accurate information needs to be extracted in an efficient manner include:

Visual Abilities

(as they relate to such things as visual acuity, color vision and binocularity):

- visualizing and reading information from papers, films, slides, video and computer displays
- observing optical, anatomic, physiologic and pharmacologic demonstrations and experiments
- discriminating microscopic images of tissue and microorganisms
- observing a patient and noting non-verbal signs
- discriminating numbers, images, and patterns associated with diagnostic tests and instruments
- visualizing specific ocular tissues in order to discern three-dimensional relationships, depth and color changes

Auditory Abilities:

- understanding verbal presentations in lecture, laboratory and patient settings
- recognizing and interpreting various sounds associated with laboratory experiments as well as diagnostic and therapeutic procedures

Tactile Abilities:

- palpating the eye and related areas to determine the integrity of the underlying structures
- palpating and feeling certain cardiovascular pulses

COMMUNICATION ABILITIES

The student must be able to communicate effectively, efficiently and sensitively with patients and their families, peers, staff, instructors and other members of the health care team. The student must be able to demonstrate established communication skills using traditional and alternative means. Examples of required communications skills include:

- relating effectively and sensitively to patients, conveying compassion and empathy
- perceiving verbal and non-verbal communication such as sadness, worry, agitation and lack of comprehension from patients

- eliciting information from patients and observing changes in mood and activity
- communicating quickly, effectively and efficiently in oral and written English with patients and other members of the health care team
- reading and legibly recording observations, test results and management plans accurately
- completing assignments, patient records and correspondence accurately and in a timely manner

SENSORY AND MOTOR COORDINATION ABILITIES

Students must possess the sensory and motor skills necessary to perform an eye examination, including emergency care. In general, this requires sufficient exteroception sense (touch, pain, temperature), proprioceptive sense (position, pressure, movement, stereognosis, and vibratory) and fine motor function (significant coordination and manual dexterity using arms, wrists, hands and fingers). Examples of skills required include:

- instillation of ocular pharmaceutical agents
- insertion, removal and manipulation of contact lenses
- assessment of blood pressure and pulse
- removal of foreign objects from the cornea
- simultaneous manipulation of lenses, instruments and therapeutic agents and devices
- reasonable facility of movement

INTELLECTUAL, CONCEPTUAL, INTEGRATIVE and QUANTITATIVE ABILITIES

Problem solving, a most critical skill, is essential for optometric students and must be performed quickly, especially in emergency situations. In order to be an effective problem solver, the student must be able to accurately and efficiently utilize such abilities as measurement, calculation, reasoning, analysis, judgment, investigation, memory, numerical recognition and synthesis. Examples of these abilities include being able to:

- determine appropriate questions to be asked and clinical tests to be performed
- identify and analyze significant findings from history, examination, and other test data
- demonstrate good judgment and provide a reasonable assessment, diagnosis and management of patients
- retain, recall and obtain information in an efficient manner
- identify and communicate the limits of one's knowledge and skill

BEHAVIORAL AND SOCIAL ATTRIBUTES

The student must possess the necessary behavioral and social attributes for the study and practice of optometry. Examples of such attributes include:

- satisfactory emotional health required for full utilization of one's intellectual ability
- high ethical standards and integrity
- an empathy with patients and concern for their welfare
- commitment to the optometric profession and its standards
- effective interpersonal relationships with patients, peers and instructors
- professional demeanor
- effective functioning under varying degrees of stress and workload
- adaptability to changing environments and uncertainties inherent in patient care
- positive acceptance of suggestions and constructive criticism

STUDENT RIGHT TO KNOW CAMPUS SECURITY ACT of 1990 PUBLIC LAW 101-542

I. Crime Reporting: *All members of the college community are urged to report criminal incidents, emergencies, and suspicious activities to the University Police Department. The College's emergency number is 5555. Incidents can be reported as follows:*

- A. Dial ext 5555; give your name, type of emergency, and location. A University Police Officer will immediately respond to investigate and act upon the reported emergency. Once the emergency has been stabilized, the officer will take a statement from the person reporting as part of an official University Police "Service and Regulatory Report." This report will then be kept on file.
- B. Incidents may be reported in person to an officer at the University Police desk located on the first floor. If the crime is in progress, the person reporting can call ext5555 from any in-house phone. At that time, please state your name, the type of crime, and its exact location. A University Police Officer will immediately respond to apprehend the perpetrators, if a crime has been committed. A "Crime Incident Report" will be completed for all criminal offenses. In some instances, depending on the severity of the crime, the New York City Police Midtown Precinct South will be called for assistance. A copy of the "Crime Incident Report" may be distributed to the

following individuals and departments:

- i. College President
 - ii. Vice President for Student Affairs
 - iii. SUNY System Office of University Police and Public Safety
 - iv. In-house University Police File
- C. Members of the College community, while encouraged to report criminal incidents to the University Police Department, may also on a voluntary and confidential basis report criminal incidents to the offices of the:
- i. Dean /Vice-President of Academic Affairs 18th floor or ext 5515
 - ii. Vice-President Student Affairs 11th floor or ext 5500

Reports made to the above offices are reported to University Police for statistical purposes only and are not investigated by UPD. The purpose is to include such incidents in the College's annual crime statistics.

II. Security and Access to the State College of Optometry

There are two entrances into the college from 42nd and 43rd streets. Both entrances are manned by University Police Personnel. The main entrance is through 42nd street as the 43rd street entrance closes at 7pm on week nights and throughout the weekend. All Students, faculty and staff are issued identification cards that must be shown when entering the building and to be worn on their outermost garment. Visitors are checked against the expected guest list for the day. The desk officer then issues a visitor's pass after a visitor is cleared. Patient's access into the college is limited to the clinical floors only. Patients are issued color-coded passes, which differentiate them from other visitors to the building.

The college is opened as follows:

- Monday through Fridays from 7:00am – 10:00pm,
- Saturdays from 8:00am – 5:00pm,
- Sundays (only during academic session) from 10:00am – 6:00pm,

**The college is closed on New York State recognized holidays.*

III. SUNY University Police Officer Status and Responsibilities:

SUNY University Police Officers are responsible for enforcing the applicable city, state, and federal laws as well as SUNY policies and College regulations. In order to do so, the University Police Officers have full police officer status and have undergone required basic training for police officers through standards set forth by the Municipal Police Training Council and State University of New York. Officers have been trained as First Responders to both medical and non-medical emergencies, conflict resolution, and they undergo continuous training to upgrade their skills.

A University Police Officer has the power to make an arrest on the College's premises up to the perimeter of the building. If an individual is arrested at the College, the NYC Police Midtown Precinct South, will be contacted for assistance to transport the arrested individual to be fingerprinted and photographed at the Precinct. A "Crime Incident Report" will be filled out at the College and forwarded to the appropriate authorities. Communication is made to students and employees on how to handle and report crimes through the offices of Student Affairs, Personnel, and University Police (via student handbooks, Right-to-Know Programs, new employee orientations, etc.)

IV. Sensitive and/or Personal Crimes:

An annual awareness talk on prevention of crimes, importance of support services, and assistance to victims of sexual assault and other personal crimes is presented by the offices of University Police and Student Affairs to new students. Please note the section in this Handbook which describes our policy on personal safety. University Police will provide assistance to victims as required.

V. Crime Prevention Activities for Students and Employees:

Members of the college community are reminded to secure their valuables and be aware of their surroundings. University Police have various safety awareness programs to assist in this endeavor:

1. University Police conducts a "Safety on Campus" seminar during new student orientation every year, which includes topics in personal safety awareness, sexual assault protocol and awareness, emergency evacuation, and fire safety procedures.
2. University Police produces and distributes informational brochures to the college community on Operation-ID anti-theft program, Alcohol and Drug awareness, Safety on Campus and Sexual Assault Awareness.

VI. Statistics: Campus Crime for the Past Three Years:

These statistics are updated yearly and can be found on the college's website at <http://www.sunyopt.edu/police/reports.shtml>

VII. Relationship with local Police Department:

The State College of Optometry maintains a memorandum of understanding with the New York City Police Department (NYPD) regarding mutual assistance and cooperation with investigation and enforcement of laws. Criminal activities that may occur off campus should be reported to the NYPD precinct with jurisdiction in the local area.

VIII. Violent Felony Offenses and Missing Student

The memorandum of understanding with the NYPD details mutual cooperation with each other during incidents of missing persons and violent felony crimes. Areas of cooperation will include investigations, information sharing, and reporting. Firearms and dangerous weapons of any type are not permitted on campus. It is a violation of State law and College policy to intentional use, possess, or sell firearms or any dangerous weapon.

IX. College Policy on Timely Warning

In the event of a major emergency, or if there is an event that poses an ongoing or continuous threat to the college community, University Police Department will issue a "College Safety Alert Bulletin" and distribute follows:

- a. College website: <http://www.sunyopt.edu/police/alert.shtml>
- b. College First Class Electronic Mail Alert Service
- c. College event posting board and flyer postings at main entrances
- d. SUNY Emergency Alert Mass Notification system

A crime log, maintained by University Police highlighting incidents and crimes that occur on campus is available for public viewing during business hours at the University Police front desk.

X. College Policy Statements on Drug and Alcohol Abuse for Students:

See earlier section of this handbook for University policies regarding consumption of alcohol, possession, use and sale of illegal drugs and enforcement of federal and state drug laws.

XI. Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX.

Sexual Harassment is a form of sexual discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988.

Sexual harassment takes many forms, from constant joking to physical assault. It includes sexually oriented verbal kidding or abuse, including derogatory or dehumanizing gender references, such as whistling, catcalls or sexual remarks or jokes. It may be subtle overt pressure for sexual activity; physical contact such as patting, pinching or constant brushing against another's body.

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

It is College policy that each employee and student should be able to work, attend classes, or participate in clinical assignments in an atmosphere that is free of discriminatory intimidation based on sex, as well as intimidation based on race, color, age, religion, national origin, or disability. It is our policy to prevent and eliminate sexual harassment on the campus or any clinical site by any faculty or staff employee, administrator, student, supervisor or anyone else connected with the College and/or its Clinical programs (see earlier in this section)

Inquiries or complaints about sexual harassment should be brought to the attention of the Affirmative Action officer/Title IX Coordinator in the Human Resources Office on the 9th floor or to the VP of Student Affairs on the 11th floor.

XII. Sexual Assault, Domestic Violence, and Stalking Prevention

New York State statutes define sexual assault in various degrees. Sexual assault, of any kind is a crime. Sexual assault is any actual or attempted nonconsensual sexual activity including but not limited to, forcible anal or oral sex, attempted intercourse, sexual touching, exhibitionism by a person(s) known or unknown to the victim.

Rape is the act of sexual intercourse with a person against one's will and consent, whether their will is overcome by force or fear resulting from the threat of force, or by drugs administered without consent, or when they are unconscious, intoxicated or otherwise physically unable to communicate willingness. Be aware that having sex with someone who is unable to give consent by being mentally incapacitated or unconscious (passed out) is rape. If you are a victim of a rape or sexual assault, it is recommended that you seek medical attention immediately. Call University Police on campus at 5555 or if the rape occurs off campus, call 911 for your local police department.

It is also suggested that you do not:

- a. Bathe or douche;
- b. Change clothing, comb your hair, or brush your teeth;
- c. Disturb the area in which the crime occurred.

These actions destroy physical evidence that may be necessary to apprehend or convict the attacker.

Stalking, Harassment, Sexual Assault, Simple Assault are examples of crimes that may be committed in a Domestic Violence incident. These crimes are punishable as described under penalty guidelines in the NYS Penal law.

Stalking occurs when a person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct is likely to cause reasonable fear of harm to the health, safety, or property of such person, a members of such person's family, or a third party with whom such person is acquainted.

Domestic Violence is a pattern of coercive tactics which includes physical, psychological, sexual, economic, and emotional abuse, perpetrated by one person against an adult intimate partner with the goal of establishing and maintaining power and control over the victim.

Intimate partner includes: persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or lived together at any time; couples who live together; or persons who are dating or who have dated in the past, including same sex couples.

For more information about the College's Domestic Violence Policy and Prevention Procedures, please visit:
<http://www.sunyopt.edu/HR/policies.shtml>

A. Why you should contact University Police or 911

To officially report the assault:

1. You may decide days or weeks later to press charges. By reporting the assault immediately and preserving evidence you will have the foundation for future prosecution.
2. Reporting the assault does not mean you must prosecute, but the report may help authorities identify the offender and prevent the victimization of other people.
3. Reporting the offense to the university Police or other police agencies does not obligate you to press charges and your name will not be released to the news media.

Remember, sexual assault is a crime committed against you, not by you. Do not blame yourself. Sexual assault is a traumatic experience, and it is recommended that victims seek counseling. Referral to counseling services is available through the offices of Student Affairs (11th floor) and Social Services (8th floor).

B. Some Prevention Tips:

1. Let others know where you are going and when you expect to return.
2. Walk with confidence and alertness. Assailants are less likely to target a person who appears assertive and difficult to intimidate.
3. Report suspicious persons immediately to University Police.

C. Acquaintance Rape

Women-alternatives to vulnerability:

1. More than 60% of all reported rapes occur between acquaintances, and 4 in 10 rapes occur in the home. Have first dates in public places and in groups.
2. Communicate your sexual limits clearly. Don't give mixed messages.

- Remember that leaving a party or other social event with someone you have just met can be dangerous.

Men-alternatives to coercion:

- Never force, pressure, or coerce anyone to have sex.
- Don't take silence as consent.
- Respect the word "NO."
- Don't have sex with anyone who is drunk. Be aware that it is rape when you have intercourse with someone who is unable to give consent or is physically helpless.

Most acquaintance rapes involve alcohol or drugs. Both men and women should avoid drugs and excessive alcohol in a dating situation. Don't allow your judgment to become impaired.

D. University Police Sexual Assault Response Policy

Sexual assaults, including date/acquaintance rape, are of very serious concern to University Police. If you feel you are the victim of a sexual assault on campus, your University Police Department will do the following:

- We will meet with you privately, at a place of your choice to take a complaint report.
- We will not release your name to the public or to the press.
- We will treat you and your particular case with courtesy, sensitivity, dignity, understanding, and professionalism.
- We will assist you in arranging for any hospital treatment or other medical care.
- We will assist you in privately contacting counseling, and other available resources.
- We will fully investigate your case. This may lead to the arrest and full prosecution of a suspect. You will be kept up-to-date on the progress of the investigation and/or prosecution.
- We will continue to be available to you, to answer your questions, and to explain the judicial system and processes involved to you (prosecutor, courts, etc.).
- We will take your case seriously regardless of your gender.

If you believe you are a victim of sexual assault, call your University Police Department at 5555. University Police wants to help make the campus safe for students, faculty, staff and visitors. All calls will be kept strictly confidential.

E. Procedure for Disciplinary Action:

In cases of alleged sexual assault, procedures are in place to file a written complaint and to pursue disciplinary action against the offender (refer to Formal Complaint Procedure for Students). The offender may also be subjected to criminal prosecution under the NY State Penal law statute.

In on campus disciplinary proceedings, the accuser and the accused:

- Are entitled to the same opportunities to have others present during the proceedings;
- Will receive a written notice of the outcome of any institutional disciplinary proceedings.

*Sex offenses are detailed in Article 130 of the NYS Penal law (see Appendix C for an excerpt)

F. Registered Sex Offenders: Sex Offender Registration Act

The New York State Division of Criminal Justice Services (DCJS) maintains a sex offender registry. DCJS will notify the University Police Department if and when a registered sex offender enrolls at or becomes employed by State College of Optometry. Any member of the college community interested in obtaining this information should inquire at the University Police Information desk. The Division of Criminal Justice Services' Sex Offender Registry Subdirectory is available for public view at: http://criminaljustice.state.ny.us/nsor/search_index.htm.

XIII: Emergency Response and Evacuation Procedures

The College's emergency Response Plan is available on the University Police website. The plan details the required course of action for various emergencies that may happen at the College. Fire safety and Emergency Evacuation instructions are posted on each floor within the building. Emergency notification is initiated by the University police department through the Integrated Fire Alarm system and SUNY Alert Emergency notification system.

A copy of the emergency preparedness guide is distributed to all members of the college community. The guide contains valuable information and resources on responding to emergencies on campus.

XIV. IMPORTANT CAMPUS TELEPHONE NUMBERS

UNIVERSITY POLICE

Emergency Dial.....	5555
Information or Queries.....	5566
Medical Emergencies.....	5555

Nurses station.....4087

STUDENT SERVICES INFORMATION

Counseling services.....5500

Social Services.....4039

EXTERNAL RESOURCES

Sex Crimes Report Hotline.....212-267-7273

Crime Victim's Hotline.....646-610-RAPE

Crisis Counseling and Referral Hotline.....212-532-2400

Safe Horizon.....212-227-3000

NYS Crime Victims Board800-247-8035

PROFESSIONAL STANDARDS OF DRESS

The following are required of all students matriculating at SUNY Optometry

Minimal Standards for Dress:

Individuals are expected to be neat, clean, and well groomed at all times. Hair must be clean and demonstrate evidence of good grooming and styling. Beards and moustaches, when neat and groomed are permitted. Sport and dress shirts, appropriately buttoned, are permissible in class and laboratories. (Please refer to the section on Standards for the Clinic for dress standards for lab sections that meet on the clinic floors.) Tank tops, surfer shirts, and similar type shirts are not acceptable. T-shirts sweaters and sweatshirts are permissible. Logos, pictures or printed material visible on any article of clothing should be in good taste. Trousers, including denim pants, sweatpants and/or athletic pants should not be torn, cut, frayed, or patched and should appear neat and clean. Denim pants are permissible, but follow the same criteria. Sweat shorts, denim shorts, cutoffs, leggings, or athletic shorts are not permissible. Dress shorts, of appropriate length,, are permissible. Skirts and dresses worn must be of appropriate length, and in good taste. Shoes, sneakers, dress sandals must be worn at all times and are to be clean. Standards are in effect any time students are in the building. Attire should remain in good taste and in keeping with a professional school.

