Alden March Bioethics Institute of Albany Medical College

Student Handbook

www.amc.edu/bioethics
www.amc.edu/bioethicsblog
www.facebook.com/ambioethics
www.twitter.com/ambioethics
http://apply.amc.edu
# Table of Contents

Introduction ................................................................................................................................................... 4

Institute Director ....................................................................................................................................... 4

Director of Graduate Studies................................................................................................... .................. 4

Coordinator of Graduate Studies ............................................................................................................... 4

Faculty .................................................................................................................................................. 4

    Academic Advisors............................................................................................................................... 4

    Faculty Mentor ...................................................................................................................................... 4

Graduate Program Objectives ....................................................................................................................... 4

Student Responsibilities ............................................................................................................................ 5

Faculty Responsibilities ............................................................................................................................ 5

Master of Science in Bioethics................................................................................................. ..................... 5

    MS in Bioethics, Comprehensive........................................................................................................... 5

    MS in Bioethics, Clinical Ethics Consultation Concentration .................................................................. 6

Doctorate of Professional Studies ................................................................................................................. 6

    Doctorate of Professional Studies in Bioethics, Clinical Ethics Consultation Concentration ................. 6

    Doctorate of Professional Studies in Bioethics, Health Ethics & Policy Concentration .......................... 7

Graduate Certificate Programs ...................................................................................................................... 8

    Graduate Certificate Program in Clinical Ethics....................................................................................... 8

    Graduate Certificate in Clinical Ethics Consultation (Virtual Fellowship) .............................................. 8

Dual Degree Programs ................................................................................................................................ 10

    JD/MS in Bioethics Dual Degree Program ............................................................................................. 10

        With Albany Law School: Albany, NY .............................................................................................. 10

        With Samford University’s Cumberland School of Law: Birmingham, AL ..................................... 11

    MD/MS in Bioethics Dual Degree Program ............................................................................................. 11

    MS in Bioethics/PhD in Basic Medical Sciences Dual Degree Program .................................................. 12

    Dual Certificate Program in Pastoral Care and Clinical Ethics ............................................................ 12

Grading Policy ............................................................................................................................................ 13

    Incomplete Grades .................................................................................................................................. 13

    Release of Grades .................................................................................................................................. 13

    Transfer credits ....................................................................................................................................... 13

    Withdrawals ........................................................................................................................................... 13

    Transcripts.............................................................................................................................................. 13
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualitative Progress</td>
<td>13</td>
</tr>
<tr>
<td>Academic Probation Policy</td>
<td>14</td>
</tr>
<tr>
<td>Code of Academic Integrity</td>
<td>14</td>
</tr>
<tr>
<td>Confidentiality of Student Records</td>
<td>14</td>
</tr>
<tr>
<td>Nondiscrimination Policy</td>
<td>14</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>15</td>
</tr>
</tbody>
</table>
Introduction
Welcome to the Alden March Bioethics Institute (AMBI) graduate programs. Our Certificate, Master of Science (MS), Doctorate of Professional Studies (DPS) and dual degree programs are registered with and approved by the New York State Department of Education. This handbook is intended to give an overview of our programs and requirements.

Institute Director
The Director of the Institute has overall responsibility for leadership and administration of the Alden March Bioethics Institute. S/he can be contacted at (518) 262-6082.

Director of Graduate Studies
The Director of Graduate Studies has overall responsibility for the graduate program including faculty and student recruitment, curriculum development, course oversight and adherence to the policies and procedures of the AMC graduate curriculum committee. S/he can be contacted at (518) 262-5543.

Coordinator of Graduate Studies
The Coordinator is the first source of information for all students. S/he is responsible for the day-to-day operations including registration, grade reporting, technical support and program organization including the annual calendar. S/he can be contacted at (518) 262-2639.

Faculty
AMBI faculty members have appointments through the Albany Medical College. The faculty is multidisciplinary representing the fields of medicine, nursing, law, humanities, social sciences and public policy. Many faculty members have additional teaching responsibilities at other major educational institutions.

Academic Advisors
Upon admission each student is assigned to a faculty advisor. The student and faculty are expected to be in contact as students enter the program and thereafter at each new term. Advisors will make course recommendations to students as they map out their certificate/degree plan of study.

Faculty Mentor
As students select a topic for their AMBI 702 Master’s Project, they will choose or be matched with a mentor whose expertise can best support the student’s area of interest. The faculty mentor will be available for ongoing input and advisement for each student as he or she designs and executes the project. If a student does not know who to choose for their mentor s/he should contact his/her academic advisor.

