STUDENT HANDBOOK
2008—2009

- Student Services
- Academic Rules
- Student Conduct Code

Effective May 1, 2009
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1.0 INTRODUCTION

Ross University publishes this handbook for the students in its School of Medicine.

Effective May 2009, all rules and regulations in this Handbook are binding upon all students enrolled in the School of Medicine, including students on academic leave of absence from the school and students who are visiting at other medical schools.

This edition supersedes all previous editions of the Student Handbook and, when appropriate, updates the Ross University School of Medicine Catalog.

Students are expected to be familiar with the content of both this Handbook and the Catalog of the School of Medicine. Those students who receive financial aid are expected to have read the Financial Planning Guide, which has previously been supplied. Only general aspects of financial aid are included here.

Ross University reserves the right to change its rules and regulations, course offerings, degree requirements, academic calendar and other material contained in this Handbook or the Catalog at any time. Such changes will be announced in advance of their effective dates whenever possible; and will be disseminated via email and posted on the University and/or campus website.

1.1 CHANGES IN THIS EDITION

There have been changes incorporated throughout this Handbook. Students are responsible to make note of all changes in policy, and will be held to the rules outlined in this handbook.

2.0 THE CURRICULUM

2.1 THE DEGREE "DOCTOR OF MEDICINE"

The degree Doctor of Medicine is awarded upon the successful completion of the Basic Science curriculum, the Clinical Science curriculum, and the U.S. Medical Licensing Examination (USMLE) Steps 1 and 2.

Step 2 of the USMLE now consists of two examinations: the Clinical Knowledge (CK) exam (formerly Step 2) and the Clinical Skills (CS) exam (formerly the Clinical Skills Assessment (CSA)). These will be referred to as Step 2 CK and Step 2 CS throughout this handbook.

The first four semesters consist of 60 credits of specifically prescribed coursework. There are four semesters of Basic Science classes, for a total of two academic years. The first four semesters are offered on the School of Medicine campus, located at Portsmouth, in the Commonwealth of Dominica and must be satisfactorily completed there, except for students in the Progressive Academic Education (PAcE) program, who will complete semesters three and four at the clinical site in Freeport, Grand Bahama, beginning with the January 2009 term. The hours, credits, and credit limitations are strictly prescribed. Deviation from these standards may jeopardize a student's eligibility for licensure in the United States. Students taking 9 semester credit hours are considered full-time; students who are taking less than 9 semester credit hours (see Remedial Semesters under Promotions Policy) may not satisfy enrollment requirements of financial aid, sponsoring organizations, outside health insurance plans, and other related services.

The Clinical Science curriculum consists of 90 weeks of clinical training. It begins with an introductory clinical segment of 12 weeks, the course “Advanced Introduction to Clinical Medicine” (AICM). This
segment provides training in the basic clinical skills combined with an introduction to the pathophysiology of major disease processes, and is conducted in clinical facilities in the U.S. and on Dominica. The remaining 78 weeks consist of 48 weeks of required ("core") clerkships and 30 weeks of elective clerkships as described in the Catalog. During this time, the student participates in patient care while rotating through various medical specialties in affiliated teaching hospitals and other approved health care facilities, in the United States. Clinical clerkships are performed under the guidance of clinical faculty, the Vice President of Academic Affairs, the Dean of the School of Medicine and under the general supervision of the School of Medicine's Dean of Clinical Sciences.

3.0 ACADEMIC STANDARDS

3.1 PROMOTIONS COMMITTEE, PROMOTIONS
All academic matters, including grading policies and academic standards, while students are pursuing the first four semesters of the curriculum (the first two academic years) are within the purview of the Dean, who may take into consideration the recommendation of the School's Promotions Committee. This faculty committee acts within the framework of the policies set forth herein. The decision of the Dean is final.

4.0 STUDENT GRADING AND PROMOTIONS POLICIES

4.1 GRADING POLICY FOR THE BASIC SCIENCE SEGMENT
The aim of the policy is to establish a minimum acceptable performance that a student must achieve that does depend on the performance of the entire class. A Minimum Passing Score (MPS) is established that must be achieved for a passing “C” grade. A well-established method (the “Hofstee” method) will be used to determine the MPS.

The Hofstee method utilizes the class performance but also sets a Minimum Passing Score (MPS) that is derived from the lower group of scores within a defined range. The range for the MPS to be used is between 55% and 65%. Therefore, students that enrolled after May 2004 scoring below 55% will have failing scores and those scoring above 65% will have passing scores. Students with scores between 55% and 65% have marginal performance that may result in course failure depending on the performance among the lowest performing group of students (in the range of 55% and 65%).