Professional Standard of Dress/Hygiene for Clinic

Appearance is important, especially in a clinical setting. Your appearance is a reflection of you and how you feel about your work and affects how you are perceived by patients and visitors. Therefore, it is UOC policy that all clinicians present a neat, clean and professional appearance. This policy applies to all professional staff and interns who are involved in direct patient care and/or are visible to the public.

Personal Cleanliness:

Just as cleanliness of the building and examination rooms reflects the quality of health care provided here, so too, does the care personnel takes in presenting themselves. It also indicates their commitment to the highest level of patient care. Since health care providers are often physically close to both patients and co-workers, personal hygiene is of particular importance. It is for these reasons that all UEC staff should pay close attention to their grooming and personal habits. Bathing or showering, using deodorant and practicing good oral hygiene should be part of each person's daily routine. Hair, too, should be clean and neat. Nails should be clean and neat and not of excessive length.

Clothing:

What you wear and how you care for it is also an indication of your commitment to being a professional. While clothing style is a matter of personal choice, it should adhere to appropriate professional standards.

1. All items of clothing should be neat, clean and properly laundered and pressed.
2. Stockings or socks should be worn at all times.
3. Males should wear dress slacks and ties.
4. Females should wear dress slacks, skirts or dresses of appropriate length and blouses and tops that are not tightly fitting or revealing.
5. Shoes should be comfortable, yet professional in appearance. They should be clean, shined and free from excessive wear. Open toed or open heeled shoes, sneakers or other casual types of footwear are not permitted.
6. Clinic jackets should be cleaned and pressed regularly and replaced if they become overly worn, torn or discolored.
7. Jewelry is appropriate as long as it doesn't interfere with patient care.

In addition to the above, the following items are not permitted:

Denim clothing or similarly casual fabric, skirts and pants with cargo pockets and Capri's or cropped pants.

Failure to comply with these standards will result in a grade of "failure". Inappropriately attired individuals are also subject to dismissal from clinic and charged with an unexcused absence.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

INTRODUCTION

Computer, networking and electronic mail facilities and services are offered by the Information Technology (IT) Unit in support of the teaching and learning, research and public service functions of the College. Access to the computer systems and networks owned and operated by SUNY Optometry is a privilege, not a right, and imposes certain responsibilities for appropriate use, in accordance with College policy. Users should recognize that the primary intention of providing network service is to support the educational mission of the College and the conduct of its daily business.

In general, appropriate use means respecting the rights of other computer users; the integrity of the physical facilities; all pertinent license, copyright and contractual agreements; as well as local, state and federal laws.

Responsible Use

Users are expected to use SUNY Optometry computer, electronic mail, and network services in a legal, effective, ethical, responsible and efficient manner, consistent with the instructional, research, public service and administrative goals of the College.

OBTAINING AN E-MAIL ACCOUNT

In order to use electronic mail (e-mail) at SUNY Optometry it is necessary to have an e-mail “account” or user code which is unique for each user. This establishes the electronic address for each e-mail user to which electronic mail can be received from other e-mail users on- or off-campus. Each e-mail account is protected from unauthorized access, in part, by requiring the use of a unique password to identify the legitimate user. Users are responsible for protecting the security of their own passwords. Please see the Guidelines for Password Protection for responsible handling of passwords and account information.

Any student, faculty or staff member of SUNY Optometry may request an e-mail account. Request forms are available at the Library Circulation Desk and should be submitted to the Information Technology Unit on the third floor. Adjunct faculty requires the sponsorship of their Department Chair and the approval of the Dean to obtain an account. The primary intention of providing e-mail service is to support the educational mission of the College and the conduct of its daily business. Commercial use is not permitted.

An e-mail account is a privilege, not a right, and the establishment of an account does not grant or guarantee unlimited or unrestricted opportunities to send and receive e-mail. E-Mail cannot be guaranteed at all times and in all circumstances. In particular, there is no guarantee of round-the-clock, seven day a week (24x7) access.

Standard E-Mail Format

All accounts are created according to the standard format **jsmith@sunyopt.edu**, where **j** is the first initial of the first name, and **smith** is the first seven letters of the last name, for a maximum number of eight letters in the user name. In the case of individuals with common names where this approach might duplicate an existing account name (e.g. jlee); the Postmaster will create unique user account names through the use of letter/number combinations (e.g. j2lee).

This is the standard SUNY Optometry mail format and we regret that we cannot accommodate exceptions.

(Selected individuals who requested non-standard accounts (e.g. js@sunyopt.edu; smith@sunyopt.edu) prior to the establishment of this policy also hold accounts in the standard format. The non-standard format is actually a mail nickname (or alias) of the standard User ID. These individuals are strongly advised to use the standard account format, inform their electronic mail contacts of that address, and phase out use of the mail nickname. Mail “aliases” or nicknames require special handling during software upgrades and are time-consuming to administer. Consequently, the IT Unit cannot guarantee the reliability of mail delivery to and from mail aliases indefinitely.)

USER E-MAIL RESPONSIBILITIES

Our electronic mail system is a finite resource that is intended to facilitate and support our mission as an institution of higher education. Because there are so many individuals who rely on this shared resource, respect for the rights and needs of others is central to this policy.

- **Responsible use.** Users are asked to cultivate habits of responsible use:
 - Deleting unneeded messages regularly
 - Downloading attachments promptly and deleting accompanying messages
 - Disconnecting from the mail server when not actively reading or sending mail
 - Making use of conference folders to send messages to large groups, rather than individual mailing lists
 - Respond only to the individual you are trying to reach, not to the entire list

- Backing up personal address lists
- Maintain backups of important messages on floppy disk, paper or other media.
- **Inappropriate practices.** Users will refrain from any action which interferes with the system, such as:
 - Sending file attachments over 1 MB in size
 - Sending excessive or unsolicited e-mail or messages (such as chain letters, jokes or advertisements) locally or over the network to large numbers of individuals
 - Knowingly acting in a manner that will disrupt normal operations or the network

PRIVACY OF E-MAIL

It is impossible to ensure the confidentiality of any electronic messages stored or communicated through our computing facilities. As pointed out by other universities, "The privacy of electronic mail is somewhere between that of a letter and a postcard." Further, although every effort is made to deliver messages as specified by the sender, delivery to on-campus e-mail addresses is not guaranteed, and there can be no assurance that the recipient actually examined a particular message. In these respects, electronic mail is no different from interoffice mail. While confidentiality cannot be ensured, e-mail is not to be read by SUNY Optometry staff or any others with sufficient computer system privileges to do so, except as noted under Postmaster responsibilities for electronic mail.

Some information about personal mail use is not confidential because of the way computer systems operate. Depending on how a person uses e-mail, the following information can be seen by other people:

- The fact that someone is running a mail application
- The date and time the mail was last read (the history function)

Moreover, there are no assurances about the handling of e-mail received from or sent to addresses outside the College. Organizations managing e-mail systems elsewhere on the Internet may or may not have similar policies to those described here. Many are known to consider e-mail the property of the organization, subject to examination. Be aware of this possibility when you correspond with those elsewhere on the Internet.

Lastly, realize that a message you send to someone may easily be forwarded to many other individuals, whether or not you had intended it for broad distribution. Consequently, it is recommended that you never put something in an e-mail message that you would feel uncomfortable seeing on a public bulletin board in your department.

USENET NEWSGROUPS

The College provides access to selected Usenet (user's network) newsgroups as a service to the College community. Usenet is a collection of computers from all over the Internet that receive network newsgroup postings and provide entry to those who want to access the information. Newsgroups on the College e-mail server may include such topics as sci.med.vision. Individuals wishing to propose additional newsgroups to be made available through the campus system should send their suggestions to the Postmaster.

Please realize that newsgroup articles are not under the control of the Postmaster or the College, that articles in most cases are authored by outside individuals, and that none of the contents of a newsgroup available through our system is monitored by IT staff in any way.

OBTAINING A NETWORK USER ACCOUNT

To use the SUNY College of Optometry public access computers, it is necessary to have an account which is unique for each user. An account provides access to a MS Windows 2000 or Windows XP desktop with MS Office, Netscape Navigator, MS Internet Explorer, e-mail, plus private storage space on a server (the "H:" drive) where you can keep your documents. You can just walk up to any of the workstations, enter your User ID and password and your files will be available at any workstation, similar to the current handling of electronic mail files.

Each account is protected from unauthorized access, in part, by requiring the use of a unique password to identify the legitimate user. Users are responsible for protecting the security of their own accounts and passwords, and are responsible for all usage on their assigned account. Please see the Guidelines for Password Protection for responsible handling of passwords and account information.

STANDARD FORMAT

All user accounts are created according to the standard format **user1234**, with the numbers indicating your unique user account name.

PUBLIC ACCESS COMPUTER AREA POLICIES

Currently, all public access computers are located in the Kohn Library, and are administered by the Information Technology Unit in consultation with the Library. Additional thin client workstations are located on the second floor. Although the Library is open for reference and reading use by the general public, public access computers are restricted to use by members of the College community and special guests.

Individuals making use of the public access computer facilities and thin client workstations are expected to attend to the following policy issues:

- **Changes to public access workstations.**
 - Users are prohibited from installing or using unauthorized software (including games, screensavers, plugins and communication software), or changing default parameters on the installed software base of public access computers
 - Users are prohibited from deleting icons or programs from public access machines.
- **Inappropriate practices.** Users will refrain from engaging in such inappropriate practices as:
 - Unnecessary printing or printing multiple copies of files
 - Printing extremely graphics-heavy web pages
 - Unnecessarily tying up public access workstations for long periods of time when others are waiting for these resources
 - Using computing resources to engage in conduct which interferes with others' use of shared computer resources and/or the activities of other users
 - Using the network for commercial or profit-making purposes
 - Knowingly acting in a manner that will disrupt normal operations or the network
 - Disruptive e-mail behaviors (as noted previously)
 - In particular, game playing is not permitted.
- **Priorities.**
 - Use of computer facilities (including web and e-mail use) for scholarly communication, academic work, and research takes precedence over other uses
 - Those using computer facilities for other than scholarly communication, academic work or research will surrender their seats to others upon request.
- **Other printing guidelines.**
 - Due to the high volume of use, by-pass printing, or the use of specialized paper, is not permitted on the shared Library HP LaserJet 9000 printers. A stand-alone printer has been designated for all specialized printing jobs (e.g. resumes on specialized paper)
 - No output should be printed for profit
 - Single copies of non-profit campus-related materials may be printed; multiple copies are to be generated using photocopying facilities.
- **Viruses and System Failures.**
 - Individual users should take significant measures (e.g. regularly updated home anti-virus software) to ensure that personal disks are not infecting institutional computers
 - Although the IT staff takes reasonable precautions to safeguard the network and maintain regular backup procedures, they cannot be held accountable for unauthorized access by other users, nor can they guarantee protection against media failure, fire, floods, hackers, viruses, etc.
- **Harassment.**
 - Using computers or networks to harass, abuse or intimidate another person is prohibited.
 - Users are not to display images, sounds or messages that could create an atmosphere of discomfort or harassment for others.
- **Food and drink are prohibited in public access computing areas.**

SYSTEM RESPONSIBILITIES FOR USER ACCOUNTS

Our network system is a finite resource that is intended to facilitate and support our mission as an institution of higher education. The IT Unit reserves the right to limit the amount of file space allotted to each account on the server, or other measures as needed, to ensure system functionality. This may include limits on daily hours of e-mail access. Although efforts will be made to post announcements of changes in advance, such measures may be initiated without prior notice. Emergency situations can and do arise which require that such actions be taken on an immediate basis.

It may be necessary at times for the SUNY Optometry Electronic Mail Postmaster (e-mail: postmaster@sunyopt.edu) to read an electronic mail message that has failed to reach its destination in order to determine, if possible, the intended

addressee and redirect the message to the correct address. The Postmaster and IT staff also routinely monitor overall system usage in order to track system problems. This involves the monitoring of overall traffic levels and usage patterns; it does not involve examination of e-mail or other actual content. However, it is not otherwise the practice of the Postmaster and IT Staff to read or to discuss the content of any message, patterns of electronic mail usage, or the content of any files, with the following exceptions:

- Court order or law enforcement investigation may require the examination and release of any document, including electronic files such as e-mail. When a person affiliated with the College is involved, the IT Unit will act only under the specific written instructions of the President, to ensure that individual rights, including rights to privacy and due process, are maintained.
- In cases involving suspected illegal, fraudulent or inappropriate uses of the system, the IT Unit may, at the specific written instructions of the President, monitor system usage of a particular individual, in a manner that ensures that rights of due process are maintained.

DISABLING ACCOUNTS

It may be occasionally necessary for the SUNY Optometry Postmaster or other IT staff to make an account inaccessible. This could be necessary for such reasons as the following:

- As a prelude to some sort of further investigation (e.g. preventing an individual from tampering with their computer files before they can be examined)
- Technical problems: An account is in some manner disrupting the system, for example, because of a network intensive application.

ACCOUNT EXPIRATION SUSPENSION

User accounts of graduating students will be closed at the end of the second week in August following Commencement.

Accounts of students withdrawing from the program, or faculty/staff leaving the College, will be closed following completion of the appropriate Separation Form returned to the Student Affairs or Personnel Offices, respectively. Messages sent to closed e-mail accounts will be bounced from the system and returned to sender with an error message.

OTHER USER RESPONSIBILITIES:

- **Backup important data.** Although IT staff take reasonable precautions to safeguard College systems and maintain regular backup procedures, they cannot be held accountable for unauthorized access by other users, nor can they guarantee protection against media failure, fire, floods, etc. Users are encouraged to maintain backups of important files and e-mail messages on floppy disk, paper or other media.
- **Stay informed.** The computing environment is constantly evolving, as new products are introduced or upgraded and others become obsolete. Services change as the number and needs of users change. The IT Unit disseminates information in a variety of ways, including News announcements, bulletin board postings, FAQ files, Tip Sheets, and workshops. Users are responsible for staying informed about changes in the computing environment.

GUIDELINES FOR PASSWORD PROTECTION:

- You are responsible for all usage on your assigned account, and for guarding the privacy of that account
- Upon receiving your account and initial password, be sure to change the password immediately.
- Do not use your login names as a password, nor the name of any family or pet, nor any personal information, birth date, etc.
- Do not use an all numeric password, or a password shorter than six characters
- Don't save the password on your desktop computer; this will allow any individual to access your files and/or e-mail account upon gaining access to your office
- Do use a password you will remember

VIOLATIONS OF THIS POLICY:

Violations of this policy may result in the suspension or permanent closing of user accounts, campus disciplinary action, legal action and/or other action.

ACADEMIC INFORMATION AND POLICIES

The material regarding academic regulations and procedures contained in the Student Handbook is designed to complement the information found in the College Catalog. You are urged to refer to both the College Catalog and the Student Handbook for detailed information relating to academic requirements and policies.

Also contained in this Handbook are regulations of importance to your enrollment and status at the College of Optometry. You will be responsible for familiarizing yourself with the information contained herein. It is the objective of the State College of Optometry to provide a sound educational experience with emphasis on the needs of the students as individuals while they pursue a rigorous course of study. In addition to the academic and formal learning opportunity, the combination of faculty, staff, curriculum, and atmosphere fosters the growth of the student as a person, with understanding and maturity as well as technical expertise. Entering students are admitted with the expectation that all courses will be completed before graduation. The entire faculty and staff embraces the responsibility for educating, supporting and assisting students whenever possible.

COURSE DESCRIPTION

Abbreviated course descriptions are presented in the College Catalog. At the commencement of each course, students will be provided with a full course outline or syllabus indicating the course objectives and goals, a list of required and recommended readings, a grading policy, the method(s) of student evaluation, assessment, and examination, a list of course topics to be covered, and a statement of classroom attendance requirements. In addition, all students are required by the college to complete course and instructor evaluations as part of the course requirements.

ATTENDANCE

Attendance may be used in any course as a criterion for grading at the discretion of the Instructor of Record. Furthermore, an instructor in any course may require student attendance. However, instructors are required to present to students a clear statement of their attendance policy in the course syllabus. Attendance in clinic is mandatory and procedures exist for dealing with anticipated absences. Appropriate penalties or disciplinary action for failure to follow procedures relating to clinic absences are established and communicated to students by the Department of Clinical Sciences.

EXAMINATIONS

Examinations are given during the term at the discretion of the instructor. Any examinations which are missed for any reason must be made up at the discretion of the instructor. A midterm and final examination period is designated and scheduled prior to the term by the Office of Student Affairs, in consultation with the course instructors and should be adhered to once established. All examinations are conducted according to a code adopted by the Educational Policy Committee and approved by the Dean for Academic Affairs. Special testing accommodations require that every academic year an updated IEP or up-to-date documentation from a licensed professional describing the reasons and specifications for the accommodations remain on file with Student Affairs.