Graduate Program Objectives
Our programs are aimed at developing analytical and practical skills and competencies as well as basic knowledge for use in the clinical, research and policy arenas associated with bioethics. Specifically the program goals are:
- To increase professionals’ ability to recognize and analyze ethical dilemmas in healthcare, policy and research arenas
• To increase professionals’ ability to engage in normative and empirical scholarship concerning ethical dimensions in healthcare, research and policy
• To cultivate professional integrity among colleagues and within the onsite and online community at large

Student Responsibilities
All students in the Alden March Bioethics Institute’s Graduate Programs are expected to
• Uphold the student Honor Code
• Register online for courses and pay tuition within the designated timeframes
• Participate regularly and appropriately in online forums, and complete all course requirements according to the course specifications
• Complete required coursework within the designated time frame established with their advisor and the Graduate Program Director
• Adhere to online etiquette at all times, maintaining respectful communications with other class participants and faculty

Faculty Responsibilities
• Provide course syllabus and resources before the course start date
• Participate in online forums
• Respond to all assignments in a timely fashion
• Advise students regarding course selection
• Mentor students on individual Master’s Projects

Master of Science in Bioethics

MS in Bioethics, Comprehensive
Students are able to earn a master’s degree in bioethics via our online offerings. For those interested in a clinical focus, there also is one on-site course offered in which the students participate in mock consults, standardized patient interviews and interact with clinicians about real cases. Everything else can be done in the comfort of your home. Our students are varied in profession, age and geography and therefore bring an unmatched diversity to the online classroom. Thus far, we have worked with students from all over the U.S., as well as Europe and Asia.

The Alden March Bioethics Institute's Online Master of Science degree in Bioethics provides mid-career professionals and highly motivated post-baccalaureate students with an opportunity to supplement their current educational or career training with cutting-edge, innovative, and challenging coursework in bioethics.

The Master of Science in Bioethics degree is designed to provide the skills to analyze ethical situations that arise in health care, public health, pastoral care, patient advocacy, medical social work, medical research, and the life sciences. These skills include the ability to identify ethical dilemmas, to create and scrutinize policies and practices in various settings, and to think and write critically about these issues.
Our program has the flexibility to meet the educational goals of our students. Students can complete the program entirely online or join us on-site for our Capstone in Clinical Ethics, which provides specialized training in ethics consultation.

Our large selection of electives permits our students to customize their program by emphasizing clinical ethics, research ethics or health policy. Students complete six required core courses addressing clinical ethics, philosophical basis of bioethics, law and bioethics, research ethics, public health ethics, and empirical bioethics. Students complete three electives. Most students will complete their course of study in two or three years.

**MS in Bioethics, Clinical Ethics Consultation Concentration**

In addition to the traditional Master of Science in Bioethics described above, qualified applicants may elect to obtain the Master in Science in Bioethics with a Concentration in Clinical Ethics Consultation from Albany Medical College. As with the traditional MS program, students must complete a 10-course curriculum for 30 hours graduate credit. This master’s program with a concentration in clinical ethics consultation permits a student to enroll in a program and is designed to provide advanced training and supervision in the American Society for Bioethics and Humanities (ASBH) educational core competencies and skills core competencies sequentially over a period of two years. To obtain this degree, a student must first complete the AMBI certificate in clinical ethics coursework (four 3-hour graduate courses) in year one (or an equivalent course) and the AMBI virtual fellowship coursework (five 3-hour graduate courses) in year two, while also during year two completing the master’s project (AMBI a 3-hour graduate course).

The requirements for both the Graduate Certificate in Clinical Ethics and the Graduate Certificate in Clinical Ethics Consultation (the AMBI virtual fellowship) are described more fully on our website. Both graduate certificate programs were specifically designed for working health care professionals including physicians, nurses, social workers, chaplains, patient advocates and patient representatives, risk managers, hospital administrators, health care attorneys, and others, who wish to obtain formal, structured training in the ASBH educational and skills core competencies. Students typically complete this course of study in 2 years.

**Doctorate of Professional Studies**

**Doctorate of Professional Studies in Bioethics, Clinical Ethics Consultation Concentration**

This program is designed specifically for working, health care professionals who possess a master’s degree in bioethics, or equivalent, and who seek a fellowship level training, both knowledge and applied skills, in clinical ethics consultation. The reasons for creating this program were twofold: 1) there is a growing concern that all clinical ethics consultants be able to demonstrate advanced training necessary to perform state of the art consultations and 2) most
working health care professionals doing clinical ethics consultations seeking such advanced training are unable to spend one or two years full-time in an onsite fellowship training program. Because AMBI faculty has over a decade experience offering graduate programs in bioethics, running an active ethics consultation service for over 15 years and offering fellowship training in clinical ethics consultation the AMBI DPS in Bioethics with a concentration in clinical ethics consultation was a natural and final extension of our efforts in graduate bioethics education.

