

**SUNY COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY  
ADMINISTRATION POLICY LIBRARY**

**ESF STUDENT IMMUNIZATION POLICY**

Section 3, Students

Policy 3.2, ESF Student Immunization Policy

Responsible Executive: Vice Provost and Dean for Student Affairs

Responsible Office: Division of Student Affairs

Issued: March, 2018

Revised: January 2019



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**POLICY STATEMENT**

ESF requires all students to comply with New York State Public Health Laws and recommends that all students comply with the current vaccine recommendations suggested by the American College Health Association and the Advisory Committee on Immunization Practices. New York Public Health Law requires students born after January 1, 1957 to demonstrate proof of immunizations for measles, mumps, and rubella. This law applies to all college students who are registered for six (6) or more credits. Students must complete the required [ESF Immunization History Form](#) which includes providing proof of immunizations. Any student who believes they should be exempt must contact Crouse Medical Practice at [esfhealthservices@crousemed.com](mailto:esfhealthservices@crousemed.com) for further instructions prior to the stated deadline

The required immunizations do not apply to students who take online classes *and* do not visit or enter any of ESF's campuses.

Students must also acknowledge that they have received information about meningitis vaccinations and have made an informed decision to receive or decline an immunization against meningitis.

**REASON FOR POLICY**

New York Public Health Law requires students born after January 1, 1957 to demonstrate proof of immunizations for measles, mumps, and rubella. This law applies to all college students who are registered for six (6) or more credits.

**SCOPE OF POLICY**

This policy applies to:

President	Faculty
Vice Presidents	Staff
Deans, Directors & Department Heads	✓ Students
Area Managers & Supervisors	Others

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## WEB SITE REFERENCES

This policy: <http://www.esf.edu/au>

Policy Office: <http://www.esf.edu/au/pp.htm>

ESF Student Handbook: <http://www.esf.edu/students/handbook/documents/1718StudentHandbookFINAL.pdf>

Vice Provost and Dean for Student Affairs: <http://www.esf.edu/students/dean/>

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## RELATED INFORMATION

<b>Style Guidelines</b>	[URL for reference]
<b>Policy Template</b>	[URL for reference]
<b>Policy Tools and Development (Impact Statement; Policy Revision Form; )</b>	[URL for reference]

## CONTACTS

Specific questions should be directed to the following:

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office E-Mail / Web Address</b>
Policy Clarification and General Information	Anne E. Lombard, Vice Provost and Dean for Student Affairs	(315) 470-6660	<a href="mailto:aelombard@esf.edu">aelombard@esf.edu</a> <a href="http://www.esf.edu/au/pp.htm">http://www.esf.edu/au/pp.htm</a>

## DEFINITIONS

<b>ESF Student</b>	For the purposes of this policy, a student who is enrolled in 6 or more credit hours. This applies to all students including, but not limited to, undergraduate, graduate, and international students at all campuses of the College of Environmental Science and Forestry (ESF). This policy does not apply to students who take online classes <i>and</i> do not visit or enter any of ESF's campuses.

## POLICIES

### Required Immunizations

Pursuant to New York State Public Health Law § 2165, the following immunizations must be submitted by students who were not granted an exemption:

- A. Measles (also known as rubella): Students must receive two (2) doses of *live* measles vaccines. The first dose must be administered no more than four (4) days before the student's first (1<sup>st</sup>) birthday. The second dose must be administered at least twenty-eight (28) days after the first dose.
- B. Mumps: Students must receive one (1) *live* dose of the mumps vaccine administered no more than four (4) days before the student's first (1<sup>st</sup>) birthday.
- C. Rubella (also known as MMR or German measles): Students must receive one (1) *live* dose of the rubella vaccine administered no more than four (4) days before the student's first (1<sup>st</sup>) birthday.

Pursuant to New York State Public Health Law § 2167, all students<sup>1</sup> are required to review and sign the [ESF Immunization History Form](#), which includes an acknowledgment that the student has received information about meningitis and has made an informed decision to receive or decline the meningitis vaccine. All students must demonstrate compliance with this requirement before the thirtieth (30<sup>th</sup>) day of classes after enrollment. This requirement applies to all students, including out-of-state residents and international students. Failure to comply with this requirement will result in the Registrar's Office being notified and the student being administratively withdrawn from classes. The student may also be required to vacate campus.

### Proof of Immunization

Each student must present documentation on official physician's letterhead indicating the exact dates of vaccination. The documentation must include the printed name, address, and telephone number of the physician. Each student must also submit copies of laboratory results establishing proof of immunity for each disease. The lab results must contain the student's name and date of birth.

Each student must submit the [ESF Immunization History Form](#) with accompanying proof of immunizations on or before August 1 (for fall semester matriculation) or January 15 (for spring semester matriculation). If students cannot locate proof of immunizations, they can check with their high school, prior college/university, or local health department.