Students in $\frac{3}{4}$ program who wish to attend their undergraduate commencement ceremony must notify the Office of Student Affairs by January of that year in order to accommodate final exam schedules.

ACADEMIC PROGRESS AND DEGREE REQUIREMENTS

Doctor of Optometry (O.D.) Program: For graduation, a student must complete all courses in the program with a cumulative grade point average of 2.0 or better. All students register for required course work and must complete all course work to maintain satisfactory progress. Each term the academic records of all students matriculated to the O.D. degree program are reviewed in accordance with the defined process listed under Academic Review for Advancement.

Master of Science in Vision Science: For graduation, a student must complete 40 hours of course credits at a 3.0 level or above, with a minimum of 30 hours at a G200 or above level. The student must complete a minimum of nine credits of research. The student must also complete a paper in publication form, based on the student's research and approved by the Master of Science Thesis Committee.

Ph.D. in Vision Science: The student must successfully complete a specialty area examination, 80 hours of course credits, and submit and successfully defend a dissertation based on original research. The dissertation must be completed and defended within five years of admission to candidacy.

GRADING SYSTEM

The following designations are used to report grades at the end of each term:

- A - Superior or excellent
- B - Very Good (above average)
- C - Average (minimally competent)
- D - Marginally competent (below average)
- F - Failure
- X - Credit by exemption (not used in calculating GPA)
- NC - No Credit (not used in calculating GPA)
- W - Withdrawn (no credit, not used in calculating GPA)
- U - Unsatisfactory; failure (not used in calculating GPA)
- P - Pass (not used in calculating GPA)
- J - In Progress; temporary grade assigned when a course extends across terms; replaced by a permanent grade at completion of the entire course
- I - Incomplete; student failed to complete the requirements of the course in the required time

In each course, including clinical laboratories and internships, there is an established criteria for the assignment of grades. When a course is repeated, both the original and new grade will appear on the student's transcript. Both grades will be used to calculate the grade point average except in the circumstances that the student repeats a portion of the professional curriculum, resulting in his/her anticipated date of graduation being delayed by a year. In this case, the grade(s) in the repeated course(s) and not the original grade(s) will be used to calculate the grade point average. Under such circumstances, the student will be ineligible for college based scholarships that are based on grade point average. Any below average grade received after the repeated portion of the professional curriculum will remain on the transcript and will be calculated in the GPA. This situation will also warrant a consideration for dismissal by the Course and Standing committee. "F" or "U" grades in required courses must be made up by the end of the 4th week of the following academic term during which the student is required to attend classes unless the student will be delaying graduation by one year. It is the student's responsibility to contact the instructor to arrange for equivalent course work, including an appropriate examination that will result in credit and a grade for the deficient course work. If there are problems because of unavailability of a faculty member, the student should contact the Department Chairperson, and the requirements may be amended.

Students must achieve a passing grade in clinic-based courses before advancing to the next academic year. If other than a passing grade is received (either an "F" or an "I"), it must be made up in a manner determined by the Dean for Academic Affairs, with input from both the Committee on Course and Standing and the Chairperson of the appropriate department. This policy may be modified on an individual basis upon recommendation of the Chairperson and with final approval of the Dean for Academic Affairs.

All "I" grades must be removed by the end of the fourth week of the next academic term during which the student is required to attend class. If the student is unable to comply with this requirement in a clinical sequence because of scheduling problems, he/she may petition the instructor for an extension with the concurrence of the department chair and the Dean for Academic Affairs.

STUDENT GRIEVANCES AND APPEALS OF FINAL GRADE

Students who have an academic grievance should proceed as follows:

1. Students should attempt to resolve disputes including grading, course work, clinic or other academic policies and procedures at the level at which the dispute occurred (Instructor of Record, Clinic Supervisor, Clinic Chief, etc). For disputes involving clinic, the student is encouraged to seek the assistance of his or her Educational Facilitator in resolving the dispute.
2. If a satisfactory result or a final decision cannot be reached, the student may bring the issue to the attention of the appropriate Department Chair (Biological, Vision, or Clinical Sciences).
3. If an unsatisfactory result or final decision is still not reached at the level of the Department Chair, the student may then appeal in writing to the Vice President of Academic Affairs (VPAA), with a copy sent to the Department Chair. The VPAA will make the final decision regarding the grievance. Records of the complaint, investigation, adjudication, and resolution will be maintained in the office of the VPAA.
4. All appeals of final grades must be made to the appropriate department chair within the first three weeks of the term following that in which the grade was issued.

DEAN'S LIST

The Dean's List recognizes those students whose term grade point average is 3.25 or higher. Students on Academic Probation will not be eligible. Eligible students will be notified, by letter, from the Dean for Academic Affairs after each term in which they qualify.

GRADE POSTING

Student grades are posted at the discretion of the instructor, and may not be published or posted in any identifiable format. This prohibition includes the posting of grades by social security number. There shall be no unauthorized disclosure of grades.

ACADEMIC REVIEW FOR ADVANCEMENT

The faculty meets with the Dean for Academic Affairs or Associate Dean for Graduate Studies and Research at the conclusion of each term to review students' academic performance. When a student's performance is less than satisfactory for normal advancement to the next term, the faculty may recommend probation, retention, retention with condition, dismissal, or a formal indication of concern to the respective Faculty Committee on Course and Standing for the professional or graduate programs. The Committees on Course and Standing consider recommendations on an individual basis and in turn recommends action to the Dean for Academic Affairs or the Associate Dean for Graduate Studies and Research.

ACADEMIC PROBATION: PROFESSIONAL PROGRAM

*The Dean for Academic Affairs, in consultation with the Committee on Course and Standing, may place a student on academic probation if the student's current level of achievement is deemed seriously deficient. *Academic probation is mandatory, however, when:*

1. The term GPA falls below 2.00; or
2. The cumulative GPA falls below 2.00;
3. Or a grade of "F" is earned for any clinic (third- or fourth-year clinics), whether on or off campus; or
4. Two grades of "F" are earned in an academic term; or
5. Three grades of "D" or below are earned in an academic term.

**If a student fails any course that has a clinical lab, consideration of academic probation is mandatory.*

INELIGIBILITY TO ADVANCE: PROFESSIONAL PROGRAM

*The Dean for Academic Affairs, in consultation with the Committee on Course and Standing, may determine that a student is ineligible to advance in the professional program** when he/she is deemed incapable of fulfilling institutional or academic requirements in a timely manner. Ineligibility to advance in the professional program, however, is automatic*

when:

1. Two grades of "F" are earned in the same course, regardless of whether the course was remediated or retaken; or
2. Two consecutive grades of "F" are earned in clinic (third- and fourth-year clinics), whether on or off campus; or
3. The term or cumulative GPA is less than 2.00 after having been on probation for three consecutive quarters/two semesters; or
4. The term G.P.A. is 1.00 or less

*** A student who is ineligible to advance in the professional program is subject to academic dismissal (see section on Academic Dismissal) or may be required to satisfactorily repeat portions of the curriculum.*

ACADEMIC DISMISSAL

Dismissal is reserved for those situations where **the student is deemed incapable of fulfilling institutional or academic requirements in a timely manner**. When a student is being considered by the Committee on Course & Standing for a dismissal recommendation, the student shall be notified in writing that such a recommendation is to be considered. The student shall, at his/her option, have the opportunity to (a) voluntarily withdraw from the program, (b) submit a written statement of mitigating circumstances to the committee for its consideration, or (c) appear personally to explain any mitigating circumstance before the Committee on Course & Standing makes its recommendation to the Dean for Academic Affairs. The student will have the opportunity to meet with the Dean for Academic Affairs to review his/her case.

APPEAL OF ACADEMIC DISMISSAL

A student who wishes to appeal the decision of academic dismissal may do so to the President of the College within one week following his/her verbal or written notification of dismissal by the Dean for Academic Affairs, whichever is earlier. The President will consider such appeal, which shall be presented in writing by the student.

READMITTED STUDENT

For the student who is separated from the College because of academic problems, or voluntarily leaves and then is readmitted, the following will apply:

1. The student's transcript will contain his/her complete academic record at the College. A notation will appear indicating the date and the reason for separation, e.g. leave of absence, withdrawal, dismissal, etc., as well as the notation and date of readmittance.
2. Grades for all years attended, including unsuccessful year(s) will remain on the transcript. All grades will be utilized in calculating the cumulative GPA.
3. If a student is readmitted, the Committee on Admissions or the Committee on Course & Standing may recommend the conditions under which the student is readmitted, e.g., all courses repeated, exemptions granted for course(s) previously passed, etc.

STUDENTS REPEATING A YEAR OF STUDY

For the student that is required to repeat a full year(s) of study, the following will apply:

1. A notation will be made on the transcript indicating that the year(s) is (are) being repeated.
2. All courses that are being repeated will be indicated with a "Y" after the grade received.
3. Grades for all years attended, including the unsuccessful year(s) will remain on the transcript and be utilized in calculating the cumulative grade point average (see Grading System explanation for repeated courses).

DISCIPLINARY ACTION

Students are subject to disciplinary action, including dismissal from the College, for actions deemed inappropriate according to the Policy on Ethical Conduct, as adopted by the College Council and distributed to all students herein.

LEAVE OF ABSENCE

Upon petition by a student in good standing, a one year leave may be granted by the Dean for Academic Affairs for students in the professional program or the Associate Dean for Graduate Studies and Research for students in the graduate programs.

EXEMPTION FROM COURSE REQUIREMENTS

Exemption from course requirements may be sought and is considered at the discretion of the course instructor and the Dean for Academic Affairs. The basis of the determination is typically (a) evidence of prior satisfactory completion of equivalent course work, or (b) the passing of a prerequisite examination.

AUDITING COURSES

Permission to audit a course may be granted by the instructor for a period not to exceed one academic term. The decision on whether or not to admit a potential auditor to a course is solely at the discretion of the instructor of the particular course. Auditors pay no tuition or fees and no record of their attendance is maintained by the College. If a person auditing a course is not a member of the college faculty, staff, or student body, they must conform to all college policies and procedures concerning guests and visitors.

DEGREES

SUNY confers Doctor of Optometry (O.D.), Doctor of Philosophy in Vision Science (Ph.D.), and the Masters of Science in Vision Science, (M.S.) Degrees. The conferral of degrees will be to students who satisfactorily complete all academic requirements, are not on probation and do not have outstanding financial obligations.

NATIONAL BOARD EXAMINATION FOR THE DOCTOR OF OPTOMETRY

The National Board examination shall not be considered a substitute for the standards and criteria set by the College for promotion within or graduation from the Doctor of Optometry program of the College. The faculty of the College reserves the right, indeed has the responsibility, to set standards for promotion and graduation which are independent of external testing agencies such as the National Board of Examiners in Optometry. However, the National Board examinations are required by most State Boards in lieu of the written state examinations for optometric licensure. All students who register for and take the examinations offered by the National Board of Examiners in Optometry (NBEO) will be required to request, on their NBEO application form, that scores be sent to SUNY State College of Optometry. All scores will be kept confidential and will only be used for conducting institutionally approved educational research. Such studies will only report statistical information and will not, in any way, identify individuals. Requests for exceptions to this policy should be directed to the Dean for Academic Affairs. For more information about the NBEO, please go to their website at www.optometry.org

National Board Examination Part III Travel Policy

For the National Board Examination Part III (Clinical Skills Exam), students will travel to an off-site location to complete the clinical portion of the exam. Students will be allowed two days of excused absence from their assigned clinic. If a third day is necessary, then the time would have to be made up with no penalty. All students are responsible for informing the Administration and communicating travel arrangements with their clinic supervisor to ensure clinic operations are not impacted.

STATE LICENSURE FOR THE DOCTOR OF OPTOMETRY

Each state has regulations and requirements that govern the licensure of optometry. Satisfactory completion of the O.D. program will be required to qualify for state licensing examinations in any of the 50 states. Further information on State Board Examinations and licensure can be obtained from the individual state boards, the NBEO website or from the Student Affairs Office.

COMMENCEMENT

Commencement exercises will be held annually at the conclusion of the spring term.

REGISTRATION AND MAINTENANCE OF MATRICULATION

Every student must file a Student Registration Form prior to the beginning of the Fall Term each year (Summer Session for Graduate Students). Registration may be denied if prior terms' Bursar invoices have not been honored. Since the Professional (O.D.) Program is a full time, lock-step curriculum, all students are automatically registered for courses offered in their particular year of study. There is no opportunity to add/drop courses in the Professional Program.

To maintain active status in the graduate program, full time students normally must be registered for at least 12 credits each term. O.D./M.S. or O.D./Ph.D. program students normally must be registered for at least one graduate course

(including research credit) each term. Students may register for graduate credit during the summer session, however this is not necessary to maintain active status. Failure to maintain active status, without a formal leave of absence, for more than one term consecutively shall result in dismissal from the graduate program.

In addition to the Student Registration Form, a Graduate Student Course Registration Form must be approved, in writing, by the student's advisor and filed with the Associate Dean for Graduate Studies and Research, the Registrar and the Business Office before the beginning of the summer term for the academic year.

Graduate courses may be added during the first two weeks of the term; courses may be dropped during the first four weeks of the term. An add/drop form must be completed, signed by your advisor and filed with the Associate Dean for Graduate Studies and Research, and the Registrar.

COURSE AND FACULTY EVALUATION

Students are given the opportunity and expected to provide formal and informal input about the curriculum, courses, clinic, and faculty. Students are required by the College to complete formal course and instructor evaluations as an official requirement for course completion. Grades may be withheld by the administration if evaluations are not completed.

Formal course and instructor evaluations are distributed electronically to students at the conclusion of each term. Results of these evaluations are analyzed through the Office of Academic Affairs and summaries are distributed anonymously to the instructional faculty and Department Chairs. The Committee on Professional Qualifications, which make recommendations to the Dean for Academic Affairs on tenure and promotion, is provided summary information of student evaluations on individual faculty being considered for promotion and tenure.

In addition to formal course and instructor evaluations, students may be asked to participate in surveys on various topics in order to provide important feedback for analysis and planning. Participation on these surveys is optional. The Dean for Academic Affairs meets informally with each class periodically, and the Dean and Department Chairs also meet each term with the class officers, to discuss academic issues and provide students with an informal forum to discuss issues and concerns.

RECORDS POLICY - OFFICE OF THE REGISTRAR

I. EDUCATIONAL RIGHTS & PRIVACY ACT

All policies with regard to student records shall conform with the Family Educational Rights and Privacy Act (FERPA) 1974. Specific policies described below are intended to supplement the rights and assure the safeguards provided by the Family Educational Rights and Privacy Act and to clarify student records policy at the State College of Optometry.

II. PUBLIC RECORDS

- A. The following information related to a student is considered “directory information” and the College reserves the right to disclose it to anyone inquiring without the student’s consent unless the student, within ten days of the beginning of each academic year, informs the Office of Student Affairs, in writing, that this information is not to be made public. Directory information is name, permanent address & telephone, local address & telephone.
- B. Disclosure of Information
 1. The student directory information is made available to students, faculty and administrative staff of the College for their own use only. It may not be duplicated or disseminated in any way by the recipient.
 2. The Student Directory, in full or in part, is not disseminated to outside agencies, business concerns, or private individuals without the consent of the Vice President for Student Affairs.
 3. No office maintaining an educational record of a student will disclose any personally identifiable information from that record to anyone other than the student him/herself without the written consent of the student, except as provided below.
 4. The records of the student will be disclosed without his/her written consent to academic and administrative officers within the College who have a legitimate educational interest in the information. “Legitimate educational interest” means the demonstrated need to know by those persons who act in the student’s educational interest. This includes the following persons and their professional and clerical staff acting under their instructions:
 - a. Dean for Academic Affairs or Associate Dean for Graduate Studies and Research for the program involved,
 - b. Staff of the Student Affairs Office,
 - c. President,
 - d. Committees on Course & Standing,
 - e. Faculty of each class only for students under academic difficulties,
 - f. Someone from an outside party with a legitimate right to know as defined by the Family Educational Rights and Privacy Act.
 5. The records of a student will be disclosed without his/her written consent to those federal and state government agencies and officials only as provided by law.
 6. The records of a student will be disclosed without his/her written consent to an agency to which the student has applied or from which he/she has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.
 7. The records of a student will be disclosed without his/her written consent to certain educational agencies and institutions only as permitted by law.
 8. The College reserves the right to furnish to parents or guardians of financially dependent students any information relating to such students’ academic status.
 9. The records of a student will be disclosed without his/her written consent to comply with a judicial order or subpoena.
 10. The records of a student will be disclosed without his/her written consent in a health or safety emergency.

III. CONFIDENTIAL RECORDS

- A. Submission of Grades:
 1. Instructors submit grades to the Registrar on official grade report forms only. All grade forms must be signed by the instructor.
 2. Supplemental grades such as completions for “I” grades or repeat courses for “F” grades must be submitted on an official Grade Change Form. Grade changes must be signed by the instructor, department chair and Dean for Academic Affairs before submission to the Registrar’s Office.
- B. Confidentiality of Grades
 1. Grades of individual students, in any identifiable format, may not be published or posted. This prohibition includes the listing of grades by social security number. This does not preclude the posting of the grade distribution for a course by the instructor as long as grades are not identified by student.