Recorded grades will be A (80 and higher), B (70-79), C (MPS-69), or F (below MPS). Grades are reported to the student at semester's end via myRoss. Students are expected to complete certain school surveys prior to receiving grades for the semester (see Appendix VII).

The percentage contribution to the final course score from each of the interim (mini) exams and other course evaluations will be announced by each course in advance in the course syllabus. The final course score will include the student's score on a NBME subject examination (taken at the end of the course). The final course score weight from the NBME subject exams will be announced by each course director in advance in the course syllabus.

4.2 GRADES

Grades are interpreted as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>80-100</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>70-79</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>MPS-69</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn Before Interim Exams</td>
<td>0.00</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawn Passing</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Withdrawal from a single course during a semester is not permitted.

4.3 EXAMINATIONS

4.3.1 First Four Semesters

Written examinations may be in the single-best answer or extended matching format. In certain courses, there are assignments and/or practical examinations that contribute to the course grade. All courses also have a number of mid-term exams that contribute to the course grade. All examinations in the first four semesters must be taken on the Portsmouth campus, except that clinical practical examinations may be given in the Princess Margaret Hospital (Ross facility).

Students are expected to be at their assigned seat five minutes prior to the beginning of an examination. Students that arrive to the examination room once the proctor has begun giving instructions will be denied entry and receive a mark of 0 in the examination. Mid-term examinations that are missed for a valid reason may be "made up" by weighting the other examinations in the course. In order to be excused the student must present valid documentation prior to the initiation of the examination. The determination of a valid reason shall be approved by the Dean or the Associate Dean of Student Affairs or their designee and must include appropriate documentation that would qualify the student for an emergency absence described below. An examination missed without approved documentation will be assigned a grade of zero. A final examination, which is missed for any reason(s), cannot be "made-up". Any student who misses a final examination will have a grade of "F" reported to the Registrar for that course unless the student is on an approved emergency absence. In that case, the grade of "I" (Incomplete) will be recorded and the student must take that examination at the end of the following semester. If the incomplete exam is not completed at the end of the following semester the "I" grade will revert to an "F".

All students must bring the official RUSM identification card to all exams. If a student suspects a fellow student of cheating during an exam, the student should discreetly alert an exam proctor. A student found cheating on an examination receives a grade of zero for that examination, and is subject to dismissal from the University. No bags or books may be brought into the examination room. Final and make-up examinations must be returned and they may not be removed from the examination room. If a student is ill and unable to attend the exam, he/she must produce a doctor's letter and inform the course director or the administration at the earliest opportunity.

4.3.2 NBME Comprehensive Basic Science Examination

All students are required to take the NBME Comprehensive Basic Science Examination at the beginning of the 5th semester course, Advanced Introduction to Clinical Medicine (AICM). Students must obtain a passing score (as determined by the NBME) prior to being certified to take Step 1 of the USMLE. Students will be given three opportunities to obtain a passing grade on the NBME Comprehensive Basic Science Examination. Students who fail to obtain a passing score on the NBME Comprehensive Basic Science Examination within three attempts are subject to dismissal.

4.4 PROMOTIONS POLICIES

4.4.1 First Four Semesters

1. Students who achieve scores lower than MPS in one or two courses will be allowed to repeat the semester on probation.
2. Students who achieve scores lower than MPS in three courses will be recommended for dismissal. These students, if allowed to repeat, must repeat the semester on probation before being allowed to advance to the next semester.

3. Students who achieve scores lower that MPS in four or more courses will be dismissed without a right of appeal.

4. Students must complete all materials scheduled for four semesters on Dominica in no more than 6 semesters. Thus, a student can only repeat two semesters.

6. Students must pay tuition for all courses taken.

4.4.2 Dismissal
Students are subject to dismissal if they:

1. Fail three or more courses in a semester.

2. Fail remedial courses.

3. Are, or will be, unable to complete the four-semester segment in no more than six semesters (including regular and remedial semesters).

4. Fail any course after they have previously completed two remedial semesters.

5. Are unable to achieve a cumulative GPA of 2.00 or above by the completion of the 4th semester (applicable to first semester students in the September 2008 semester and thereafter).

