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Vernon E. Lattin *President*

**Memorandum Of Understanding between Brooklyn College  
and the State University of New York Health Science Center at Brooklyn  
regarding the BA/MD Program**

This Memorandum Of Understanding covers academic/curriculum changes as well as administrative changes in the BA/MD Program, commencing with the 1998-99 academic year. Provisions #19 and #25 apply to all students in the program. All other provisions apply only to students who enter the program as freshmen after July 8, 1998.

**Academic/Curriculum Changes**

1. BA/MD students will be required to maintain an overall grade point average (GPA) of 3.5 and a GPA for Program science requirements of 3.5.
2. BA/MD students, during their 4 years at Brooklyn College, must spend a minimum of one summer volunteering in a clinical setting involved with patient care. This will provide students experience working with patients which will contribute to their motivation and commitment to becoming physicians and to their developing professionalism. It will be the students' responsibility to find their own field placement. The health care practice of a parent or other relative is not acceptable.
3. ~~Students must participate in community service on a continuous basis during a~~ 3 year period beginning in the Fall semester of their sophomore year. This 3 year commitment to community service must be satisfied before entering the Medical School. Should a student finish all course credits necessary for graduating from Brooklyn College by the end of his/her junior year that student must still carry out his/her third year of community service in order to satisfy Program requirements.

4. Students will not be permitted to accelerate after their junior year at Brooklyn College.
5. Students must take the Medical College Admission Tests ( MCATs) during their career at Brooklyn College, achieving a score of no less than 9 on each of the subtests before the end of their senior year.
6. The BA/MD program director, in conjunction with colleagues from Brooklyn College, will develop a research course as a required component of the BA/MD students' curriculum. SUNY HSC faculty will be invited to participate in this course. The goal of the course will be to provide students with a conceptual framework for conducting original empirical research as well as for critically evaluating published research articles.
7. The BA/MD program director will explore the possibility of developing an epidemiology course as part of the students' curriculum.
8. The BA/MD Program has recently been integrated into the Honors Academy, a federation of all honors programs at Brooklyn College, including the Scholars Program, the Ford Colloquium and the Mellon Minority Fellowship Program. As members of Honors Academy, BA/MD students will be given the option of taking special honors courses, of attending scholarly presentations and conferences, and of presenting their own scholarship/research at an Honors Academy Student Coinference.
9. Brooklyn College will develop and offer a series of counseling workshops that BA/MD students will be required to attend. These workshops will provide students with an opportunity to explore their feelings and thoughts about becoming physicians. By doing so it is hoped that students will either reaffirm their commitment to medicine or realize that a medical career is not something that they ultimately want to pursue.
10. The maximum size of the annual entering class will be 15 students.

#### **Administrative Changes**

11. Mr. Tom Lo will be put in charge of the BA/MD admissions process. The BA/MD program director will work closely with him and his assistants to ensure that admissions applications are processed expeditiously.

12. The BA/MD program director in conjunction with Mr. Lo, and ideally a number of SUNY HSC representatives, will revise the admissions application process to better identify students with an appropriate level of emotional maturity.
13. Brooklyn College will undertake extensive recruitment, for the BA/MD Program, of academically qualified students from a diversity of backgrounds.
14. A dedicated Fax machine will be purchased for the BA/MD office.
15. The Brooklyn College BA/MD Program Director will attend the Annual Meeting of the Association of American Medical Colleges. Brooklyn College together with SUNY HSC will fund the Director's conference, travel and lodging expenses.
16. The BA/MD Program Director will be provided with a summer salary, to be determined according to college guidelines, to compensate him/her for the time spent attending to administrative duties during the months from and including June through August. This will assure that the BA/MD program has 12 month academic coverage.
17. In addition to the faculty Program Director's position, Brooklyn College will allocate a 12 month non-faculty administrative position to the BA/MD Program. This position will have the authority to run the program on a day-to-day basis, i.e to provide transcripts, generate probation letters, etc. Further, it will be the responsibility of the program administrator to maintain a computer database and thorough records on all BA/MD students. This database will contain information on the BA/MD students' academic performance and social-psychological behavior at Brooklyn College as well as at the Medical School. By creating this position and assigning to it the responsibility of maintaining this database, Brooklyn College explicitly intends to relieve SUNY HSC of many of the responsibilities of and costs involved in administering the BA/MD Program.
18. In order to maintain the above stated database and also in order to systematically evaluate how the BA/MD students perform at the Medical School, ~~SUNY HSC will share with Brooklyn College data (to be agreed upon by the two~~ institutions) it routinely collects on its students' performance. In addition, in order to provide a meaningful comparison group for evaluating the BA/MD students' performance, SUNY HSC will provide aggregate data on the performance of comparable non-BA/MD students.

19. Brooklyn College will explore developing specific computer codes that will preclude BA/MD students from dropping a course or having a change of grade entered without the explicit written permission of the BA/MD Program Director.