2. All persons with access to grades must not divulge individual student grades to anyone either verbally or in written form.
- C. Availability for use by faculty and Committees on Course & Standing.
 1. At the request of the Dean for Academic Affairs or Associate Dean for Graduate Studies and Research, transcripts, grade reports and written instructor comments may be made available at the end of the quarter faculty meetings and at meetings of the Course & Standing Committee.
 2. Transcripts of grades at prior institutions attended, copies of standardized test scores and letters of recommendation may be requested by the Committee on Course and Standing by majority vote of the committee members present. No other documents may be requested.
 3. The Registrar shall be responsible for the distribution and collection of all documents, and copies thereof, which are utilized at faculty Course & Standing meetings. All such documents and copies must be returned to the Registrar.
 4. The Chairperson at each meeting where student records are discussed must inform all present about the maintenance of confidentiality of all student records and of the proceedings of that meeting.
- D. Availability for faculty, professional staff and outside use.
 1. Student grades may only be made available to individuals and/or agencies conducting bona fide educational research.
 2. Proposals for educational research involving the use of student grades or test scores must include:
 - a. a statement of the objective of the study,
 - b. the qualifications of the individual or group conducting the study,
 - c. a description of the methodology to be employed,
 - d. a signed statement assuring confidentiality of all data,
 - e. assurance that data will only be reported as group data or if published as individual data, there will be no possible way of identifying the individual,
 - f. all student data supplied must be returned at the conclusion of the project.

IV. AVAILABILITY OF RECORDS TO STUDENTS

- A. Inspection & Review of Records
 1. Any student may inspect and review his/her education records upon written request to the Registrar. The Registrar will comply as soon as possible; under the law this must be done within 45 days after the request.
 2. The student has the right to review and inspect all the documents in his/her folder except:
 - a. confidential evaluations and letters of recommendation filed before January 1, 1975;
 - b. evaluations and recommendations after that date if the student has waived his/her right to see them;
 - c. financial records and statements of his/her parents;
 - d. those documents classified by the law as non-educational.
 3. If, after inspecting and reviewing his/her records, the student has any questions about them, he/she may request an oral or written explanation and interpretation of them.
 4. The student may also secure a copy of every document in his/her folder open to him/her. These will be made by the College under the same terms, conditions and charges as for a copy of a transcript, i.e., \$5.00 for each document. If an original or source document exists elsewhere (e.g. records of other schools), copies will not be sent to a third party.
- B. Transcripts:
 1. Students can view their term reports at the end of each term and whenever a grade change is made via the my.sunyopt.edu student portal.
 2. Students with no outstanding financial obligation are entitled, upon request, to one free official transcript after graduation. 3. Students must pay the current transcript fee for each transcript ordered.
 4. All requests for official transcripts must be made in writing on a Transcript Request Form, available in the Student Affairs Office or student portal. Transcripts will not be sent until the fee is paid.
 5. Official transcripts will be mailed from the Registrar. Under special circumstances, an official transcript will be given to the student in a sealed envelope stamped by the Registrar's Office.
- C. Elements of one transcript
 1. The Registrar maintains records of overall class standing and grade point averages and all calculations related to the student's academic standing.
 2. Cumulative and Term GPA, quality points, occasions on probation, and other information relative to the student's academic standing are reported on the college transcript.

V. THE RETENTION OF RECORDS

- A. SUNY adheres to the AACRAO (American Association of Collegiate Registrars and Admissions Officers) standards for the retention of records.

Detail on the length of time each document is maintained is available from the College Registrar

ACADEMIC SUPPORT SERVICES

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs has within its area of responsibility academic support services. The Office of Student Affairs and Academic Affairs work in concert to assure that adequate support services are in place for students in need of assistance.

COUNSELING

Academic and personal counseling are available for students through the Office of Student Affairs at extension 5500 or, in the case of personal issues, by contacting the Social Services Office on the 8th Floor at extension 4039. Many times, students are hesitant to explore this service, but counseling is strictly confidential and helpful to those who need to express themselves to others. For long term needs, a referral service is available.

TUTORING

Students who need assistance in one or more courses should seek out the instructor(s) as a first step. Peer tutoring can also be a valuable resource and is available at no cost to the student. In all cases, it is essential to request assistance as early as a need is identified. Counseling and Tutoring are directed by the Vice President of Student Affairs, Dr. Jeffrey L. Philpott. You may contact him in the Student Affairs Office, ext. 5500.

ACADEMIC FACULTY AND ADMINISTRATION

Students having difficulty with course material are strongly encouraged to discuss issues with their instructor(s). Faculty regularly provide insights into academic problems. In addition, faculty may provide tutorial assistance or make recommendations and referrals to services that can assist you. The Academic Department Chairs and the Dean for Academic Affairs or Associate Dean for Graduate Studies and Research are also available to discuss academic support issues.

There is a student run note taking service for the purpose of supplementing the notes of individuals in each class. Each lecture is taped (with the instructors' permission), transcribed and distributed to all those subscribing to the transcript service. In the Fall of the 1st year, each entering class will elect a transcript committee that will be responsible for the scheduling, collecting, copying and the filing of transcripts each week. Transcript boxes are located in each classroom to allow for quick and easy distribution. Transcript fees and schedules vary each term depending upon class participation.

ORDERING TEXT BOOKS

Faculty will provide a course description and syllabus at the beginning of each class that identifies the necessary required and recommended books. Check with the individual instructors to determine where to order the textbooks, some will recommend www.amazon.com or NYU Health Science Bookstore at 333 E. 29th Street or Barnes and Noble Medical Bookstore on 17th St. Students are free to use other vendors for new purchases.

HAROLD KOHN VISION SCIENCE LIBRARY

(212) 938-5690

Fax (212) 938-5696

Website: <http://www.sunyopt.edu/library>

Hours: **Monday - Friday 8:00am - 9:30pm**

Saturday - 10:00am 5:00pm

Sunday (academic year only) 10:00am 6:00pm

The Library will be closed on regular College holidays. Since weekend hours are staffed solely by work/study students, we recommend that you call prior to making the trip to ensure that regular hours are in operation.

**Summer hours are 8:00am - 8:00pm Monday – Friday,
10:00am – 5:00pm Saturdays, and closed on Sundays**

Food, drink, smoking and cell phone use are prohibited in the library.

CIRCULATION

Books: The student loan period is 4 weeks; faculty, residents and staff may borrow circulating books for one quarter. All books may be renewed unless they have been requested by another user.

Reserve: Reserve materials circulate in the library for 2-hour intervals. They also may be borrowed overnight after 4:00pm (or after 3:00pm on Fridays). Overnight loans must be returned by noon of the following day or by noon of the following Monday in the case of Friday loans. A fine of \$2.00 per hour will be charged for late returns on reserve items, up to \$10.00 per day.

Journals: Journals do not circulate outside the library.

Audiovisuals: Audiotapes may be borrowed by all users for periods of one month. With the permission of Library staff, slides and audiovisual materials may be borrowed for use within the college. Videos may circulate overnight at the discretion of the Library staff.

Returns: Books from the main collection may be returned at the Circulation Desk or deposited in the book drop located just outside the library. Reserve books and audiovisual materials may NOT be deposited in the book drop, but must be returned at the Circulation Desk.

OTHER SERVICES

Reference: Research assistance and personalized electronic information alerting services can be provided by speaking with the Library Director.

Interlibrary loan: Books and journal articles unavailable in the library may be obtained through interlibrary loan (ILL) for residents, faculty, staff, and graduate students. Referrals also can be made to other local holding libraries if materials are needed immediately. Please ask a staff member for assistance.

Electronic Databases: The Library offers a wide variety of health, medical, education, business, and social science databases available through the Library web page. Librarians have access to a variety of other electronic databases that can be searched upon request.

Web site: The Library has a comprehensive web site with links to many health, medical, and statistical resources.

LOCATION INFORMATION

Reference: The Reference Area includes statistical sources, pharmacology resources, dictionaries, and other reference materials.

Online Catalogue Books and audiovisual materials can be located through the library's online catalog. This can be searched at several standalone computers in the library or via the web by connecting to "Eyebrowze" from the library's web site.

Journals: Journals are shelved alphabetically by title. Current issues are displayed in the Current Periodical Area, older materials are located in the bound journal stacks. Titles and holding information can be accessed through Eyebrowze, the Kohn Library's online catalog.

Audiovisuals: Slide and video programs are shelved in the Reserve Area. Audio cassettes are housed in file cabinets near the network printers.

Computers: Computers are available in the public access computing areas of the library. Computers for group or individual use are also located in two special computer labs. Two computers, scanners, and a stand-alone printer are available in the multimedia room.

Photocopiers: There are two copiers available in the Library. One copier takes coins, the other requires the use of copy cards, which can be purchased at the automatic teller at the Circulation Desk.

Leisure Reading Current copies of the New York Times and popular consumer magazines are available in the current periodicals section of the Library. Some paperback leisure reading books are also available. Ask Library staff for assistance.

Complete information on Library services and policies can be found at the Kohn Library website:
<http://www.sunyopt.edu/library/>

CLINICAL PROGRAMS AND POLICIES

UNIVERSITY EYE CENTER AND SATELLITE CLINICS

The University Eye Center is one of the largest optometric clinical facility in the nation. It is the clinical teaching and community service facility of the State College of Optometry, State University of New York. The University Eye Center is an Article 28 Diagnostic and Treatment Center. It is the patient care facility of the State University of New York/State College of Optometry. At the University Eye Center (UEC), students, interns, externs, residents and clinical faculty look beyond the eye to see the whole patient. They share an awareness that good vision is a combination of an elaborate set of actions and reactions involving not only the eye itself, but a multitude of bodily systems.

Each plays a vital role in our ability to see. Each can influence how we interpret and relate to our visual environment. With more than 120,000 patient visits annually, the University Eye Center and its satellite affiliations provide quality optometric care to ambulatory patients, including health education, prevention of disease and early diagnosis and treatment of ocular disease and visual disorders.

In addition, the University Eye Center also serves as an educational facility for optometrists, social workers and other allied health care professionals.

Furthermore, the University Eye Center has a strong commitment to community service; sponsoring community outreach programs and bringing vision care services to underprivileged communities and to unique patient populations with specific vision care needs. The clinic's service to the community, and its value as an educational resource have contributed to its reputation for excellence. The University Eye Center provides optometric care to patients in primary care and specialty services.

CLINIC POLICIES AND PROCEDURES

Listed below, are excerpts of several key policies. Students, faculty and staff are required to comply with all portions of the entire University Eye Center Policy and Procedure Manual, which is available in each Service Manager's and Chief's offices and on line.

Please refer to the Table of Contents for a preview of the subject matter addressed in the manual. A more detailed Student Clinic Manual is distributed during student's third-year orientation to the clinics.

HEALTH CARE FACILITY

Your clinic responsibilities begin when you arrive at the College. It is the policy of this College that all patients must be treated with dignity and respect.

Each patient visiting our clinic comes in contact with you in the halls, on the elevators or in optometry labs and clinics. Everyone in the College needs to make patients feel at home. Beyond simple politeness, there are little courtesies which you can extend to patients, for example, holding a door or assisting a handicapped individual. Remember, this is a health care facility; good health begins with a supportive, positive attitude toward those around you.

CONFIDENTIALITY

It is the policy of the University Eye Center, State University of New York College of Optometry, to maintain patient confidentiality. As such, the College is compliant with the HIPPA Federal regulations which include training of staff, students and faculty providers. The new privacy rules adopted as part of the Federal Health Insurance Portability and Accountability Act of 1996 establish standards for the release of medical information.

Procedure

1. Results of clinical findings are given to patients by clinicians in the privacy of an examination room or consultation room.
2. The content of a medical record should only be discussed with the patient by the providing the service or the provider's supervisor.
3. All conversations concerning information of a clinical nature or matter of patient privacy are conducted in an office, consultation or examination room.
4. Requests for medical records to be sent to outside agencies, physicians, optometrist's offices or to the patient, are handled through the Medical Records Department only. An authorization signed by the patients is needed.
5. Medical records are maintained securely in the University Eye Center's Medical Records Department and in the electronic medical record
6. Release of HIV-related information is in compliance with state regulation, effective February 1, 1989.

7. All clinical and support staff who handle patient records are required to sign a “Statement of Confidentiality” form.

EXAMINATIONS OF FAMILY MEMBERS

1. Students may not schedule family members or friends for themselves when they are not assigned to a Service without permission.
2. The student must obtain a prior commitment from the Service Chief and from a faculty member who must supervise and sign the medical record and the encounter form.
3. The student must arrange for a room assignment through the Chief or Manager of the respective Service.
4. All patients (even family members) must be registered and given a medical record number in the University Eye Center scheduled with an appointment.
This can be done via the front desk in the clinic. Each visit to the Service must be documented in the patient’s medical record.
5. Encounter forms must be clearly marked, “No Charge - Family Member of _____” or “Discount - Family Member of _____”.

A more convenient method for a student to examine a family member is to contact the appointment desk directly and arrange for an appointment with the student when the student is assigned to the appropriate Service. Refer to the policy and procedure on “Employee Discounts” to determine which fees, if any, are to be charged for the appointment.

EMPLOYEE DISCOUNTS

Policy and Criteria:

The following discount policy has been established for Officers of the State University of New York (SUNY) and employees and matriculated students of the SUNY State College of Optometry. This discount policy also applies to the immediate families of the above named individuals. “Immediate families” is defined as spouses, domestic partners, dependent children and parents. Furthermore, current members of College Council and the current Board of the Optometric Center of New York are eligible for discounts.

All individuals covered under this discount policy are required to inform the University Eye Center (UEC) of their optical and/or major medical (managed care) insurance.

Upon receipt and verification of enrollment information, individuals will be registered in the University Eye Center data base by the call center, front desk patients’ services staff, or the patient accounts managed care staff. Individuals eligible for these services will be extended a 42% courtesy on all material fees (glasses and contact lenses). However, if the individual has optical coverage, all material fees not covered by his/her plan will be the responsibility of the individual (e.g. the 42% discount will not be applicable). Deposits will be required before materials are ordered. These individuals will be given professional courtesy of all non-materials professional services that are not covered by the member’s insurance except for LDU evaluations, evening/Saturday visual therapy, and elective refractive surgery.

Exceptions to this policy must be approved in advance by the VP for Clinical Affairs.

THE CLINICAL EDUCATION PROGRAM

The Department of Clinical Sciences utilizes the University Eye Center (UEC) and external clinics for as resources for clinical experience. The program is designed to provide the intern with a broad base of patient care experiences and to provide the opportunity to work in a variety of clinical settings. Clinical Services at the UEC include Primary Care, Contact Lenses, Rehabilitation, Low Vision, Pediatrics, Ocular Disease and Special Testing and several subspecialty clinics within each of these clinical services (see Table 1).

Table 1 Clinical Services and Subspecialty clinics within the University Eye Center

<ul style="list-style-type: none"> • Service <ul style="list-style-type: none"> ○Subspecialty
<ul style="list-style-type: none"> • Primary Care <ul style="list-style-type: none"> ○Adults with Disabilities ○Dispensing
<ul style="list-style-type: none"> • Contact Lenses <ul style="list-style-type: none"> ○Prosthetics ○Medically necessary contact lenses
<ul style="list-style-type: none"> • Ocular Disease and Special Testing <ul style="list-style-type: none"> ○ Glaucoma Institute ○ Retina ○ Cornea and Cataract ○ Oculoplastics ○ Neurology/neuro-ophthalmology ○ Imaging
<ul style="list-style-type: none"> • Rehabilitation <ul style="list-style-type: none"> ○ Head Trauma ○ Visual Therapy ○Low Vision ○Learning Disabilities
<ul style="list-style-type: none"> • Pediatrics <ul style="list-style-type: none"> ○ Infant Vision ○ Children with Special Needs

The clinical experience begins in the first year during the Integrative Seminar. This course uses a small group discussion format to integrate clinical observations with basic and clinical science topics covered in the classroom and runs through the first three years of training.

The 2nd year increases the student's role in clinic based on experience.

The goal of the 3rd year clinical program is to create a clinician with a strong foundation in the entire repertoire of skills required of a competent primary care practitioner.

During the 3rd year summer session (10 weeks) and the fall and spring semesters (16 weeks), interns are assigned one full day of Primary Care each week where they rotate within a small group of 6 interns and 2 doctors called a Pod.

This experience is augmented by the small group Integrative Seminar discussions. In addition, interns rotate through specialty clinics during the fall and spring semesters. Experiences vary by semester, and are best summarized by considering the assignment in sessions over the year as the following:

- 6.0 in Primary Care
- 1.0 in Dispensing
- 0.5 in Pediatrics
- 0.5 in Ocular Disease
- 0.5 in Contact Lenses
- 1.0 in Vision Therapy
- A possible 0.5 comprised of Pediatrics, VT, Dispensing or Contact Lens as student and clinic availability allows.

In addition to the above, a limited number of clinical elective slots are opened based on clinic availability.

The 4th year program has been developed to provide the broadest range of clinical exposure possible during the final year of the professional program. A clinical electives program requires rotation at two sites, at least one of these must be outside the College. The other half of the 4th year internship program, within the UEC, is designed to provide the student with a level of clinical exposure that goes far beyond that achieved in the 3rd year and allows for specific interest in areas of sub-specialty care to be developed. This is complimented by a weekly program of 'Senior Seminars' which have been constructed to enhance the ongoing clinical teaching.