6. Fail to pass the Comprehensive NBME in three attempts.

7. Fail to pass the USMLE Step 1 or Step 2 CK or CS in three attempts.

8. Fail to abide by University policies set forth.

4.4.3 Administrative Withdrawal
Students are subject to administrative withdrawal if they:

1. Do not return to campus to check-in for the following semester during the first week of the semester.

2. Do not return at the time specified as the end of an approved leave.

3. Are not scheduled for a clinical rotation for a period of 30 days or more and have not applied for and received an approved academic leave of absence.

4. Do not sit for the Comprehensive NBME within 3 consecutive semesters.

5. Do not sit for their first attempt of the USMLE step 1 within six months of becoming eligible.

6. Do not pass the USMLE Step 1 within one year of becoming eligible.

7. Do not pass the USMLE Step 2 within three years of becoming eligible.

8. Do not submit USMLE results within thirty days of receipt.

9. Do not submit missing file documentation within one semester of being admitted.

A student who is administratively withdrawn will be reported as withdrawn effective the last day he/she attended classes. The date of withdrawal will be reported to the U.S. Department of Education if the student had federal student financial aid loans.
4.4.4 Clinical Clerkship Eligibility
In order to be eligible to begin clinical core clerkship rotations, students must meet all of the following prerequisites:

1. Successfully complete all the requirements of the first four semesters.
2. Successfully complete the course “Advanced Introduction to Clinical Medicine” offered at the beginning of the clerkship segment.
3. Pass the USMLE Step 1 (see below).

4.4.5 Clerkship Segment
The Clinical Science curriculum begins with the “Advanced Introduction to Clinical Medicine” (AICM) course.

All students are required to take the USMLE Step 1 for the first time within 6 months of becoming eligible. Failure to do so will subject the student to administrative withdrawal. Following the 12-week AICM, there is a 16-week scheduled break during which students remain fully enrolled. (Aside from a private “extra” loan for live board review course fees, students are ineligible for financial aid during this period.) Some students will use this time preparing for, taking, and passing USMLE Step 1.

Students who have already passed Step 1 may begin clinical clerkships at any time during this period. Beyond this timeframe, students who have not resumed clinical training fall into repayment status on their student loans and must be reported as withdrawn, for most purposes, to outside agencies.

Passing the AICM course and USMLE Step 1 are required for continuation into clinical clerkships. All students must take and pass all the required core and elective clinical clerkships. In addition to the 12 weeks of the AICM course, the School requires 48 weeks of core clerkships and 30 weeks of electives, for a total of 90 weeks of clinical training. These requirements may be subject to change in the future depending on regulatory and other academic requirements.

A final examination is given at the end of each clerkship. Students are also required to pass the USMLE Steps 1, 2 CK and Step 2 CS licensure examinations (see below).

1. If a student fails a core clerkship, the student must repeat that same clerkship before being allowed to continue in the program.

2. If a student fails an elective clerkship, that student must repeat successfully either the same elective, or another elective involving the same number of weeks as the failed elective.

3. Students with a repeated failure in core subjects or in electives are subject to dismissal.

4. Passing the USMLE Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) examinations are required for graduation.

5. To be eligible to take the USMLE Step 2, you must have passed AICM and USMLE Step 1 and have begun the 6th semester of the clinical clerkships. You must submit your CK application to the Office of the Registrar at least 6 weeks prior to the requested eligibility window, but no more than 120 days prior. Your CS application may be submitted concurrently with the CK application or separately upon eligibility. These examinations must be passed in no more than three attempts and within 3 years of eligibility.

6. The entire clinical segment, currently 90 weeks, must be successfully completed within 120 weeks of attendance.

4.4.6 GOOD STANDING AND SATISFACTORY ACADEMIC PROGRESS
1. Good Standing
The University reserves the right to withhold services, transcripts and certifications from students who are not in good standing. Students maintain good standing by complying
with all academic rules and regulations, and remaining current in all financial obligations.

2. Satisfactory Academic Progress
Satisfactory Academic Progress represents an acceptable level of performance in meeting degree requirements within specified time periods. It is used in both academic evaluation and determination of financial aid eligibility.

Students maintain satisfactory academic progress by meeting the requirements listed under “Promotions Policies.”

1. Completing the required courses of the first four semesters in no more than 6 semesters of attendance.
2. Passing all coursework during probationary (remedial) semesters.
3. Passing the NBME Comprehensive Basic Science Exam in no more than three attempts.
4. Taking the USMLE Step 1 within six months after becoming eligible.
5. Passing the USMLE Step 1 in no more than three attempts, and within one year after becoming eligible.
6. Completing the 90-week Clinical Science segment in no more than 120 weeks of attendance.
7. Completing the entire Doctor of Medicine Program in no more than 210 weeks (4 calendar years) of attendance.
8. Passing the USMLE Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) in no more than three attempts and within 3 years of eligibility.

