

## **MEMORANDUM OF UNDERSTANDING**

Between SUNY Downstate Health Sciences University,  
School of Health Professions /Health Informatics Program and  
New York City College of Technology, CUNY

This Memorandum of Understanding (MOU) establishes procedures to promote the easy transition of qualified students from CUNY New York City College of Technology (NYCCT) to the Advanced Certificate (Adv. Cert.) or Master's of Science in Health Informatics (MSHI) program at SUNY Downstate Health Sciences University (SUNY Downstate), School of Health Professions (SOHP).

### **OBJECTIVES OF THE MEMORANDUM OF UNDERSTANDING**

1. To attract qualified students at NYCCT to pursue an Advanced Certificate (Adv. Cert.) or Master of Science degree in Health Informatics at SUNY Downstate.
2. To encourage qualified students to attend SOHP Open Houses and Health Informatics Program Information Sessions.

### **TERMS OF THE MOU**

1. SUNY Downstate will offer early admission consideration into the SUNY Downstate's Adv. Cert. or MSHI program ("Program") to students from NYCCT who meet the minimum admission criteria listed on the Admissions website of the SUNY Downstate (<https://www.downstate.edu/education-training/school-of-health-professions/admissions/medical-informatics/>) and also meet the academic criteria listed on page 4 of this MOU. Additional qualified applicants who graduated or will be graduating from NYCCT will be evaluated for admission with the general applicant pool.
2. Each applicant for early consideration must submit an online application and have a completed application on file by November 30 to start in the following Spring and May 30 to start in the following Fall.
3. After receiving the completed application materials, the Program will select candidates to interview. Following the interview, the SOHP's Admissions Committee, in accordance with the standards of the institution, will offer conditional acceptance for up to five (5) NYCCT students who have been selected based on a review of the application materials and an interview (interpersonal and communication skills are considered strongly). Candidates will receive electronic notifications of decisions on or before the second Friday of the matriculation term: December for those starting in Spring and June for those starting in Fall.
4. It is the responsibility of the incoming student to follow the current requirements for the Program at SUNY Downstate in effect at the time of the student's entrance to SUNY Downstate even if they are different from what is found in this MOU.
5. NYCCT applicants for early consideration and decision must submit one letter of recommendation in lieu of two letters required for general admission pool from the appropriate department chair or faculty member attesting to the applicant's academic ability, professionalism and commitment.

6. The Chair of SUNY Downstate's Health Informatics Program will notify NYCCT's Office of Student Admissions of the MOU, to enable the Office of Student Admissions to provide information about the Health Informatics Program and answer any questions.
7. The parties acknowledge that SUNY Downstate may from time to time modify or change its admission criteria. Nothing herein will limit or restrict SUNY Downstate's ability to do so.
8. Accepted applicants who have taken graduate-level courses which they feel are materially consistent with courses within the curriculum of the Program may submit course descriptions and syllabi for these courses to the Chair of the Health Informatics Program for review. If it is found that the course(s) in question covers the material and meets the standards of course(s) within the Program, it is possible that up to nine transfer credit may be awarded for the course(s) in question. This determination will be made on a case-by-case basis and the decision is solely at the discretion of the SUNY Downstate's Health Informatics Program.
9. NYCCT and SUNY Downstate SOHP agree to publicize this MOU via printed and electronic marketing materials and communications at recruitment events, websites, and in their catalogs. They will share brochures and other marketing materials including web-based promotions. NYCCT and SOHP agree to collaborate to ensure a successful transfer admissions process. NYCCT and SUNY Downstate SOHP will grant a reciprocal license for each to use the name and/or logo of the other educational institution for the promotion and advertisement of this specific collaboration only, addressing graduates of NYCCT, and promoting their degree completion. Neither party is authorized to use the other's name and/or logo for any purpose other than stated herein. Advertisements will be disseminated only after consultation between the parties. NYCCT and SUNY Downstate SOHP will communicate their marketing and promotion plans to each other to avoid duplication and to make effective use of promotion resources. Transfer advisors will be made aware of this MOU and will have available all necessary materials to publicize the arrangement to the students with whom they work. This MOU will be shared with the office responsible for recruitment and enrollment at NYCCT and SUNY Downstate and who will attend recruitment events at either campus. SUNY Downstate's Student Admissions staff will be assisted by the Provost Office and/or the Biological Sciences department at NYCCT.

#### **REVIEW/REVISION OF THIS MOU**

1. At the request of either party, a review of the Memorandum of Understanding will be conducted by both institutions.
2. Any changes or amendments to this MOU must be made in writing and signed by both parties.

#### **TERM OF MOU**

This MOU shall be in effect for five years from the date of signature. Either party may terminate this MOU by giving at least 60 days' notice, in writing, to the respective representative of the other party as identified below. NYCCT students who have been already accepted into the program shall not be affected by the termination of this MOU. At the end of the five-year agreement period, the MOU will be reviewed by both parties with the option of renewal.

**Memorandum of Understanding for  
CUNY New York City College of Technology (NYCCT) and  
SUNY Downstate School of Health Professions (SOHP)**

**Health Informatics Program Academic Criteria for  
Master of Science**

- A baccalaureate degree from NYCCT prior to Program entry
- A minimum cumulative Grade Point Average (GPA) of 3.0 on a 4.0 scale.
- One letter of recommendation from the appropriate department chair or faculty member attesting to the applicant's academic ability, professionalism and commitment.

**Recommended:**

- Basic Computer Programming and Statistics courses not required for admissions into the MSHI program but strongly recommended

**Health Informatics Program Academic Criteria for  
Advanced Certificate**

- A baccalaureate degree from NYCCT prior to Program entry
- One letter of recommendation from the appropriate department chair or faculty member attesting to the applicant's academic ability, professionalism and commitment.