The overall supervision of both 3rd year and 4th year programs is through the Department of Clinical Sciences. Individual assessments and supervision is conducted by the on-site faculty of the internal and external clinics and integrated into the Department of Clinical Sciences and the Office of Academic Affairs. The Department of Clinical Sciences works closely with each of the training sites in order to provide an intensive, challenging, educational opportunity in patient care at the State University of New York, State College of Optometry.

Fourth Year Clinical Education Program

The Clinical Education Program provides fourth year interns with the opportunity to rotate through up to four different on and off-campus clinical sites. Each rotation lasts 12 weeks. The Program enhances the intern's clinical knowledge and skills through intensive clinical experience. The program provides quality exposure in diverse clinical settings including Veteran's Administration Medical Centers, referral centers, military facilities, urban family clinics, hospital clinics, multi-disciplinary practices and private practices. Interns have the opportunity to explore different areas of specialty within the practice of contemporary optometry: contact lenses, vision training, ocular disease, pediatrics, and low vision. The experience at External sites promotes the intern's skills as a primary eye care provider and develops his or her ability to deliver quality care in accessible healthcare facilities.

The External faculty is composed of leading clinicians throughout the country. As SUNY faculty members, they are responsible for the supervision, training, and evaluation interns studying at off-campus sites. After months of guidance and education on available locations, interns select their rotations. Although some off-campus sites provide living quarters, for those that do not, it is the responsibility of the intern to procure and finance housing. The External faculty and the Director of Externships work with the intern to achieve the maximum educational benefit from each rotation.

THE OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is comprised of services that support and interact with students. In addition to the functional areas described in this section, the office serves as an advocate for student concerns and issues. When students are unsure to whom to address a question or concern the Student Affairs Office is usually a good place to begin. If you should experience an extended illness or absence, Student Affairs can assist you in assuring clear communication reaches your faculty. In addition to filling distinct student services roles, the Office of Student Affairs attempts to create an atmosphere of support, inclusion and belonging to the College Community.

Admissions

The Office of Admissions coordinates the College's recruitment and admissions to the academic programs. All documents submitted for purposes of consideration for admission or questions related to admission should be directed to this office.

Orientation

The Orientation program is an annual event designed to familiarize the student with the academic demands of the curriculum, college policies and student life. It also provides a forum to introduce key alumni and optometric organizations who offer important perspectives about the profession and the College. Orientation is planned by a student/staff committee who selects and coordinates various activities which include lectures, tours and social events.

Records and Registration

The Office of the Registrar coordinates the scheduling of courses and maintains all official student records which include transcripts, health forms, etc. Any changes to student information should be directed to this office. Additional functions include the preparation and dissemination of the Academic Calendar, the Student Health forms and National and State Board information.

Financial Aid

The Financial Aid Office administers all Federal, State and institutional programs available to assist students in financing their education. Counseling is available to assist students in their financial planning, including budgets, loan alternatives and other financial options.

Tutoring

The Office of Student Affairs administers a peer program at no cost to assist students in their academic studies through individual and group tutorials. Students are urged to seek tutoring as soon as the need arises, or if recommended by faculty. Students who need assistance in one or more courses should seek out the instructor(s) as a first step. In all cases, it is essential to request assistance as early as a need is identified. Tutoring is directed by the Vice President of Student Affairs, Dr. Jeffrey L. Philpott. You may contact him in the Student Affairs Office, ext. 5500.

Minority Recruitment and Retention Program

A continuing objective of the College is the identification, recruitment, admission and retention of qualified students from under-represented groups in the field of optometry. As in other health professions, African Americans, Hispanic Americans and Native Americans are significantly underrepresented in optometry. The College has developed and adopted a minority assistance plan for the purpose of providing the necessary support and services to assist minority students in meeting program demands.

Foreign Students

All services including advising and processing of required documents are handled by the Office of Student Affairs. All foreign students are required to enroll in a mandatory health insurance plan made available to all foreign students and their families through the State University of New York.

College Work Study

The primary purpose of the College Work Study Program (CWS) is to promote the part-time employment of students. The program is designed for those students who have great financial need and is intended to relieve the student from incurring an unduly heavy burden of indebtedness.

Students must be in good academic standing and have verified need. It is recommended that first year students refrain from working during the first quarter of enrollment in order to provide for a period of adjustment. All CWS positions will be subject to the approval of the Dean or Vice President supervising the various areas. The Academic Dean will approve all academic related CWS positions.

Each CWS position must have a job description on file that states the purpose, duties and responsibilities entailed. This serves to provide the student with information and sets bounds of time needed for the job. Interviews are arranged through the Financial Aid Office to assure mutual satisfaction.

All compensation received from employment for CWS must be used solely for educational purposes and cannot exceed the student's cost of education. The current wage rate offered is \$12.00 per hour for all work. The maximum number of hours is fixed at 20 hours per week while school is in session.

Compensation will be paid on a bi-weekly basis in the Business Office. Payment will be made approximately 10-14 days after the submission of time slips.

Financial Aid Applications (FAFSA and In-house) are available in the Office of Student Affairs. These applications are needed to determine student eligibility.

STUDENT HOUSING

Moving to New York City is an exciting transition that allows students to experience for four years the benefits of living in one of the most exciting cities in the world, gain independence, and mature. We also understand that moving to NYC is an overwhelming thought. With that in mind, the Office of Student Affairs has put into place a number of resources to help you transition into the next chapter of your life.

HOUSING COMMITTEE

The Housing Committee was created to provide information that will better shape your understanding of the apartment search process in New York City. Students set their priorities regarding cost, space, distance and area, and the Housing Committee assists the student in locating and securing suitable housing to meet his/her specific needs.

The committee is available to provide advice, maps of the city, directions, use of our telephones and online services and any other assistance you may require. The Housing Committee operates under the direction of the Financial Aid Office and is functioning between April and September

Housing Day

SUNY also sponsors a “Housing Day” in July where students will get more information about apartments. Students will have the opportunity to speak to upper-class students about living in the different boroughs and, possibly, will receive a list of available apartments or sublets.

Big Sibling

In addition to housing day, **SUNY-O** also has a “Big sibling Program” in which incoming students are assigned an upper-class student who can advise you on how to find an apartment and can help you adjust to life in the city and the SUNY curriculum. All siblings have been assigned, so you should have heard from them or be hearing from them soon!

Websites to Search for Housing

Most apartments available for rent beginning August will usually be on the market no sooner than July. Start looking online beginning mid-June to get a better understanding of rent prices in NYC and surrounding areas. Important: Beware of internet scams. Never make a deposit before personally visiting an apartment and always remember the old adage “If it is too good to be true, it probably is”.

Helpful Websites:

www.newyork.craigslist.org
www.bestaptsnyc.com
www.nytimes.com
www.halsteadproperty.com
www.apartmentsource.com

www.cityrealty.com
www.nofeerentals.com
www.villagevoice.com
www.corcoran.com

www.rent-direct.com
www.sublet.com
www.gramercyrly.com
www.citi-habitats.com

STUDENT ORGANIZATIONS

You will learn a lot about optometry that cannot be found in the textbooks and you can influence the decisions that affect you and your profession. Be cautious when determining the extent of involvement that is manageable for you individually; your academic studies must remain a priority.

Student Government

The Student Council is the executive branch of the student body. All students may attend meetings; however voting on various college issues is done through your class representative.

STUDENT GOVERNMENT CONSTITUTION

Article 1: Name

The student government will be known as the **Student Council**.

Article 2: Purpose

To promote and insure the welfare and interests of all those it represents, namely the student body. The student body shall be defined as all students enrolled in SUNY State College of Optometry.

Article 3: Structure

The student council shall be composed of three (3) elected student representatives from each class, the representatives from each of the council recognized organizations, and the four student council officers.

Section A - Student Representatives

1. All student council class representatives shall be elected by their respective classes (those classes that will be present the following fall) by May 31st.
 - a. The new first year class shall elect their representatives within the first two weeks of the fall quarter.
2. Term of office shall be one (1) year, beginning summer quarter to the end of the spring quarter of the following year.
3. Each representative is entitled to one (1) vote.
4. The representatives from each class will consist of the Class President and two elected representatives. The council consists of all four classes in the optometric program and one class from the graduate program plus the recognized organizations.

Section B - Council recognized organization representation

1. Council recognition occurs with a majority vote of council or with 25% of the total student body membership. They will be chosen as specified by their individual charter or constitution.
 - a. Only one representative is to stand for any one organization.
2. Will preside as prescribed by their charter or constitution.
3. Each representative will have (1) vote.

Section C - Student Council Officers

1. The officers will be known as the President, President-Elect, Treasurer and Secretary.
 - a. Officers are to be elected by a majority of the total student body present at the time of an election.
 - b. The election will be held before May 31st.
 - c. The term of the office will be one year beginning summer quarter to the end of the following spring quarter.
 - d. Officers will not be eligible for other offices within the school while holding the post.
2. Description
 - a. President- sets meeting times and presides over meetings, votes only in dead lock, acts as a school delegate to AOA Congress, to Student Assembly and is the alternate in the College Council.
 - b. President-Elect- assists in administration, is alternate delegate to AOA Congress, sits on the College Council, has one vote, and acts as alternate delegate to Student Assembly.
 - c. Treasurer- controls and keeps track of all monies, has one vote.
 - d. Secretary- takes, reproduces and distributes minutes; copies of minutes will be distributed to all students and one copy to Student Affairs; has one vote.

Article 4: Meetings

Section A - There shall be one meeting (at least) per period during the academic year, only to include the fall quarter to the spring quarter.

Section B - A meeting (quorum) exists and may proceed with business when no less than 6 members are present after the meeting has been previously announced.

Article 5: Amendment of this document

Changes made will be valid only when accompanied by a 2/3 majority vote of the council members and only after posting the proposed change, in full view of the student body for a period of seven days prior to the vote.

The full Student Council Constitution can be found on the College's website under "Activities and Organization", "Student Council".

SUNY STUDENT CLUBS AND ORGANIZATIONS

STUDENT GROUPS	<i>What does the acronym stand for?</i>	<i>Who is in charge?</i>	<i>How do I join?</i>	<i>Mission Statement</i>
NYSOA	New York State Optometric Association	President: Jefferson Lin '13 Vice President: Tony Zarella '14	All students are members through the activities fee. www.nysoa.org	“The NYSOA is dedicated to enhancing the vision care and health of the public and promoting the art and science of optometry.”
AOSA	American Optometric Student Association (The student section of the AOA - American Optometric Association)	Trustee: Quy Nguyen '13 Trustee Elect: Colleen Dye '14	All students are members through the activities fee. www.theaosa.org	“The purpose of the American Optometric Student Association is to improve the visual welfare and health of the public, to promote the profession of optometry, and to enhance the education and welfare of optometry students.”
AOA PAC	American Optometric Association - Political Action Committee	Student Rep: Becky Pietrasik '13 Assistant Student Rep: Matt Vaughn '14	Attend the first meeting for more information. www.theaosa.org/aoa-pac.asp	“The AOA-PAC supports legislation that advances the quality, availability and accessibility of eye and vision care to the public. AOA-PAC encourages and supports involvement in the political process and supports candidates for federal office.”
NOSA	National Optometric Student Association	President: Keith James '14 Vice President: Janelle Tertullien McDonald '14 Secretary: Anna Szeto '14 Treasurer: Benjamin Arthur '13	Attend the first meeting for more information. \$15 application fee http://www.sunyopt.edu/current/StudentOrg/NO SA/index.shtml	“To recruit minority students to schools and colleges of optometry; and to enhance the delivery, effectiveness and efficiency of eye and vision care services in communities with little or no eye care presence”

STUDENT GROUPS	<i>What does the acronym stand for?</i>	<i>Who is in charge?</i>	<i>How do I join?</i>	<i>Mission Statement</i>
SOAPP	Student Optometric Association for Private Practice	President: Charles Bong '13 President-Elect: Marissa Huang '14	You can sign up at orientation! Attend the first meeting for more information.	"To provide speakers and information regarding private practice that is not emphasized enough in our current curriculum. Topics such as starting a practice from scratch, group practice vs solo, billing and coding, what to expect and how to negotiate your first contract, etc."
SVOSH	Student Volunteers for Optometric Service to Humanity	President: Jen Gould '13 President-Elect: Jawad Daniel '14 Treasurer: Kathleen Maloney '13 Secretary: Melissa Cuan '13	Free membership. Attend the first meeting for more information.	"The primary mission of SVOSH is to facilitate the provision of vision care worldwide to people who can neither afford nor obtain such care."
COVD	College of Optometrists in Vision Development	2012 Liaison: Tiffany Liu 2013 Liaison: Mikilyn D'Angelo 2014 Liaison: Gregory Borukhov	Attend the first meeting for more information. Online membership form www.covd.org	"To Expose students to COVD, behavioral and developmental vision care, vision therapy and visual rehabilitation."
SAPHA	Student Chapter of American Public Health Association	President: Jennifer Hue '13 Vice President: Rajat Shetty '13 Secretary: Janna Lambson '14 Treasurer: Ji Yun Lee '13	Attend the first meeting for more information www.apha.org	
COSA	California Optometric Student Association	President: Josephine Huang '13	Membership forms are available at the COSA meetings. www.coavision.org	"Keep students in touch with what is going on in optometry practice in CA"
NJSA	The New Jersey Student Association	President: Joanne Malek '13	Attend the first meeting for more information. www.njsop.org	"Keep students in touch with what is going on in optometry practice in NJ"
CSA	<i>Canadian Student Association</i>	<i>President: Stephanie Van de Ven '12</i>	Attend the first meeting for more information.	"Keep students in touch with what is going on in optometry practice in Canada"

STUDENT GROUPS	<i>What does the acronym stand for?</i>	<i>Who is in charge?</i>	<i>How do I join?</i>	<i>Mission Statement</i>
FCO	<i>Fellowship of Christian Optometrists</i>	<i>President: Benjamin Arthur '13 Secretary: Joanne Malek '13</i>	Attend the first meeting for more information.	
Lions Club	<i>The Lions Club</i>	<i>President: Christina Chu '12 Vice President: Jennifer Kwok '14 Secretary: Madelyne Latorre '14 Treasurer: Janna Lambson '14</i>	Attend the first meeting for more information. Membership fee. http://www.sunyopt.edu/current/StudentOrg/LEO/index.shtml	“To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.”
CCOSA	Chinese Culture Optometric Student Association	President: Linda Zhao President: Anna Szeto Vice President: Tara Wong Secretary: Julie Tse Treasurer: Irish Dela Rea	Membership is open to all students. Attend the first meeting for more information	“To promote an interest in the Chinese language ,culture and health care among students and staff . To encourage students to consider externships in China
SAAO	Student chapter of American Academy of Optometry	President: Gia Huang '13	http://www.sunyopt.edu/current/StudentOrg/SAAO/index.shtml	“The objectives of the American Academy of Optometry (AAO) are to promote excellence in the standards of optometric practice and to encourage the pursuit of research in optometry and related sciences.”

New York State Optometric Association (NYSOA)

There is a student branch of the State association at the college. The NYSOA promotes optometry in the state through public service announcements, lobbying in the State Legislature and other activities that benefit the profession in New York State.

American Optometric Student Association (AOSA)

The AOSA is comprised of optometry students throughout the 22 schools and colleges of Optometry across the United States, Canada and Puerto Rico. It is affiliated with AOA and has the same voting privileges as any state affiliate. Its main goals are representation and service to all optometry students and to promote education to the public about optometry. Each school has a trustee who serves on the Board of Trustees of the AOSA and relates to the Board the happenings of his/her school. They bring back to their students any information from ASCO, AOA, NBEO and other organizations that have frequent contact with AOSA. Membership in AOSA has several benefits, including automatic membership to AOA, MasterCard, and insurance. AOSA holds an annual conference in January to which all members and guests are invited. SUNY students are automatically members in the AOSA since dues are included in the Student Activity Fee.

College of Optometrists in Vision Development (COVD)

The College of Optometrists in Vision Development is a national organization established in 1970 by optometrists who provided vision therapy services to their patients. COVD members are behavioral optometrists who practice full scope optometry; they look at the entire patient in terms of their visual needs, not just prescribing minus or plus lenses in order to provide clear vision.

Student Volunteer Optometric Service to Humanity (SVOSH)

SUNY Student Volunteer Optometric Services to Humanity is an altruistic, non-profit organization designed to provide vision care to the needy areas of the world. It involves optometry students and optometrists traveling to different parts of the world, giving eye exams and dispensing eyeglasses to under-served people. In 2001-2002, SUNY SVOSH went on missions to Mexico and Nicaragua. The eyeglasses given to these needy people are donated from various individuals and organizations. In addition to the missions abroad, SVOSH provides eye care to many homeless people in New York City. SUNY SVOSH has gone to the Lamb Center, a homeless shelter, to perform eye exams.

Leo Club

This is the student branch of the Bryant Park Lions Club, the local affiliate of Lions Club International. This Leo Club is involved in community service, specifically interested in vision screens, clothes drives and other projects that contribute to the well being of the broader New York City community.

National Optometric Student Association (NOSA)

This is the student branch of the NOA, an organization of minority optometrists who practice in minority communities. The student branch at this College serves as a valuable support group for minority students.

Beta Sigma Kappa (BSK)

A chapter of the national optometric honorary fraternity, Beta Sigma Kappa, was established at the College in 1980. Students who have achieved superior academic standing in the professional program are eligible for student membership in Beta Sigma Kappa.