Students in this program are required to work in, or have easy and ongoing access to, a hospital clinical setting in which they have contact with patients and families. Thus, most qualified applicants will be physicians, nurses, social workers and chaplains, but we will also welcome applicants with a legal and administrative background who spend at least part of their time performing clinical ethics consultations. Students also must have prior masters level education in bioethics, with some evidence of focus in clinical ethics.

Students in the Master of Science in Bioethics program at Albany Medical College who intend to continue on at AMC to participate in the Doctorate of Professional Studies in Bioethics program may register for and participate in extra electives while still enrolled in the MS program. These courses will subsequently apply to the student’s DPS program credits. However, taking these courses with the intent of having them apply to the DPS degree does not imply nor guarantee that the student will be accepted into the DPS program at Albany Medical College.

**Doctorate of Professional Studies in Bioethics, Health Ethics & Policy Concentration**

The AMBI Doctorate of Professional Studies program with a concentration in health ethics and policy is designed for working, health care professionals who possess a master’s degree in bioethics, or equivalent, and who seek advanced education and training in both knowledge and applied skills pertaining to health policy in the context of bioethics. This degree aims to provide trainees with advanced level knowledge and practical skills in preparation for assuming professional leadership roles in health ethics and policy.

Prerequisites for entry into this program include a master’s degree in Bioethics or equivalent, as well as evidence of academic preparedness to pursue doctoral level studies. Qualified applicants will include health care professionals such as physicians, nurses, social workers and chaplains. However, we also welcome civil servants, program managers, and group leaders who work in research administration and policy. Applicants with a legal and administrative background who wish to pursue further education in health policy and ethics would also be a good fit for this program.

Students in the Master of Science in Bioethics program at Albany Medical College who intend to continue on at AMC to participate in the Doctorate of Professional Studies in Bioethics program may register for and participate in extra electives while still enrolled in the MS program. These courses will subsequently apply to the student’s DPS program credits. However, taking these
courses with the intent of having them apply to the DPS degree does not imply nor guarantee that the student will be accepted into the DPS program at Albany Medical College.

**Graduate Certificate Programs**

**Graduate Certificate Program in Clinical Ethics**
The Graduate Certificate in Clinical Ethics is designed for working health care professionals including physicians, nurses, social workers, chaplains, patient advocates and patient representatives, risk managers, hospital administrators, health care attorneys, and others. The goal of the educational program is simple: to provide the student with the tools to help build the best possible strategies for managing the ethical issues that arise almost daily in a rapidly changing and increasingly challenging health care system.

Upon completion of the Graduate Certificate in Clinical Ethics Program, students will be able to analyze clinical ethics issues and cases, participate more fully in ethics committee activities and in clinical ethics consultation services, and help develop institutional policies related to ethics issues in health care settings.

The curriculum is grounded in the educational core competencies of the American Society for Bioethics and Humanities (ASBH). The program consists of three online courses and one on-site course. The three online courses—Fundamentals in Clinical Ethics (AMBI 503), Law and Bioethics (AMBI 505), and the Online Practicum in Clinical Ethics (AMBI 603)—are preparatory courses that focus on bedside clinical ethics. The on-site course—Onsite Clinical Ethics Capstone (AMBI 604)—allows for practical training in clinical ethics skills in an intensive eight-day seminar at Albany Medical Center, Albany, New York, or St. Joseph’s Hospital and Medical Center, Phoenix, Arizona. During the Capstone, students participate in competency-based interview and discussion scenarios that are simulated with standardized patients to enhance communication skills and in conversations with practicing clinicians about ethics issues that present in patient care. In Albany, the competency-based interviews and discussions are offered through the Upstate New York Patient Safety and Clinical Competency Center at Albany Medical Center.