Note: All of the above items refer to actual attendance in regular or remedial semesters, as well as actual weeks of attendance in the clinical training segment. They do not include periods when the student is on an academic leave of absence (ALOA) for preparation and time needed to schedule to take the two national examinations (USMLE Steps 1, 2CK & 2CS), the time of regularly scheduled breaks between semesters, or while pending assignment to a scheduled clinical clerkship. Also excluded are emergency ALOA's. (See section on Emergency Leaves.)

A semester during which an emergency leave of absence is taken, or in which the student withdraws prior to the end of Week 2 of the semester, will not be counted toward the limit for meeting the above requirements.

Students who do not meet the standards for Satisfactory Academic Progress are subject to dismissal. However, in the case of very unusual circumstances, the Promotions Committee may determine, on an individual basis, that a student may continue in the School for one semester (on probation).

4.4.7 Probation
Students may be placed on academic probation for academic or behavioral "non-cognitive" issues. “Academic Probation” is based on course work and professional behavior and recommended by the Promotions Committee to the Dean.

Students are on academic probation while they are repeating one of the first four semesters, in remedial semesters, or clinical training periods. Students on academic probation are also placed on financial aid probation for one semester. During this probationary semester, students may obtain financial aid. If they are not removed from probationary status the following semester, they will be ineligible to obtain any aid. Additional detailed information regarding financial aid eligibility is provided in the University publication, Financial Planning Guide.

This being a professional school, professional behavior is as important as academic performance. Students may be placed on probation for “non-cognitive” or behavioral problems
at the recommendation of the Grievance Committee or the Honor Council with the approval of the Dean. This probation is based on a student’s behavior violating one of the requirements in the Student Handbook.

4.4.8 Attendance
In the first four semesters, students are expected to attend all scheduled classes, lectures, conferences, laboratory sessions/exercises, and examinations. Unexcused absences may adversely affect the final grade in a course. In order to successfully pass the Problem-Based Learning (PBL) program, a student must attend and participate in the required number of sessions. Failure to do so may result in failure in the course or courses concurrent with the PBL program. In some courses, especially those in which specific sequential skills are learned, if a student does not attend all sessions, arrangements must be made with the course director to make up the missed sessions. Failure to take an exam results in a grade of zero in that exam.

Students in the Clinical Science curriculum are expected to be in attendance 100% of the time. It is up to each individual hospital to enforce their attendance rules and our students are expected to abide by those rules.

Dropping a Rotation
Students are not permitted to drop a clinical rotation within four weeks of the start date or after beginning the rotation. Exceptions to this policy can be given by the Dean of Clinical Sciences at his/her discretion in extreme circumstances, which would require the student take a leave of absence.

If a student drops a clinical rotation, within four weeks of the start date or after beginning the rotation, without permission of the Dean of Clinical Sciences, the student will:

1. Be personally responsible for the tuition costs of the entire rotation
   (The weekly amount is determined by dividing the tuition for one semester by the number of weeks in the semester.)
2. Receive an “F” grade
3. Not be permitted to begin another clinical rotation until after the end date of the rotation he/she has dropped, and
4. Not have any priority in re-scheduling

Residency Interviews
It is unacceptable for a student to miss multiple days to interview for residency positions. Students should plan ahead to take time off during the interview period (November - January). Short (2-3 week) electives can be done so those interviews could be scheduled between them.

***Ross University School of Medicine is non-sectarian, and as such does not close for the religious holidays of any specific denomination or group. Students who miss classes or laboratories for any reason will be responsible for the content of all missed course work. Examinations that are scheduled to occur on religious holidays will not be rescheduled and no accommodation will be made.

5.0 LICENSURE TO PRACTICE MEDICINE IN THE U.S.
In order to be licensed and practice medicine in the United States, the Educational Commission for Foreign Medical Graduates (ECFMG) requires students to take and pass the United States Medical Licensing Examinations (USMLE) Step 1, Step 2 CK and Step 2 CS (See www.ecfmg.org.)