Fellowship of Christian Optometrists (FCO)

This Club is the local chapter of the National FCO and is open to all students. Its goal is to provide support and fellowship for its members and to reach out into the community to provide assistance in areas of need.

Chinese Culture Optometric Student Association (CCOSA)

This club was created to promote interest in the Chinese language, culture, and health care among students and staff and to encourage students to consider externships in China in fourth yr. It is sponsored by the Confucius Institute of SUNY College of Optometry

Canadian Students Association (CSA)

The CSA provides information about optometry in Canada. Its goal is to assist Canadian students' transition to the States. Information about Board exams in the provinces and territories can also be found with them. CSA also assists Canadian applicants in securing information about SUNY Optometry and assists them as entering students.

California Optometric Student Association (COSA)

Provides information about optometry in California and assists Californian students' network with practice opportunities in California. COSA also assists California applicants in securing information about SUNY optometry and assists them as entering students.

GOLD KEY

The purpose is to encourage and stimulate students to be involved in leadership and volunteer activities and organizations and to recognize those who demonstrate outstanding professional and ethical attitude through their leadership and service in the class, the college and profession.

New Jersey Student Association

Provides information about Optometry in New Jersey and assists New Jersey students' network with practice opportunities in New Jersey. NJSA also assists New Jersey applicants in securing information about SUNY Optometry, and assists them as entering students.

American Public Health Association Student Chapter (SAPHA)

Promotes health and wellbeing with emphasis on vision and eye health through interdisciplinary partnerships. It serves as an advocate to ensure equality in, and access to, vision and eye health care, and to ensure inclusion of vision in public health policy.

American Academy of Optometry Student Chapter (SAAO)

Promotes awareness of and involvement in the national American Academy of Optometry, which in turn, promotes the art, science and research of vision science by fostering professional growth and advocates excellence in patient care through

leadership in education and research.

Student Optometric Association for Private Practice - SOAPP

The purpose of this Club is to highlight the value of and opportunities for Private Practice within the profession of Optometry. Students will be encouraged to explore the opportunities and consider the benefits for themselves and their patients of practicing in this manner.

Policy for Student Volunteer Services

While the SUNY College of Optometry encourages students to participate in volunteer activities that have humanistic purposes, and which may provide optometric care and services to those who are otherwise unable to obtain such care, the College does not sponsor, control or otherwise supervise the activities of the organization/club sponsoring these voluntary activities. Although students may be excused from classes to participate in the activities of the voluntary organization/club, students are expected to make arrangements with their individual instructors to make up any and all work missed during such participation; clinic sessions missed will be at the discretion of the Department of Clinical Science. Moreover, students choosing to participate will be required to sign a release obtained from the Office of Student Affairs, **prior** to participating in the volunteer activity. The president of each organization/club will be responsible for notifying the Office of Student Affairs of individuals who are engaged in external activities. No student will be permitted to be absent from classes or clinic without having signed the release. Organizations such as SVOSH, FCO, Leo Club, AOSA, NYSOA, NOA and such other organizations that may sponsor voluntary activities external to the College are included in this policy.

FACULTY STUDENT COMMITTEES:

Faculty Student Committees afford students an opportunity to impact the direction of their own educational experience at the College. There are several committees comprised of faculty and student representatives that make recommendations to the Dean or the President on College wide matters. Students are encouraged to participate in faculty-student committees. Listed below is a brief description of each committee's role and function. If you are interested in participating in a committee, contact the Vice President of Student Affairs, the Student Council president or your Class president. The Student Council president makes a recommendation for appointment to specific committees to the Vice President for Student Affairs. The Vice President considers these recommendations and forwards an endorsed version to the President, who appoints all College committee members. Below is a list of committees where student participation and membership is sought.

Learning Resources Committee

"Learning resources" are the personnel and the facilities, including physical space, equipment, materials, and supplies that are available to students and faculty to enhance the learning process. This learning process includes the College's educational programs (Professional Program, Graduate Program, Intern and Residency Programs and Continuing Professional Education Program) and scholarly activities of faculty and students (publication of books and papers, conference presentations, etc.). "Learning resources" in this context does not include the personnel and the facilities that are specific to the individual academic departments (e.g., clinical teaching facilities, teaching laboratories, etc.)

The learning resources areas are:

- Library
- Media Center
- Classrooms and seminar rooms
- Student Computer resources

The responsibilities of the Learning Resources Committee are:

- To consult with faculty, students, staff and administration concerning the most appropriate and effective use of the College's existing learning resources and the need for additional resources
- To make recommendations to the Dean concerning policy and spending in the College's various learning resources areas.
- To plan and recommend educational programs aimed at enhancing the College community's use of available learning resources.

Two student representatives shall serve as members of the committee; one from the 1st year class and one from the 2nd year class.

Professional Curriculum Committee

This Committee shall have the primary responsibility for recommendation on all curricular matters. In fulfillment of this responsibility, the committee shall:

- Develop criteria for the evaluation of the curriculum.
- Implement a periodic review of the curriculum.
- Investigate and assess any proposed changes in the curriculum.
- Suggest course sequencing to provide the most efficient learning opportunities.

One student representative from each of the four professional classes shall serve as members of the committee.

Committee on Admissions

The Committee on Admission Policy and Procedure creates and reviews admissions policy criteria and recommends changes when necessary. The Committee also reviews all affiliation agreements on an annual basis. From among the members of the committee, teams of three are designated as Selection Committees. These teams evaluate and render decisions on applicants for admission based on established policy, criteria and procedures. The Vice President of Student Affairs and the Director of Admissions serve as ex-officio members of the committee.

Four student representatives shall serve as members of the committee. Student members will not participate in the selection teams.

Committee on Affirmative Action

This Committee acts in an advisory capacity to the President and Affirmative Action Officer of the College. It recommends affirmative action policies, reviews the College's affirmative action plan and reviews publications to ensure freedom from any bias or discrimination.

Two student representatives shall serve as members of the committee.

Committee on Educational Policy

This Committee considers changes in educational policy regarding the professional program, with recommendations of such changes made to the Dean, and then, to the President.

A student representative shall serve as a non-voting member of the committee.

Health, Safety and Energy Conservation Committee

The Committee on Health, Safety, and Energy Conservation addresses issues of health and safety within the building and on the property in order to promote the general well-being of the College Community, patients, and visitors. The Committee also promotes awareness of energy consumption and conservation strategies to the College Community as part of its role in the on-going operation of the Optometry Conservation and Sustainability Plan.

The Committee

- Serves in an advisory capacity to the Administration, the University Police Department and the Facilities Department;
- is charged with bringing matters of concern voiced by the College Community to the attention of these departments.
- approves the Annual Safety Report required by SUNY System Administration.
- Initiates and/or reviews institutional policies and procedures related to health and safety, and;
- Makes recommendations to the Vice President for Administration and Finance and President, or other administrative officer as appropriate.

Every year, one student representative is appointed from each of the four classes.

Information Technology Council

The Information Technology Council was created to address the evolving needs of the College relating to information technology.

- to encourage consultation, coordination and communication among the various committees, departments, units and individuals at the College with an interest in or responsibility for technology issues;
- to promote and extend the participation of the College in new technology-based initiatives;
- and to provide guidance on matters relating to planning, implementation, budgeting, policies and procedures.

Three student representatives shall serve as members of the committee.

Institutional Research and Planning Committee

The Institutional Research and Planning Committee will provide support and counsel to the President and the Director of Institutional Research and Planning on assessment design, implementation and analysis relative to the College's strategic priorities. The Committee will also assist in the development of institutional budgets and the allocation of resources in alignment with the College's Strategic Plan.

The Committee

- Will assist in the design of an institutional assessment program linked to the College's Strategic Plan
- Will review institutional outcomes data and advise the administration on action steps to achieve the college's strategic goals
- Will recommend methods for communicating the results of institutional research and outcomes assessment to the broader college community
- Will actively consult with the college administration on budget preparation and the allocation of resources in support of the College's strategic priorities

One Student member nominated by the Student Council (the student must be in good academic standing).

Graduate Policy & Admissions Committee

The Committee on Graduate Policy and Admissions shall review the Graduate Policy Document and recommend changes to the policy; review and make recommendations concerning the graduate program curriculum; make recommendations to the Associate Dean for Graduate Studies and Research concerning the recruitment, acceptance and retention of graduate students.

A non-voting graduate student representative, recommended by the Student Council, will be appointed to this Committee.

ALUMNI ASSOCIATION

The Alumni Association was organized and established in 1973. It now represents more than 1900 graduates of the four-year and graduate programs and more than 500 graduates of the residency programs. In addition, alumni of the Columbia University optometric program have joined SUNY's Association. Each year the Association sponsors educational/social meetings, publishes a newsletter, *Focal Point*, and awards scholarships to students in financial need who display professional and academic promise. Financial support is also given to student-run organizations. During the Association's Annual Fund campaign, alumni are solicited for contributions to the Association in order to continue existing programs and initiate new ones.

The Executive Board of the Association is an active group which meets during the academic year. The Alumni Association is also an active member of SUNY's Confederation of Alumni Associations.

ANNUAL EVENTS AT SUNY

Through the years a number of special events have become a part of the social life at SUNY. Here are just a few:

Halloween Party

This is usually one of the most interesting nights of the year. "Dressing up" is a must! Each class makes a donation to support the party.

Student -Faculty Dinner Dance

Better known as the "EYE BALL", this is our annual semi-formal, Formal. The evening promises dancing, live music, and usually very little sleep. The EYE BALL is scheduled around the second week in March.

Spring Picnic

Softball, volleyball, ultimate frisbee, and lots of food; always good for a week of sore muscles. For the last few years, the picnic has been held in various City parks, on a Sunday in May.

Happy Hours

Sponsored by classes or clubs or college; with refreshments, munchies. Happy hours pop up throughout the year.

Commencement

Students are invited to recognize and support the graduating class by attending commencement. It is usually the first Sunday in June.

There is always room for new traditions! If you have an idea that you would like considered, come to any Student Council meeting and speak up!

TAKING CARE OF BUSINESS AT SUNY**BUILDING DIRECTORY****Lower Level**

The Joseph and Roberta Schwarz Theater
Mail Room & Supplies

Ground Floor (1st)

1st and 2nd Year Lecture Halls (A & B)
University Police Information Desk

Third Floor M

Student Practice Lab
Office of Building Management
Services (facilities & maintenance)
University Police

Environmental Health & Safety
Vision Science Laboratories

Third Floor

Office of Information Technology
Media Center

Fifth Floor

University Eye Center (UEC)
Vision Therapy, Learning
Disability Unit, Head Trauma Unit and
The Raymond J. Greenwald
Rehabilitation Center
Adults with Disabilities
Low Vision

Seventh Floor

University Eye Center
Primary Care
University Eyewear
University Eye Center (UEC)
Pediatrics Service
Infants Vision Care Unit
Children with Special Needs
Social Services
Specialty Contact Lenses

Ninth Floor

Office Of Administration and Finance
Bursar, College Business Office
Institute for Vision Care Policy
Clinical Faculty Offices

Eleventh Floor

Office of Student Affairs
Center for International Programs
Office of Admissions
Office of Financial Aid
Office of the Registrar
Office of C-STEP
Department of Clinical Science
Clinical Faculty Offices

Mezzanine

SUNY Recruitment Center

Second Floor

Student Lounge,
Recreation Room
Lockers, Transcript Service,
Student Council Office
Student Computer Rooms,
Vending Machines
3rd Year Lecture Hall (C)

Fourth Floor

Harold Kohn Vision Science Library
Student Computer Rooms

Sixth Floor

University Eye Center (UEC)
Ocular Disease and Special Testing
Glaucoma Institute
Outpatient Surgery Center
Laser eye Institute
Low Vision

Eighth Floor

University Eye Care Center(UEC)
Pediatrics Service
Infants Vision Care Unit
Children with Special Needs

Tenth Floor

University Eye Center (UEC)
Clinical Administration
Patient Accounts
Patient Records
Managed Care Network
Call Center

Twelfth Floor

New York City Executive Offices
of The State University of New York

Fourteenth Floor

Department of Vision Sciences
Faculty Offices & Research Labs
Student Laboratories

Sixteenth Floor

Department of Biological Sciences
Faculty Offices
Student Laboratories

Eighteenth Floor

Office of The President
Office of the V.P. For Academic Affairs
Office of Institute Planning & Evaluation
Alumni Commons

Office of Residency Education
No Thirteenth floor exists
Fifteenth Floor
 Office of Graduate Programs & Research
 Schnurmacher Institute for Vision Research
 Department of Vision Sciences
 Faculty Offices
Seventeenth Floor
 Department of Biological Sciences

Office of Institutional Advancement
 Office of Alumni Association
 The Optometric Center of New York
 Continuing Professional Education

College office hours:

Faculty members are available for conferences with students during established hours and by special appointment each week. Conferences may be requested either by instructors or students. Be sure you know each faculty member's office hours at the beginning of each quarter.

The Office of Administration and Finance is open from 9:00 am – 5:00 pm. Students seeking to pay bills, conduct Faculty Student Association business, receive refunds or work study checks may see the Bursar during this time. The Office of

Student Affairs is open from 8:30 a.m. - 5:30 p.m.

Most other Administrative Office hours are 9:00 a.m.-5:00 p.m.

The Library hours are Monday through Friday from 8:00 a.m. to 9:30 p.m. year round, on Saturdays during the academic year from 10:00 a.m. to 5:00 p.m. and on Sundays during the academic year from 10:00 a.m. to 6:00 p.m. Hours are increased around final exams. Summer hours are 8:00 am to 8:00 pm Monday through Friday, and 10:00am – 5:00pm Saturdays. The Library is closed on regular College holidays.

The Clinic (UEC) is open for appointments 9:00 a.m. to 7:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00pm on Fridays and 9:00 - 4:00 on Saturdays.

TUITION, BURSAR & FINANCIAL AID

Fees: (*amounts are annual, unless otherwise noted and are subject to change*):

For Professional (O.D.) Program:

Malpractice Insurance Fee (Clinical students only)	\$50.00
Orientation Fee (First year students only)	\$50.00

For All Students:

(SUNY tuition rates are updated and available on the following site)

www.sunyopt.edu/faculty/bursar_poli.shtml

Technology Fee	\$250.00
College Fee	\$25.00
Student Activity Fee	\$110.00, 1st yr; \$120.00, 2nd-4th yr

Other Fees:

Foreign student health insurance	\$1,144.50
Medical Evaluation/Repatriation Rider	\$85.25
Late payment fee	(up to \$50.00, based on amount owed)
Duplicate ID fee	\$3.00(per incident)
Transcripts per copy after first copy	\$5.00
Returned Check Fee	\$20.00(per incident)

Library fines:

See <http://www.sunyopt.edu/library/libloans.shtml>

PLEASE NOTE:

FINANCIAL AID CANNOT BE DISBURSED UNTIL YOU HAVE ENROLLED IN AUGUST. INSTRUMENT EXPENSES WILL BE REQUIRED PRIOR TO THE FIRST DAY OF CLASS, THUS INITIAL FINANCIAL AID DISBURSEMENTS WILL NOT BE AVAILABLE FOR THOSE PURPOSES.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR THE DETERMINATION OF ELIGIBILITY FOR STUDENT FINANCIAL AID

The College reserves the right to determine if a student in the professional optometry program is making satisfactory academic progress. Such determinations are made by the Dean of Academic Affairs in consultation with the faculty Committee on Course and Standing. All students in the professional optometry program who continue to be enrolled in the academic programs of the College meet this standard for being eligible for Student Financial Aid.

PAYMENT PROCEDURES

Payment in full on or before the first day of each term is required unless by this same date payment is officially deferred by the Office of Student Affairs. The foreign student health insurance fee may not be deferred.

LATE PAYMENT OF TUITION

Students who have neither paid in full nor received official deferments by the end of the month, in which tuition is due, may incur up to a \$50 late fee, contingent on amount owed. And be subject to action according to State University Administrative policy, including being denied subsequent registration as a student of the College, and being denied release of official transcripts.

TUITION FOR STUDENTS ON AN APPROVED MEDICAL LEAVE

When a student is approved for a medical leave of absence either in the 1st or 2nd module of a semester, he/she is charged full tuition for that semester. In the module of their last semester, he/she is not charged tuition (only fees) since he/she is making up coursework that they paid for in a previous semester.

The student would pay the entire fall semester (summer rotation, May - August and fall rotation, August – November) tuition when he/she returns and then would not pay for their last rotation in summer (May – August), because he/she would be making up the summer rotation in the next academic year.

TUITION FOR STUDENTS REMEDIATING COURSEWORK

If the student is required to retake coursework totaling more than 12 credits, during either of the modules, the student is responsible for the full semester tuition. If a student attends less than 12 credit hours in a module they will be charged the per credit hour fee.

ELIGIBILITY AND DISBURSEMENT OF FINANCIAL AID

Eligibility for Financial Aid is determined through the Financial Aid Office with the use of information from your FAFSA Form. Parents' income is required for all grant programs and certain loan programs (HPSL & LDS). Forms and applications are available through this Office.

Students are encouraged to sign up for direct deposit of their refunds. Once refunds are available, the Bursar's office will notify you; and, if you have not opted for direct deposit, then you may pick up your check in the Bursar's office. No funds are available in the Financial Aid Office. The process is designed so that all forms and applications go through the Financial Aid Office and all fund disbursements go through the business office.