**Graduate Certificate in Clinical Ethics Consultation (Virtual Fellowship)**
The Graduate Certificate in Clinical Ethics Consultation is designed for working health care professionals who are established as clinical ethics champions or hold clinical ethics leadership positions at their local institutions. As with the Certificate in Clinical Ethics Program, the working health care professionals who consider enrolling are physicians, nurses, social workers, chaplains, patient advocates and patient representatives, risk managers, hospital administrators, health care attorneys, and others.
To distinguish this advanced program from the Graduate Certificate in Clinical Ethics, this advanced program is referred to as the AMBI virtual clinical ethics fellowship. Typically the working professionals who participate in this program are serving as leaders or members of their home institution’s ethics committee and are already engaged in providing clinical ethics consultation services as part of the hospital’s ethics committee or team.

Two of the principal goals for students participating in this advanced training program are to: (1) become better qualified to provide clinical ethics consultation services as an individual consultant and (2) help elevate the local ethics committee to the next level of expertise and service. The AMBI virtual fellowship is designed to help those interested in offering clinical ethics consultation services to obtain more structured training in the skills core competencies for health care ethics consultation of the American Society for Bioethics and Humanities (ASBH).

As a prerequisite to participation in the AMBI virtual fellowship program, students must have completed a program that provides sufficient training in the ASBH educational core competencies (similar to the AMBI Certificate in Clinical Ethics) and have administrative support to participate in providing clinical ethics consultation services at their home institution.

The curriculum is grounded in the skills core competencies of the American Society for Bioethics and Humanities (ASBH). The program consists of four online courses and one on-site course. Four courses are ten-week, structured online experiences to provide in depth exposure to those advanced materials and cases that allow students to develop comprehensive skills and competency as an individual clinical ethics consultant. The four course titles and broad topic areas are:

- Neonates, Infants, Children, Adolescents (AMBI 712)
- Adults With Decision Making Capacity (AMBI 710)
- Adults Without Decision Making Capacity (AMBI 711)
- Special Situations and Vulnerable Populations (AMBI 713)

These four courses each have four components: (1) A weekly online forum to discuss assigned advanced readings; (2) Opportunity to develop a relevant topical or case-based PowerPoint presentation; (3) Opportunity to review and critique a home institutional policy dealing with an ethics issue; and (4) Opportunity for one-on-one distance faculty and local coaching and mentorship of on-site clinical ethics consultations. One of the objectives in completing the course series is to allow students the opportunity to develop a sufficient portfolio of mentored consultation cases to demonstrate ASBH educational and skills core competencies at the advanced level. One may complete the series in any course sequence allowing for rolling admissions.

The fifth course in the AMBI virtual ethics fellowship is titled Conflict Competence in Clinical Ethics Consultation (AMBI 720). The course includes a three-day on site classroom experience and a four-week online component. This course focuses on improving mediation, facilitation,
and conflict resolution skills through simulated or standardized patient and clinical scenarios when conflict between parties (patient, family, or peer) is a central issue.

Dual Degree Programs

JD/MS in Bioethics Dual Degree Program
Bioethics and health law constitute broad and dynamic public policy arenas that encompass and range of individual patient care situations, health care delivery mechanisms and systems, and the health care industry standards, with several separate components but interrelated and stakeholders: patients, providers, insurers, drug companies, researchers and innovators, and regulators. The areas of bioethics and health law have expanded in part because of the increased complexity of relationships in the health care field and the intense fragmentation of the American health care delivery system. Knowledgeable and skilled, including cross-trained, ethicists and health lawyers are uniquely qualified to deal with the complexity and fragmentation now, and certainly in the future. Thus, the dual JD/MS programs are designed for law students who wish to add structured bioethics training concurrently to their formal legal education. Because the Alden March Bioethics Institute (AMBI) Master of Science in Bioethics Program is a personalized education program utilizing distance-learning innovations, qualified law students may add bioethics credentials to their resumes while completing their JD degree requirements.

Career opportunities in bioethics and health law are often posted by organizations such as the American Society in Bioethics and Humanities (ASBH) and the American Health Lawyers Association (AHLA).

With Albany Law School: Albany, NY
The applicant must be accepted and matriculated in both programs through the admissions process of each program to be enrolled in the dual degree program. JD/MS students must complete a total of 10 courses. The online and onsite courses include empirical bioethics, research ethics, classic cases, clinical ethics and others. Students also complete a required master's project, choosing a traditional thesis, two publishable journal articles, or a practical project. Law and bioethics joint degree students can satisfy master's requirements by taking three specified courses at Albany Law School. Students can also count 12 credits earned in the Master of Science in Bioethics program toward their JD at Albany Law School. Because students can "double-count" courses, they can complete a JD/MS in Bioethics in three to four years. Albany Law School students may also satisfy the Law School's upper class writing requirement and the bioethics final research project by completing one research paper that satisfies the requirements of both programs. The Alden March Bioethics Institute works closely with Albany Law School to create a plan of study that accommodates both schools' schedules. M.S. courses are offered fall, winter, spring and summer to give students flexibility in completing their requirements. The MS in Bioethics and the JD/MS Degree programs are registered by the New York State Board of Regents.
With Samford University’s Cumberland School of Law: Birmingham, AL