In addition to the above modifications that impact directly on the BA/MD Program, Brooklyn College is willing to undertake a number of other initiatives that will contribute to a more integrated and mutually beneficial relationship with SUNY HSC.

20. A database of students from diverse backgrounds who applied for but were not accepted into the BA/MD Program will be developed. These students will be tracked to determine if they are in attendance at Brooklyn College. If so, their progress at the college will be monitored. Those exhibiting a GPA that would qualify them for medical school will be identified for potential recruitment into SUNY HSC. Further, we will explore ways in which our two institutions might better be able to support and prepare these students so that they might successfully matriculate into SUNY HSC.

21. Brooklyn College will also explore possible ways our faculty might contribute more directly to the Medical School, such as teaching courses in medical anthropology, medical sociology, health psychology, i.e., in substantive areas of expertise that may be under-represented in the Medical School faculty, developing joint research proposals, as well as mounting community health programs.

22. To operationalize these initiatives, a joint committee, comprised of personnel from both institutions, including, of course, interested faculty, will be formed. This committee will have the authority to implement the above initiatives, as well as to identify new ways the BA/MD Program could be made more administratively efficient and educationally enriching.

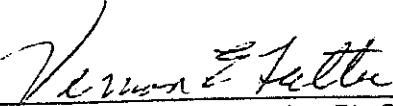
23. Either Brooklyn College or SUNY HSC has the right to terminate the program, with one year advance written notice. Students who are at that time enrolled in the program will be guaranteed continued support and admission under the program rules.

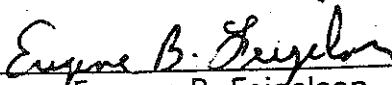
24. The terms of this agreement build upon the already established rules governing this program (copy attached).

25. All requests for exceptions to any program rule must be submitted in writing by the student and will be reviewed by both institutions, in accordance with a calendar which will be developed by both institutions. Both institutions must agree to any decision regarding such exceptions.

26. Any modifications to this memorandum of understanding must be in writing and signed by both parties.

Agreed:

  
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Vernon E. Lattin, Ph.D.  
President  
Brooklyn College  
City University of New York

  
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Eugene B. Feigelson, M.D.  
Interim President  
State University of New York  
Health Science Center at Brooklyn

Date: 7/7/98

# BA/MD Brooklyn College/SUNY Health Science Center at Brooklyn

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This program leads to a baccalaureate degree awarded by Brooklyn College and to the M.D. degree granted by the College of Medicine of the State University of New York Health Science Center at Brooklyn (SUNY HSC). The Program is designed to provide students who desire to go to Medical School special preparation to that end, and a coherent, focused program combining an undergraduate liberal arts education with training at the Medical College. It is intended to provide a seamless transition between college and medical school. The Program is normally completed in 8 years, though it may be completed in 7 years under certain circumstances.

## Rules and Policies:

To maintain a place in the Program a student must remain in good standing in the Program. The following is a list of rules and policies for the Brooklyn College/SUNY HSC BA/MD Program. These policies apply strictly to the BA/MD Program and do not affect the student's standing as a student at Brooklyn College. Though academic advising is available to Program students, it is ultimately the student's responsibility to ensure that he/she complies with all Program requirements.

1. Students must take at least fifteen credits each semester. No student may withdraw from a course without written approval from the Program director. Any request to withdraw from a course must be made in writing with appropriate documentation attached.

2. Students must complete at least four semesters at Brooklyn College in full-time residence (15 credits minimum/semester) excluding summer sessions, and complete all medical school and program prerequisite courses at Brooklyn College to be able to continue to SUNY HSC. These required courses are:

- (A) General Biology 3 and 4
- General Chemistry 1 and 2
- Organic Chemistry 51 and 52
- General Physics 1 and 2

(B) Honors sections for Core 1 (Classical Origins of Western Culture), Core 3 (People, Power, and Politics), and Core 10 (Knowledge, Existence, and Values)

(C) BA/MD Senior Seminar in the Fall of the student's final year at Brooklyn College.

3. Students who receive Brooklyn College Advanced Placement credit for any Program science requirement must take two upper level courses that meet the requirements for the major in that science at Brooklyn

College, at least one of which must have a laboratory.

4. All BA/MD students majoring in a science must complete a minor of 15 credits in a non-science discipline. Students may use Advanced Placement credit for no more than six credits of the fifteen required for a BA/MD minor. Core 4 and 6 can be used only if no Advanced Placement credit is used toward a minor.

5. All premed requirements must be satisfied by the end of the student's junior year, excluding summer school. Students must take at least one premed laboratory course which satisfies Program requirements each term during the first four terms and at least two science courses per semester during two semesters by the end of four semesters, excluding the summer sessions.