UNIVERSITY POLICE DEPARTMENT

University Police Department assists you and the college community in achieving a safe environment for teaching, learning, research, and social endeavors. University police also protects the lives and property of students, employees, and visitors of the State College of Optometry.

In an **emergency**, dial 5555 on any college phone. This will put you in touch with the police desk.

ID CARDS

All new students to the College will receive their ID cards during Orientation. ID cards must be worn at all times when in the building. Lost ID cards can be replaced by the Media Services Department, but requires a \$3.00 replacement fee payable to the Bursar on the 9th floor. Inquire at the police desk for ID card accessories.

LOST AND FOUND

Always check with The University Police Department for all items of personal property that may have been lost and report any items that may be missing or stolen. The University Police Department has an engraver available for identification purposes.

THE SECOND FLOOR

The second floor is essentially your home away from home. The second floor has one classroom, student council and club offices, lockers & mailboxes. The lounge area is comfortably furnished to allow for studying or relaxing. A separate game room has table tennis, a pool table and some video games. There are also vending machines with snacks, soda & juices along with refrigerators and microwave ovens.

This is your floor. Keep It Clean! There are trash cans and paper recycling boxes all over. Use them!!

RESERVING SPACE FOR MEETINGS AND OTHER GATHERINGS

If you are planning on holding a meeting or an event (happy hour, party, etc.) in a classroom, in the lounge, the auditorium or any other space please check the availability and secure permission to utilize the space with the Office of Student Affairs. You will be asked to complete a space reservation form. This helps to avoid meeting conflicts in the same room at the same time. **All requests for parties that involve alcohol require approval by the Vice President for Student Affairs and the Chief of University Police.**

ELECTRONIC MAIL(E-MAIL)

Email is also available to all students. Ask in the Information Technology Department (IT) on the 3rd floor. Informational items are more and more being communicated to the college community through E-mail.

EMERGENCY MESSAGES

If you need to be reached during school hours for a family emergency or something of a **truly urgent** nature, calls can be directed to the Student Affairs Office at 212-938-5500. The office will bring the matter to your attention as quickly as possible.

The college also has an Emergency Mass notification system to notify members of the college community about life safety related emergencies occurring on college premises and in the local area. Please self enroll your contact information using your first class user name and password at <https://www.suny.edu/sunyalertsec>

ELEVATOR POSTINGS

Space is limited on the bulletin boards in the elevators; therefore postings are reserved for special announcements (e.g. seminars, in-house programs), and programs of interest to the College community. Materials for posting should be submitted in triplicate to the Assistant to the President by noon every Friday.

COLLEGE NEWSLETTERS

Calendar of Events

A listing of all college activities and meetings is posted on the College's website. It serves as a reminder of a meeting or event scheduled for the day, as well as keeping the college community informed of the daily events. Meetings, seminars, in-house programs, student orientations, the Board meetings of SUNY, OCNY and College Council are listed for information. All meetings and events should be cleared through the central calendar prior to scheduling in order to avoid time conflicts with another activity.

LIVING IN NEW YORK CITY

On behalf of the Students here at SUNY-O, welcome to **New York City!** To the uninitiated, NYC is a maze of concrete and steel, filled with a myriad of people from every nationality and creed moving to the rapid rhythm upon which the city thrives. New York may seem overwhelming at times, but for the adventurous and the brave, NYC is a veritable gold mine of things to do and see, even on a student's budget! The purpose of this section of the Student Handbook is to introduce you to New York's vast array of resources, from the cultural to the culinary.

New York hosts a rich number of libraries, museums, galleries, concert halls, and parks. Landmark buildings dating back in time to the revolution, and several architectural wonders that stood the art world on its ear all call New York home. The worlds of finance, advertising, fashion, publishing, and manufacturing orbit the Big Apple, as islands of higher education lie anchored throughout the city. New York is a vibrant quilt of neighborhoods, each with its own distinctive ambiance and culture due to the various ethnic groups that have settled here under the torchlight of Lady Liberty.

As a student of SUNY-O you have the vast resources of New York at your fingertips. The Office of Student Affairs can help provide you with materials to plan anything from a night out to a weekend excursion. So drop those books, lock your apartment, and explore this city of wonders, New York!

CITY LAYOUT

Manhattan streets and avenues are laid out in a grid like fashion. “**Avenues**” run North-South while “**Streets**” run East-West. **First Avenue** is on the eastern side of Manhattan, and successive avenues are west of 1st, (2nd, 3rd,...etc.) The lower numbered streets are on the southern end of the island, and increase in number as you head north. The very southern end of Manhattan, lacks this orderly arrangement, and one should consult a good map of the area south of Tenth Street unless clueless meandering is what you want to do.

Downtown Manhattan is considered to be everything south of 23rd Street. It is one of the oldest parts of Manhattan and encompasses Greenwich Village, East and West Villages, SoHo, TriBeCa, Chinatown, Little Italy, the Lower East Side, Chelsea, Battery Park and the Financial District

“**The Village**” was originally and still is famous for its bohemian residents. Part of its attraction lies in its lack of high rise buildings and its beautifully redone brownstones and townhouses. It is also famous for its European style cafes, off Broadway theaters, jazz and folk clubs and Washington Square Park. New York University calls the area between East and West Village home.

SoHo means **South of Houston Street**. It is characterized by large prewar factories, warehouses and renovated lofts. It is now noted for its many galleries, cafes and clothing stores.

Gramercy Park is located in the upper teens and the low 20’s and from 5th Avenue eastward to 2nd Avenue. It is a beautiful residential area that includes charming shops and restaurants.

Little Italy New York began as a city of immigrants, and Little Italy is but one of the larger microcosms throughout the city dedicated to preserving its heritage. Little Italy begins around Mulberry Street and has spread to Houston Street, the Bowery and near Canal Street. Its restaurants, coffeehouses and bakeries are famous for providing a taste of Italy.

Chinatown originally began around Mott Street and Pell Street (its heart) but has extended as far north as Canal Street and Little Italy. It contains the largest overseas community of Chinese in the world. Chinatown captures the spirit of the Far East. It is a self sufficient community containing its own theaters, newspapers and street signs that serve its inhabitants. It is also known for its excellent and usually inexpensive cuisine.

The Financial District is located in the southern tip of Manhattan. It is best known for its high rise office buildings. The skyline is best appreciated from Brooklyn, New Jersey or via the Staten Island Ferry and is the vision that defines NYC to many people. It is the home to Wall Street, the Stock Exchange, “Ground-Zero”, and the South Street Seaport.

Midtown extends from 34th Street to 59th Street. Most of New York’s famous stores, Broadway theaters, the Empire State Building, the United Nations, Madison Square Garden, Times Square, Penn and Grand Central stations all fall within its boundaries.

Central Park is one of the most distinctive landmarks of uptown Manhattan and stretches from 59th Street to 110th Street. During the day it is a beautiful haven if you want to get away and play but at night it should be avoided. It contains several bodies of water and a great variety of tree paths and lawns. There is always plenty of activity like biking, jogging, sunbathing, team sports, boat rowing, rollerblading, horseback riding and most anything else you can think of. Some of the areas to see are the Central Park Zoo, the Dairy (a mock gothic keep that serves as a visitor center) and Strawberry fields (area memorial dedicated to John Lennon by Yoko Ono). The highlight of the summer is Shakespeare in the Park the free Shakespearian productions in the Delacorte Theater.

The Upper East Side is an area which includes the 60’s - 90’s from 5th avenue to York Avenue. It is probably one of the more expensive sections of NYC with many luxurious buildings and boutiques located in this area. The area between 70th Street and 103rd Street is appropriately named Museum Row because most of New York’s museums are located in this area including the Metropolitan Museum of Art, Whitney, Guggenheim, Cooper-Hewitt and Frick. Also located here is Gracie Mansion on 88th Street, the mayor’s official residence.

The Upper West Side extends along Central Park West from 59th Street to the 90's. It is famous for Lincoln Center, a focal point for the performing arts, The American Museum of Natural History; co-op buildings and townhouses as well as cafes and cosmopolitan restaurants.

Harlem is located from about 97th St. to 168th St. and from Amsterdam Ave. to Lexington Ave. It contains several museums, colleges, notable churches and historical landmarks.

ANNUAL EVENTS IN NEW YORK CITY

Go-to website: www.nycgo.com

For more information call:

New York Convention and Visitors Bureau (212) 484-1200

810 7th Ave, New York, NY 10019-5810

Jacob J. Javits Convention Center (212) 216-2000

West 34th St. and 11th Ave

Lincoln Center for the Performing Arts (212) 875-5465

Broadway & 64th Street

Madison Square Garden (MSG) (212) 465-6741

2 Penn Plaza, West 32nd St at 7th Ave

Radio City Music Hall, feedbackradiocity@thegarden.com

6th Avenue between 50th street and 51st street

Broadway 800-276-4887 www.broadway.com

Information to assist theatergoers including story synopses, ticket prices, and performance schedules

NYC Street Fairs, http://www.nyctourist.com/st_fairs_calendar.htm

JANUARY

- *Chinese New Year* - Ten day festival includes fireworks and paper dragon dance. Begins in late January, or early February. FREE.
- *Ice Skating* at Rockefeller Center, Central Park & Bryant Park

FEBRUARY

- *Black History Month* - Activities throughout New York City
- *Winter Jam*- annual winter sports festival that encourages NY'ers to get out and enjoy the outdoors with free contests, music, snacks
- *Mardi Gras 2nd Avenue Stroll*- local bars along 2nd Ave provide discount beer, live performances, festive beads, and giveaways. Near 2nd Ave and 53rd St. \$10 with 2 cans of food, \$15 without, tickets online are \$7

MARCH

- *St. Patrick's Day Parade* along Fifth Avenue, over the weekend nearest March 17th.
- *International Art Expo*- one of the largest fine arts trade shows at Pier 94 on the Hudson
- *Ringling Brothers Barnum and Bailey Circus* at MSG - Annual spectacle that runs through the end of May.

APRIL

- *Easter Parade* on Fifth Avenue from 49th to 57th Streets on Easter Sunday.
- *Baseball Season begins* - go out and support your NY teams

MAY

- *Ninth Avenue International Food Festival* - Mid-May, Ninth Avenue from 42nd to 57th Streets. Sample dishes from around the world
- *Washington Square Outdoor Art Show* - Late May and Labor Day. Outdoor exhibit of arts, crafts and street entertainment.

JUNE

- *Metropolitan Opera in the Parks* - Free outdoor performances at various parks in the city
- *Museum Mile* - 5th Avenue between 82nd and 105th Streets. Museums hold open house with free admission on one evening.
- *Puerto Rican Day Parade* - second Sunday in June along 5th Avenue.

- *River to River Festival*- large arts festival in Lower Manhattan
- *Shakespeare in the Park* - Delacorte Theatre, Central Park (enter from West or East 81st Street.) Shakespeare outdoors, founded by Joseph Papp, through August. FREE, but come early to wait in line! One person can get two vouchers but everyone must be there by 6:15pm
- *Big Apple BBQ Block Party* in Madison Square Park-weeklong event with music where the country's top pit masters cook up their award winning BBQ. Admission is free, while a plate of BBQ is \$8.
- *Central Park Summer Stage*- Free concert series featuring dance and music performances at Rumsey Playfield

JULY

- *Philharmonic in the Parks* - FREE. Soothing program of classical music at parks in all 5 boroughs
- *Lincoln Center Out of Door concerts* begin through August. Includes world music, performances, special events, cool jazz, etc.
- *Macy's Fireworks Show*- Independence Day fireworks held above the Hudson River with special performances
- *Nathan's Hotdog Eating Competition*- favorite contest to watch among locals, at Coney Island
- *Washington Square Music Festival*- every Tuesday in July at 8pm at the center of the park, free jazz and chamber music

AUGUST

- *Football Season begins* - Giants and Jets!
- *Fringe Festival NYC*- 1200+ up and coming theatric acts by companies around the country
- ***Hudson River Park "Take me to the River" Celebration- free outdoor event series all summer long including concerts, movies, dancing, boxing, etc. Check out hudsonriverpark.org***

SEPTEMBER

- *Feast of San Genaro* - Little Italy (Mulberry Street and surrounding area). 10 days of food and fun games.
- *52nd Street Fall Festival*- 52nd Street (from Lex to 7th Aves).
- *New York Film Festival* at Lincoln Center
- *U.S. Open Championships* - Held in Queens in the last two weeks of August at the USTA National Tennis Center, Flushing Meadow Park.

OCTOBER

- Basketball and Hockey seasons begin!
- *Columbus Day Parade*
- *Halloween Day Parade* in Greenwich Village on October 31st-Don't Miss It!

NOVEMBER

- *Macy's Thanksgiving Day Parade* Central Park West to Macy's Herald Square at 34th Street. Starts 9:00am on Thanksgiving morning.
- *New York City Marathon* – 26.2 mile course Starts at the Verrazano Narrows Bridge, winds its way through all five boroughs.

DECEMBER

- *Tree Lighting Ceremony* - Rockefeller Center, 5th Avenue between 50th and 51st Streets. On a weekday in early December, Stars shine on stage and the biggest Christmas Tree in NYC is lit.
- *Nutcracker Ballet at Lincoln Center*. Performed by the New York City Ballet-.Sells out early.
- *Radio City Music Hall Christmas Spectacular* -6th Avenue and 50th Street. A fun filled Christmas extravaganza featuring the Radio City Music Hall Rockettes.

As we have stressed in the beginning of this guide, there are a lot of places to see and events to attend. However, by providing this segment, we think that you can get an idea of how easy it is to have an exciting and entertaining lifestyle, even on a student's humble budget.

The Office for Student Affairs has books, maps and current New York Magazines with things to do, places to go and people to see. Stop by anytime! If you've ideas for a group gathering, perhaps a post-exam party, talk to your student council representatives to set it up.

FURNITURE**New****Ikea.**

1 Beard Street, Brooklyn **(718) 246-4532**

Manhattan Cabinetry Inc. 227 E. 59th Street **(212)750-9800**

Target.

(Harlem) 517 E 117th St **(212)835-0860.**

(Queens) 8801 Queens Blvd **(718)760-5656.**

Used

Big Apple Antiques Inc. 52 East 11th St. 260-5110.

St. George's Thrift Shop 209 E 16th St. **(212) 475-5510**

Rentals

Access Furniture Rental Corp. 245 East 40th St. 212-308-4444.

Churchill Furniture Rental 245 West 17th Street, 3rd Floor **(800) 658-7366**

APPENDIX A

Problem Solving Guide (all phone #'s are preceded by **(212) 938-XXXX**):

Academic Procedures	See your instructor first.	
O.D. Program	Academic Dean 18th Fl	x5658
M.S./Ph.D. Program	Associate Dean 15th Fl	x5541
Accident	University Police 1st Fl	x5555
Accounts, Student	Bursar Office 9th Fl	x5884
Activities, Student	Student Council 2nd Fl	x5513
Address Change	Student Affairs 11th Fl	x5500
Academic Advising/Anxiety	Student Affairs 11th Fl	x5500
Alumni Association	Institutional Advancement 18th Fl	x5603
Ambulance	NYC Emergency Medical Service	(911)
Calendar	Registrar 11th Fl	x5500
Clinic Appointments	Admissions Desk 7th Fl	x5845
Continuing Education	Continuing Ed. 10th Fl	x5830
Counseling & Tutoring	Student Affairs 11th Fl	x5500
Employment (CWS)	Financial Aid 11th Fl	x5500
Emergency (on campus)	University police 1 st Floor	x5555
Financial Aid & Affairs	Student Affairs 11th Fl	x5500
Loan Checks	Business Office 9th Fl	x5884
Foreign Students	Student Affairs 11th Fl	x5500
Graduation	Student Affairs 11th Fl	x5500
Housing	Student Affairs 11th Fl	x5500
Identification Cards	Media Services 3 rd Fl	x5725
Library Services	Librarian 4th Fl	x5690
Loan Information	Financial Aid 11th Fl	x5500
Lost & Found	University Police 1st Fl	x5566
Mailroom (on campus)	Basement (C-2)	x5546
Nurses Station	6th Floor	x4086
Orientation	Student Affairs 11th Fl	x5500
Patient Records	10th Floor	x5840
Student Organizations	Student Council 2 nd Fl	x5513
Tuition Payment	Bursar 9th Floor	x5884
Withdrawal	Student Affairs 11 th Fl	x5500

APPENDIX B

STUDENTS WITH DISABILITY

All SUNY Optometry students must expect to be evaluated according to stringent academic standards, and students with disabilities are no exception. It is sometimes necessary and appropriate, however, for faculty to make special provisions to insure that students with specific disability-related limitations have the opportunity to participate on an equal basis with their class colleagues. Therefore, students seeking disability-based accommodations in academic courses should request such adjustments through the Office of Student Affairs.

Documentation required:

Submit current, comprehensive disability documentation from a professional, licensed or certified to diagnose and treat their disability(ies). This documentation must include a diagnosis, prognosis, ongoing treatment (if any) and accommodation recommended. For students seeking accommodation for learning disabilities, you will need to submit:

Disability documentation provided by one of the following:

- **Licensed psychologist or**
- **Licensed neuropsychologist.**
- **Learning Disability Unit of this College's University Eye Center**

Such documentation should be the result of comprehensive adult-level testing completed no earlier than the last 2 years.