The Cumberland School of Law at Samford University and Albany Medical College offer the dual degree program in law and bioethics jointly. Applicants must be admitted independently to both the Cumberland School of Law (for the JD degree) and the Graduate School of Albany Medical College (for the Master of Science in Bioethics) and also be admitted to the dual degree program by each school. The applicant must be accepted and matriculated in both programs through the admissions process of each program to be enrolled in the dual degree program. Because of degree requirements, dual JD/MS students should declare their interest and enroll in the program before the start of their second year of law school to maximize course planning for concurrent study.

As with the traditional Master of Science in Bioethics Program, the dual JD/MS student must complete a total of 10 courses for 30 graduate credits to be awarded the MS in Bioethics from Albany Medical College. The online and onsite courses include empirical bioethics, research ethics, classic cases, clinical ethics, and others. Students also complete a required master’s project, choosing a traditional thesis, two publishable journal articles, or a practical project. In this regard, Cumberland School of Law students may also satisfy the Law School’s senior writing requirement and the bioethics final research project by completing one research paper that satisfies the requirements of both programs. Students should consult the appropriate persons to assure the chosen project format will satisfy both requirements.

Law and bioethics dual degree students can partially satisfy master’s requirements by taking three specified courses at Cumberland School of Law to earn at least 9-credit hours in the AMBI master’s program. Students can also count 12 credits earned in the Master of Science in Bioethics program toward their JD/MS degree requirements at Cumberland School of Law. Because students are awarded dual credit for some courses, they can complete a JD/MS in Bioethics in simultaneously within the three years of law school with good planning. Of course, students must be aware of the rigorous nature of the dual program requirements and the intensities demanded when planning coursework. The Alden March Bioethics Institute works closely with Cumberland School of Law to create a plan of study that accommodates both schools’ schedules. MS courses are offered in four 10-week terms—Fall, Winter, Spring and Summer—to give students flexibility in completing their requirements.

MD/MS in Bioethics Dual Degree Program

Medical students at the Albany Medical College who demonstrate outstanding ability and potential through their work in the Scholars in Bioethics Program are eligible for the combined MD/MS in bioethics program. This combined program will allow qualified students to receive both the M.D. and the M.S. in bioethics by taking an extra year during medical school, usually between the 2nd and 3rd years, to focus exclusively on bioethics. The purpose of this program is to prepare future physicians, particularly those with an academic orientation, to pursue bioethics as an area of specialization during their medical careers.
MS in Bioethics/PhD in Basic Medical Sciences Dual Degree Program

Graduate students in the basic sciences at the Albany Medical College who demonstrate interest and outstanding ability are eligible for the combined MS in Bioethics/PhD program. This combined program will allow qualified students to receive both the PhD and the MS in Bioethics. Students generally enter the MS in Bioethics program during their third year of PhD studies and pursue the degrees concurrently with some course work applicable to both programs. The purpose of this program is to prepare future scientist/ethicists, particularly those with an academic orientation, to include bioethics as an area of specialization during their careers.

Dual Certificate Program in Pastoral Care and Clinical Ethics

Advances in biomedical sciences and medical technology raise urgent questions that must be addressed at the philosophical, public policy and legal level, but also at the spiritual level. These issues are particularly acute as patients and families struggle to make medical decisions that often challenge them to examine and put to the test their spiritual orientation, be it a traditional religious faith or not. In such situations there is a serious need for trained people who understand both the spiritual dimension of human suffering and the landscape of clinical bioethics. The proposed dual graduate certificate program in clinical pastoral care and bioethics will provide education designed to meet precisely this need. This dual graduate certificate program is a collaborative effort by Alden March Bioethics Institute and the Department of Pastoral Care, Albany Medical Center.

On a more practical level, we expect that the dual graduate certificate program will open up career opportunities for our graduates in hospitals, medical centers, and elsewhere, that are normally unavailable to those without such broad training. The need for persons trained in both areas will continue to increase in coming years due to increasing complexity of medical interventions, increases in the need for medical care among an aging population and the inevitable spiritual and ethical predicaments that people must confront.