## PROCEDURES

### Process for Filing Proof of Immunization

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<sup>1</sup> Any student under the age of 18 must submit an acknowledgment signed by their parent or guardian.

The [ESF Immunization History Form](#) with proof of immunizations or exemption request must be submitted to the ESF Student Health Center at Crouse Medical Practice, 739 Irving Ave., Suite 300, Syracuse, NY 13210 using the Magnus Health portal. Instructions for submitting via the portal will be mailed to students well in advance of the stated deadline. Any questions can be directed to the Division of Student Affairs at (315) 470-6660.

ESF does not operate a medical center on campus and does not provide any medical care to students. Instead, all students are entitled to access medical care at Crouse Medical Practice pursuant to a contract with ESF. The costs associated with medical care accessed at Crouse may vary based on the coverage provided by each student's individual health insurance plan.

Therefore, the ESF Division of Student Affairs will not review or evaluate immunization records. Instead, the [ESF Immunization History Form](#), accompanying records, and exemption requests are provided by students to Crouse Medical Practice via the Magnus Health portal for review and evaluation. The Division of Student Affairs, however, will maintain records of all students who fail to submit the [ESF Immunization History Form](#), whose records were deemed insufficient by Crouse Medical Practice, or who failed to obtain an exemption.

#### **Failure to Provide Proof of Immunization**

Any student who has not provided proof of immunization on or before August 1 (for fall semester matriculation) or January 15 (for spring semester matriculation) will have a hold placed on his/her student account. Proof of immunization or an approved exemption must be received by the Division of Student Affairs before the thirtieth (30<sup>th</sup>) day of classes after enrollment at ESF. Failure to do so will result in the Registrar's Office being notified and the student being administratively withdrawn from classes. The student may also be required to vacate campus. This requirement is extended to forty-five (45) days for all out-of-state residents and international students.

#### **Exemptions**

Any student who believes they should be exempt from the immunization requirements must contact Crouse Medical Practice at [esfhealthservices@crousemed.com](mailto:esfhealthservices@crousemed.com) before August 1 (for fall semester matriculation) or January 15 (for spring semester matriculation) for further instructions. Failure to do so before the thirtieth (30<sup>th</sup>) day of classes after enrollment will result in the Registrar's Office being notified and the student being administratively withdrawn from classes. The student may also be required to vacate campus.

Religious Exemptions: The required immunizations do not apply to students who submit proof that they hold genuine and sincere religious beliefs<sup>2</sup> that are contrary to the required immunizations. If a student believes that he/she should be exempt, they should contact Crouse Medical Practice at [esfhealthservices@crousemed.com](mailto:esfhealthservices@crousemed.com) for further instructions prior to the stated deadline.

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<sup>2</sup> Religious exemptions *do not* include philosophical, ethical, and non-medically justifiable concerns.

Crouse Medical Practice may advise ESF or the student that the student needs to provide additional information in support of the request for a religious exemption, including, but not limited to: (a) documentation indicating the length of time they have adhered to their religious principles, (b) the impact the immunization would have on their religious beliefs, (c) clarification of whether other practitioners of the same faith also adhere to the practice of refusing immunizations, and/or (d) a letter from a qualified leader of the applicable religious faith.

Medical Exemptions: Students who require exemptions because of medical conditions should contact Crouse Medical Practice at [esfhealthservices@crousemed.com](mailto:esfhealthservices@crousemed.com) for further instructions prior to the stated deadline.

If a religious or medical exemption is denied, the student's options are to: (1) consent to the immunization(s); or (2) appeal to the New York State Commissioner of Education within thirty (30) days.

Any student who is exempted from the required immunizations may be removed from campus in the event of a measles, mumps, or rubella outbreak.

### **Tuberculosis**

All foreign born students must undergo a TB skin test upon arrival on campus. If it is determined by Crouse Medical Practice that further testing must be performed, then additional skin or blood tests may be required, the cost of which will be covered by the student. Students may also be required to provide relevant lab results, recent chest x-ray reports, or undergo further evaluations and/or treatment. These records should be provided directly to Crouse Medical Practice.

Failure to adhere to this requirement will result in the Registrar's Office being notified and the international student being administratively withdrawn from classes. The student may also be required to vacate campus.

### **Recommended Immunizations**

Although not required, ESF recommends that all students receive immunizations for the following diseases: Hepatitis A & B, Influenza, Tdap, HPV, Tetanus-Diphtheria, Meningitis, Polio, and Varicella. This information can be provided on the [ESF Immunization History Form](#).

**FORMS**

<b>ESF Immunization History Form</b>	<a href="https://www.esf.edu/health/documents/Immunization-History-form.pdf">https://www.esf.edu/health/documents/Immunization-History-form.pdf</a>

**REVISION RECORD**

<b>MM/DD/YYYY–Policy Implementation</b>	