Documentation must include the following:

- Diagnosis
- DSM code (when available)
- History
- Observations
- A comprehensive standardized adult IQ test: We recommend the WAIS-III. The results and interpretation of all sub-tests must be included.
- A comprehensive test of achievement: We recommend the Woodcock-Johnson. The results and interpretation of all sub-tests must be included.
- Students diagnosed with ADD must also provide the results of a comprehensive attentional assessment. We recommend the Trail Making Tests (part A and B) of the Halstead-Reitan, the Paced Auditory Serial Test (PASAT), or the Test of Variabilities of Attention (TOVA).
- Conclusions
- Summary
- Recommendations of accommodations

Based on the documentation submitted, Office of Student Affairs will determine and authorize academic accommodations appropriate to the needs of the student and the requirements of the courses in which he or she is registered that term.

If granted an accommodation the students will be given a letter stating such. The student will be responsible to meet with each of his/her instructors to discuss how the accommodation will be met. Students should schedule meetings with the instructors early in each term.

APPENDIX C

Article 130 – Sex Offenses from NYS Penal Law

Section 130.00	Sex offenses; definitions of terms.
130.05	Sex offenses; lack of consent.
130.10	Sex offenses; limitation; defenses.
130.16	Sex offenses; corroboration.
130.20	Sexual misconduct.
130.25	Rape in the third degree.
130.30	Rape in the second degree.
130.35	Rape in the first degree.
130.40	Criminal sexual act in the third degree.
130.45	Criminal sexual act in the second degree.
130.50	Criminal sexual act in the first degree.
130.52	Forcible touching.
130.53	Persistent sexual abuse.
130.55	Sexual abuse in the third degree.
130.60	Sexual abuse in the second degree.
130.65	Sexual abuse in the first degree.
130.65-a	Aggravated sexual abuse in the fourth degree.
130.66	Aggravated sexual abuse in the third degree.
130.67	Aggravated sexual abuse in the second degree.
130.70	Aggravated sexual abuse in the first degree.
130.75	Course of sexual conduct against a child in the first degree.
130.80	Course of sexual conduct against a child in the second degree.
130.85	Female genital mutilation.
130.90	Facilitating a sex offense with a controlled substance.
130.91	Sexually motivated felony.
130.92	Sentencing.
130.95	Predatory sexual assault.
130.96	Predatory sexual assault against a child.

§ 130.00 Sex offenses; definitions of terms.

The following definitions are applicable to this article:

1. "Sexual intercourse" has its ordinary meaning and occurs upon any penetration, however slight.
2. (a) "Oral sexual conduct" means conduct between persons consisting of contact between the mouth and the penis, the mouth and the anus, or the mouth and the vulva or vagina.
(b) "Anal sexual conduct" means conduct between persons consisting of contact between the penis and anus.
3. "Sexual contact" means any touching of the sexual or other intimate parts of a person for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing, as well as the emission of ejaculate by the actor upon any part of the victim, clothed or unclothed.
4. For the purposes of this article "married" means the existence of the relationship between the actor and the victim as spouses which is recognized by law at the time the actor commits an offense proscribed by this article against the victim.
5. "Mentally disabled" means that a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his or her conduct.
6. "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other act committed upon him without his consent.
7. "Physically helpless" means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
8. "Forcible compulsion" means to compel by either:
 - (a) use of physical force; or
 - (b) a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.
9. "Foreign object" means any instrument or article which, when inserted in the vagina, urethra, penis or rectum, is capable of causing physical injury.
10. "Sexual conduct" means sexual intercourse, oral sexual conduct, anal sexual conduct, aggravated sexual contact, or sexual contact.
11. "Aggravated sexual contact" means inserting, other than for a valid medical purpose, a foreign object in the vagina, urethra, penis or rectum of a child, thereby causing physical injury to such child.

12. "Health care provider" means any person who is, or is required to be, licensed or registered or holds himself or herself out to be licensed or registered, or provides services as if he or she were licensed or registered in the profession of medicine, chiropractic, dentistry or podiatry under any of the following: article one hundred thirty-one, one hundred thirty-two, one hundred thirty-three, or one hundred forty-one of the education law.

13. "Mental health care provider" shall mean a licensed physician, licensed psychologist, registered professional nurse, licensed clinical Social worker or a licensed master social worker under the supervision of a physician, psychologist or licensed clinical social worker.

§ 130.05 Sex offenses; lack of consent.

1. Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim.

2. Lack of consent results from:

- (a) Forcible compulsion; or
- (b) Incapacity to consent; or
- (c) Where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion

or

Incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct; or

(d) Where the offense charged is rape in the third degree as defined in subdivision three of section 130.25, or criminal sexual act in the third degree as defined in subdivision three of section 130.40, in addition to forcible compulsion, circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances.

3. A person is deemed incapable of consent when he or she is:

- (a) less than seventeen years old; or
- (b) mentally disabled; or
- (c) mentally incapacitated; or
- (d) physically helpless; or

(e) committed to the care and custody of the state department of correctional services or a hospital, as such term is defined in subdivision two of section four hundred of the correction law, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital. For purposes of this paragraph, "employee" means

(i) an employee of the state department of correctional services who performs professional duties in a state correctional facility consisting of providing custody, medical or mental health services, counseling services, educational programs, or vocational training for inmates;

(ii) an employee of the division of parole who performs professional duties in a state correctional facility and who provides institutional parole services pursuant to section two hundred fifty-nine-e of the executive law; or

(iii) an employee of the office of mental health who performs professional duties in a state correctional facility or hospital, as such term is defined in subdivision two of section four hundred of the correction law, consisting of providing custody, or medical or mental health services for such inmates; or

(iv) a person, including a volunteer, providing direct services to inmates in the state correctional facility in which the victim is confined at the time of the offense pursuant to a contractual arrangement with the state department of correctional services or, in the case of a volunteer, a written agreement with such department, provided that the person received written notice concerning the provisions of this paragraph; or

(f) committed to the care and custody of a local correctional facility, as such term is defined in subdivision two of section forty of the correction law, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such facility. For purposes of this paragraph, "employee" means an employee of the local correctional facility where the person is committed who performs professional duties consisting of providing custody, medical or mental health services, counseling services, educational services, or vocational training for inmates. For purposes of this paragraph, "employee" shall also mean a person, including a volunteer or a government employee of the state division of parole or a local health, education or probation agency, providing direct services to inmates in the local correctional facility in which the victim is confined at the time of the offense pursuant to a contractual arrangement with the local correctional department or, in the case of such a volunteer or government employee, a written agreement with such department, provided that such person received written notice concerning the provisions of this paragraph; or

(g) committed to or placed with the office of children and family services and in residential care, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to or placed with such office of children and family services and in residential care. For purposes of this paragraph, "employee" means an employee of the office of children and family services or of a residential facility who performs duties consisting of providing custody, medical or mental health services, counseling services, educational services, or vocational training for persons committed to or placed with the office of children and family services and in residential care; or

(h) a client or patient and the actor is a health care provider or mental health care provider charged with rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55, and the act of sexual conduct occurs during a treatment session, consultation, interview, or examination.

§ 130.10 Sex offenses; limitation; defenses.

1. In any prosecution under this article in which the victim's lack of consent is based solely upon his or her incapacity to consent because he or she was mentally disabled, mentally incapacitated or physically helpless, it is an affirmative defense that the defendant, at the time he or she engaged in the conduct constituting the offense, did not know of the facts or conditions responsible for such incapacity to consent.

2. Conduct performed for a valid medical or mental health care purpose shall not constitute a violation of any section of this article in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article.

3. In any prosecution for the crime of rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55 in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article it shall be an affirmative defense that the client or patient consented to such conduct charged after having been expressly advised by the health care or mental health care provider that such conduct was not performed for a valid medical purpose.

4. In any prosecution under this article in which the victim's lack of consent is based solely on his or her incapacity to consent because he or she was less than seventeen years old, mentally disabled, or a client or patient and the actor is a health care provider, it shall be a defense that the defendant was married to the victim as defined in subdivision four of section 130.00 of this article.

§ 130.16 Sex offenses; corroboration.

A person shall not be convicted of any offense defined in this article of which lack of consent is an element but results solely from incapacity to consent because of the victim's mental defect, or mental incapacity, or an attempt to commit the same, solely on the testimony of the victim, unsupported by other evidence tending to:

- (a) Establish that an attempt was made to engage the victim in sexual intercourse, oral sexual conduct, anal sexual conduct, or sexual contact, as the case may be, at the time of the occurrence; and
- (b) Connect the defendant with the commission of the offense or attempted offense.

§ 130.20 Sexual misconduct.

A person is guilty of sexual misconduct when:

1. He or she engages in sexual intercourse with another person without such person's consent; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or
3. He or she engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor.

§ 130.25 Rape in the third degree.

A person is guilty of rape in the third degree when:

1. He or she engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in sexual intercourse with another person less than seventeen years old; or
3. He or she engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E felony.

§ 130.30 Rape in the second degree.

A person is guilty of rape in the second degree when:

1. Being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. He or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D felony.

§ 130.35 Rape in the first degree.

A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more.

Rape in the first degree is a class B felony

§ 130.40 Criminal sexual act in the third degree.

A person is guilty of criminal sexual act in the third degree when:

1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less than seventeen years old; or
3. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Criminal sexual act in the third degree is a class E felony.

§ 130.45 Criminal sexual act in the second degree.

A person is guilty of criminal sexual act in the second degree when:

1. Being eighteen years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Criminal sexual act in the second degree is a class D felony

§ 130.50 Criminal sexual act in the first degree.

A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more.

Criminal sexual act in the first degree is a class B felony.

§ 130.52 Forcible touching.

A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. For the purposes of this section, forcible touching includes squeezing, grabbing or pinching.

Forcible touching is a class A misdemeanor.

§ 130.53 Persistent sexual abuse.

A person is guilty of persistent sexual abuse when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous ten year period, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.55 of this article, sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony.

Persistent sexual abuse is a class E felony.

§ 130.55 Sexual abuse in the third degree.

A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that

- (a) such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and
- (b) such other person was more than fourteen years old, and
- (c) the defendant was less than five years older than such other person.

Sexual abuse in the third degree is a class B misdemeanor.

§ 130.60 Sexual abuse in the second degree.

A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is:

1. Incapable of consent by reason of some factor other than being less than seventeen years old; or
2. Less than fourteen years old.

Sexual abuse in the second degree is a class A misdemeanor.

§ 130.65 Sexual abuse in the first degree.

A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:

1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old.

Sexual abuse in the first degree is a class D felony.

§ 130.65-a Aggravated sexual abuse in the fourth degree.

1. A person is guilty of aggravated sexual abuse in the fourth degree when:
 - (a) He or she inserts a foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
 - (b) He or she inserts a finger in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.
Aggravated sexual abuse in the fourth degree is a class E felony.

§ 130.66 Aggravated sexual abuse in the third degree.

1. A person is guilty of aggravated sexual abuse in the third degree when he inserts a foreign object in the vagina, urethra, penis or rectum of another person:
 - (a) By forcible compulsion; or
 - (b) When the other person is incapable of consent by reason of being physically helpless; or
 - (c) When the other person is less than eleven years old.
2. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.
3. Conduct performed for a valid medical purpose does not violate the provisions of this section.
Aggravated sexual abuse in the third degree is a class D felony.

§ 130.67 Aggravated sexual abuse in the second degree.

1. A person is guilty of aggravated sexual abuse in the second degree when he inserts a finger in the vagina, urethra, penis, or rectum of another person causing physical injury to such person:
 - (a) By forcible compulsion; or
 - (b) When the other person is incapable of consent by reason of being physically helpless; or
 - (c) When the other person is less than eleven years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.
Aggravated sexual abuse in the second degree is a class C felony.

§ 130.70 Aggravated sexual abuse in the first degree.

1. A person is guilty of aggravated sexual abuse in the first degree when he inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person:
 - (a) By forcible compulsion; or
 - (b) When the other person is incapable of consent by reason of being physically helpless; or
 - (c) When the other person is less than eleven years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.
Aggravated sexual abuse in the first degree is a class B felony.

§ 130.75 Course of sexual conduct against a child in the first degree.

1. A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration:
 - (a) he or she engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than eleven years old; or
 - (b) he or she, being eighteen years old or more, engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.
Course of sexual conduct against a child in the first degree is a class B felony.

§ 130.80 Course of sexual conduct against a child in the second degree.

1. A person is guilty of course of sexual conduct against a child in the second degree when, over a period of time not less than three months in duration:
 - (a) he or she engages in two or more acts of sexual conduct with a child less than eleven years old; or
 - (b) he or she, being eighteen years old or more, engages in two or more acts of sexual conduct with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.
Course of sexual conduct against a child in the second degree is a class D felony.

§ 130.85 Female genital mutilation.

1. A person is guilty of female genital mutilation when:
 - (a) a person knowingly circumcises, excises, or infibulates the whole or any part of the labia majora or labia minora or clitoris of another person who has not reached eighteen years of age; or
 - (b) being a parent, guardian or other person legally responsible and charged with the care or custody of a child less than eighteen years old, he or she knowingly consents to the circumcision, excision or infibulation of whole or part of such child's labia majora or labia minora or clitoris.
 2. Such circumcision, excision, or infibulation is not a violation of this section if such act is:
 - (a) necessary to the health of the person on whom it is performed, and is performed by a person licensed in the place of its performance as a medical practitioner; or
 - (b) performed on a person in labor or who has just given birth and is performed for medical purposes connected with that labor or birth by a person licensed in the place it is performed as a medical practitioner, midwife, or person in training to become such a practitioner or midwife.
 3. For the purposes of paragraph (a) of subdivision two of this section, no account shall be taken of the effect on the person on whom such procedure is to be performed of any belief on the part of that or any other person that such procedure is required as a matter of custom or ritual.
- Female genital mutilation is a class E felony.

§ 130.90 Facilitating a sex offense with a controlled substance.

- A person is guilty of facilitating a sex offense with a controlled substance when he or she:
1. Knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and
 2. Commits or attempts to commit such conduct constituting a felony defined in this article.
- Facilitating a sex offense with a controlled substance is a class D felony.

§ 130.91 Sexually motivated felony.

1. A person commits a sexually motivated felony when he or she commits a specified offense for the purpose, in whole or substantial part, of his or her own direct sexual gratification.
2. A "specified offense" is a felony offense defined by any of the following provisions of this chapter:
 - assault in the second degree as defined in section 120.05, assault in the first degree as defined in section 120.10,
 - gang assault in the second degree as defined in section 120.06,
 - gang assault in the first degree as defined in section 120.07,
 - stalking in the first degree as defined in section 120.60,
 - strangulation in the second degree as defined in section 121.12,
 - strangulation in the first degree as defined in section 121.13,
 - manslaughter in the second degree as defined in subdivision one of section 125.15,
 - manslaughter in the first degree as defined in section 125.20,
 - murder in the second degree as defined in section 125.25,
 - aggravated murder as defined in section 125.26,
 - murder in the first degree as defined in section 125.27,
 - kidnapping in the second degree as defined in section 135.20,
 - kidnapping in the first degree as defined in section 135.25,
 - burglary in the third degree as defined in section 140.20,
 - burglary in the second degree as defined in section 140.25,
 - burglary in the first degree as defined in section 140.30,
 - arson in the second degree as defined in section 150.15,
 - arson in the first degree as defined in section 150.20,
 - robbery in the third degree as defined in section 160.05,
 - robbery in the second degree as defined in section 160.10,
 - robbery in the first degree as defined in section 160.15,
 - promoting prostitution in the second degree as defined in section 230.30,
 - promoting prostitution in the first degree as defined in section 230.32,
 - compelling prostitution as defined in section 230.33,
 - disseminating indecent material to minors in the first degree as defined in section 235.22,
 - use of a child in a sexual performance as defined in section 263.05,
 - promoting an obscene sexual performance by a child as defined in section 263.10,
 - promoting a sexual performance by a child as defined in section 263.15,
 - or any felony attempt or conspiracy to commit any of the foregoing offenses.

§ 130.92 Sentencing.

1. When a person is convicted of a sexually motivated felony pursuant to this article, and the specified felony is a violent felony offense, as defined in section 70.02 of this chapter, the sexually motivated felony shall be deemed a violent felony offense.
2. When a person is convicted of a sexually motivated felony pursuant to this article, the sexually motivated felony shall be deemed to be the same offense level as the specified offense the defendant committed.
3. Persons convicted of a sexually motivated felony as defined in section 130.91 of this article, must be sentenced in accordance with the provisions of section 70.80 of this chapter.

§ 130.95 Predatory sexual assault.

A person is guilty of predatory sexual assault when he or she commits the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined in this article, and when:

1. In the course of the commission of the crime or the immediate flight there from, he or she:
 - (a) Causes serious physical injury to the victim of such crime; or
 - (b) Uses or threatens the immediate use of a dangerous instrument; or
 2. He or she has engaged in conduct constituting the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined in this article, against one or more additional persons; or
 3. He or she has previously been subjected to a conviction for a felony defined in this article, incest as defined in section 255.25 of this chapter or use of a child in a sexual performance as defined in section 263.05 of this chapter.
- Predatory sexual assault is a class A-II felony.

§ 130.96 Predatory sexual assault against a child.

A person is guilty of predatory sexual assault against a child when, being eighteen years old or more, he or she commits the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined in this article, and the victim is less than thirteen years old.

Predatory sexual assault against a child is a class A-II felony.