6. Students must have completed all of the required laboratory courses except Physics 2 by the end of the Fall semester of their junior year. They must complete Physics 2 by the end of the Spring semester of their junior year.

7. A student's progress within the Program is reviewed each semester. The student is expected to make satisfactory progress toward meeting requirements each semester. At the end of the first four full terms at Brooklyn College, students who do not have a 3.4 overall GPA, and a 3.2 GPA for Program science requirements at that time will not be allowed to continue in the Program. The final GPA measurement will be taken at the end of the fall semester before students matriculate at the medical school. The student must sustain the above GPA requirements to move on to the Medical College.

8. Students who wish to accelerate must have both an overall GPA and science GPA of at least 3.4 and permission from the Program director. Students must notify the Program Director of their intention to accelerate by the Spring of their second year. Students intending to accelerate are advised to discuss their schedules with the Program Counselor as soon as possible in their Freshman year.

9. Earned grades in Core courses will be considered in calculating a student's GPA. Students within the Program cannot take the retroactive Pass/Fail option for Core courses.

10. Grades earned at Brooklyn College during high school count in the GPA for the Program, the college and the medical school.

Students in the Program are also subject to the normal rules and regulations applicable to all Brooklyn College students. Once the student is making the transition to the Medical School, the student is subject to the normal application requirement of the College of Medicine. The only exceptions are that BA/MD students need not take MCAT exams prior to entering the Medical College, and they are not subject to interviews.

The College of Medicine strongly encourages applicants to take one Biochemistry course, a math course, and another advanced science course. An Appendix to these rules provides sample schedules for different majors to comply with program requirements and include College of Medicine recommendations.

Notification of Progress: The student will be notified of progress following his/her first full year in the Program. Notification will include calculation of the student's GPA. If the student's GPA at the end of the first year falls below the standard set for the Program, the student will be warned that his/her GPA must be improved. Following this preliminary notification, it will be the student's responsibility to monitor his/her GPA the following fall semester to ensure that he/she complies with Program requirements. This may be done in consultation with the Program counselor.

Please note that the student's transcript must be clear of all Inc and ABS grades at the times the transcripts are evaluated. This is usually after the fourth full semester at Brooklyn College, the spring semester during which the student initiates the transition to the Medical College, and the fall semester prior to matriculation at the

Medical College. Please note also that the College of Medicine will not accept a grade lower than a 'C' for any pre-med requirement.

Dismissal from the Program: A student will be dismissed from the Program if his/her GPA falls below 3.2 in Program science requirements or 3.4 overall after the completion of the fourth full semester at Brooklyn College which is the spring semester of the second year.

Appealing the decision: A student desiring to appeal a dismissal must appeal in writing to the Program director. The appeal must be filed within 15 days following notification of dismissal. Only written appeals based on extraordinary circumstances will be considered and the student must indicate how these circumstances have been mastered. Each case will be judged on its own merits. The final decision will be made by a joint committee consisting of representatives from both Brooklyn College and SUNY HSC. Once a student is dismissed from the Program, that student's only recourse is to appeal the dismissal within 15 days of notification.

If a positive decision is made the student will be placed on probation within the Program. Please note that there is no presumption of probation and that the conditions of probation will be determined on a case-by-case basis, depending upon the particular circumstances involved. However, the conditions of the probation will usually require the student to bring his/her GPA up to the Program standard the following semester. If significant progress is made by the student, probation may be extended, but there is no presumption that it will be extended beyond one semester.

Leaves of Absence: Except in emergency situations all students seeking a leave of absence from the Program for any reason must receive prior permission from the Program director. This is independent of permission to take a leave from the college.

Medical: A student is allowed a maximum of one semester leave for medical reasons before being withdrawn from the Program. A student who is withdrawn may make an appeal to be re-admitted, however there

should be no presumption of reinstatement. The appeal will be considered by a joint Brooklyn College/SUNY HSC committee.

Other: A student who can demonstrate that the leave would enhance his/her Medical School experience may apply for permission for the leave from the Program director. Generally, the maximum allowed time would be one academic year.

Deferrals and Study Abroad: There is no provision for deferrals or for study abroad within the program. No deferrals are allowed. A student who is accepted into the BA/MD Program must attend Brooklyn College in the Fall of that year in order to remain in the Program. A student who is attending Brooklyn College, and who desires at that time to study abroad while in the program may apply for a leave of absence to do so. The student should submit a written statement which outlines why such study will enhance his/her education. The policy is that no credits earned abroad will satisfy Program requirements (though they may satisfy college requirements).

Summer internship: The summer internship will be available to students during the summer following their second year in the Program. The internship lasts for 6 weeks over the summer, typically from the first week in June through the second week in July. Students who participate in the summer internship receive credit for Interdisciplinary Studies 8 (4 credits).

Transition to the Medical College: The student initiates transition to the College of Medicine during the spring before the final year at Brooklyn College, given that the student satisfies Program requirements.