The dual graduate certificate program now makes it feasible for a student to complete both certificates during a 12 month period. Each program will retain full independence in admitting and graduating their students. The involvement of the CPE Resident or Intern in the Bioethics Graduate Certificate Program will in no way impact their duties and responsibilities to provide pastoral care to their assigned units and on-call schedules. The students will attend the Albany Center campus for Clinical Pastoral Education work. Bioethics courses will be on line or in person on the Albany Medical College campus.
Grading Policy
The grading system is determined by each individual faculty member for his/her course. AMC grade point average ranking is as follows:

A  = 4.0   A- = 3.7
B+ = 3.3  B  = 3.0   B- = 2.7
C+= 2.3  C  =2.0   C- = 1.7
D+ = 1.3  D  = 1.0

F= Failure

Students must maintain a 2.50 average in order to graduate.

Incomplete Grades
All incomplete grades must have a plan of action for completion within 1 month of the last day of the course, developed with the approval of the Director of Graduate Studies. If this plan is not created or not completed in the outlined timeframe, the “I” becomes an “F”. This course will have to be retaken and will carry the full tuition cost. The “F” will remain on a student’s official transcript. Please note that by receiving an “F”, a student may be put on academic probation (see below).

Release of Grades
Students are expected to fill out an anonymous course evaluation before the release of grades for the course.

Transfer credits
Up to six credits may be transferred from an accredited graduate institution, provided they are comparable to the course requirements of another course offered by AMBI. The student must have a grade of B or above to transfer that credit. The Director of Graduate Studies and the Albany Medical College Curriculum Committee must approve all transfer credits. This application should take place in the semester before the transfer takes place.

Withdrawals
A student who wishes to withdraw must notify the Program Director and Course Director of this intent in writing. Full tuition will be refunded if the withdrawal occurs before the start of the class. Once the course begins, if a drop occurs, the student will be liable for the $150 drop fee.

Transcripts
Transcripts will be provided upon written request to the College Registrar at the Office of Student Records at Albany NY for $5.00. Please call (518) 262-5523 for more information.

Qualitative Progress
Qualitative measures for Bioethics students are an accrual of credit for the course. Expected progress for an AMBI student is completion of the program within 12 registered terms.
**Academic Probation Policy**
A student in AMBI that 1) fails a required course or 2) allows their GPA to drop below 2.5 at the end of a term is subject to dismissal. In the case of the failure of a required course, the student will, at the request of AMBI, be granted a probationary period until the next time the course is offered; at which time they will be required to retake and pass the course or be dismissed. Although both the original and the remediated course grades will appear on the transcript, only the remediated grade will be used to calculate the GPA. Students that fall below a GPA of 2.5 will, at the request of AMBI, be granted a one year probationary period to raise their GPA above the mark or face dismissal. The AMC Progress Committee and the AMC Executive Committee will grant these probationary periods at the request of AMBI and provided that there are reasonable expectations that the student can pass the required course and/or reach an acceptable GPA. A letter indicating the probation periods described above and what remedial actions are necessary to be removed from probation will be sent to the student and the AMBI Graduate Director and will become a part of the student's record. Students that have achieved a satisfactory GPA and/or achieved satisfactory performance in required courses will be removed from probation.

**Code of Academic Integrity**
In as much as the standing of an educational institution and the value of a degree from that institution are dependent on the integrity of study and research carried on at that institution, The Code of Academic Integrity is drawn to make clear the policy of AMC concerning academic honesty. Each student attending the College must abide by this code.

**Confidentiality of Student Records**
Pursuant to the Family Educational Rights and Privacy Act of 1974, personally identifiable information can be disclosed to people outside the College, only with the written consent of the student. Specific college policy concerning 1) the disclosure of information to people outside of the college, 2) disclosure of information to people within the college, 3) permitting students to inspect and review records and 4) providing students with the opportunity to seek correction of their records, is available.

**Nondiscrimination Policy**
Albany Medical College does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability or status as a disabled veteran in the administration of its educational policies, programs, employment, recreational or athletic or other College administered programs.
Graduation Requirements

1) Completion of the required course credits
2) Submission of Master’s Project Completion Form, signature page, and copies of project
3) Submission of Graduation Application
4) The student record will be reviewed for any deficiencies or obstacles to graduation and if evident, the student will be contacted by his/her advisor
5) The date of degree conferral will be 30 days after all materials are received
6) The commencement ceremony takes place in May of each year as a part of the AMC graduation for medical students and other graduate students. Any student who graduates between June-April may attend the upcoming May’s commencement ceremony.