Ross University School of Medicine students and graduates are eligible to sit for these exams. The USMLE has three Steps, the first two of which are taken by students while in medical school. Passing Steps 1, 2CK (Step 2 Clinical Knowledge) and 2CS (Step 2 Clinical Skills) of the USMLE, is required for graduation. Students must have their applications for these exams certified by the University Registrar’s Office in New Jersey, before the exams are taken. See section below on “Certification for the USMLE Examinations.”

Step 3 of the USMLE, the final step for licensing, is taken after graduation, during, or at the conclusion of
residency training.

Information regarding the examinations may be obtained from the Educational Commission for Foreign Medical Graduates (ECFMG), 3624 Market Street, Philadelphia, Pennsylvania 19104-2685. Telephone: (215) 386-5900; Fax: (215) 387-9196; Website: www.ecfmg.org

Certification by the ECFMG is required for entrance to residency training and licensure.

5.1 UNITED STATES MEDICAL LICENSING EXAMINATION (USMLE) POLICY, STEPS 1 & 2

The University has adopted the following policy regarding the United States Medical Licensing Examination:

5.1.1 USMLE Step 1

The School of Medicine uses the USMLE Step 1 as one criteria of a student's overall knowledge necessary for entering into clinical clerkships.

Students become eligible to take the USMLE Step 1 when they have passed all courses in the first four semesters, successfully completed the Advanced Introduction to Clinical Medicine clerkship, and have passed the NBME Comprehensive Basic Sciences Exam.

Students are required to sit for the USMLE Step 1 examination for the first time within 6 months after becoming eligible. Failure to do so will result in the student's administrative withdrawal from the School of Medicine. Administrative Withdrawal from Ross University will also constitute rescinding sponsorship for the USMLE Step 1 and forfeiture of the USMLE Step 1 fee. USMLE extensions will not be valid or approved. Additionally, students cannot sit for the exam while on an approved Leave of Absence. Information regarding USMLE registration and applying to ECFMG will be provided to students during the 4th semester and during the AICM course.

Students are required to take and pass the USMLE Step 1 in no more than three attempts, and within one calendar year of becoming eligible.

Students who do not pass the USMLE Step 1 in three attempts within a year after becoming eligible are dismissed from the School of Medicine. Such students may apply for readmission. If granted such readmission, additional preparation courses taken in Dominica may be recommended.

Those who receive very low scores on the USMLE in the first or second attempts may be required to repeat certain parts of the curriculum before they can be certified for another attempt. This will also depend on the time that has elapsed since they became eligible. These students are not eligible for financial aid.

Passing Step 1 is required by the University to proceed to the core clinical clerkships of the curriculum.

5.1.2 USMLE Step 2 Clinical Knowledge (Step 2 CK)

The USMLE Step 2 CK assesses whether the student is able to apply the medical knowledge and understanding of clinical science considered essential for the provision of patient care under supervision, including emphasis on health promotion and disease prevention. Step 2 CK of the USMLE is taken in the clerkship years, after completion of the required clinical training. Passing Steps 1 and 2 CK and CS (Clinical Skills) of the USMLE are requirements for graduation and acceptance into residency training.

Students are eligible to be certified to take the USMLE Step 2 CK provided that the student has passed the AICM course, the USMLE Step 1, and is enrolled in the 6th semester clinical curriculum. Students must submit the CK application to the Office of the Registrar at least 6 weeks before the requested eligibility window, but no more than 120 days.

Students must pass Step 2 CK in a maximum of three attempts, and within three calendar years of becoming eligible, in order to receive the Doctor of Medicine degree from Ross
University School of Medicine. This policy applies for students who began Semester 6 in the clinical curriculum on or after 1/1/08. For students who began their clinical curriculum prior to 1/1/08, the policy is within 2 years of eligibility or 3 attempts.

Students requesting a leave of absence to prepare for Step 2 CK will be allowed a period of time not to exceed 6 (six) weeks.

5.1.3 USMLE STEP 2 Clinical Skills (Step 2 CS)
The Step 2 CS is taken during the final year of medical studies. The Step 2 CS assesses whether an examinee can obtain a relevant medical history, perform a physical examination of a patient, and compose a written record of the experience. It includes an evaluation of the examinee’s ability to communicate effectively in the English language.

To be certified to take the Step 2 CS, students must have passed the AICM course and the USMLE Step 1, and be enrolled in the 6th semester clinical curriculum.

Students must pass Step 2 CS in a maximum of three attempts, and within three calendar years of becoming eligible in order to receive the Doctor of Medicine degree from Ross University School of Medicine. This policy applies for students who began Semester 6 in the clinical curriculum on or after 1/1/08. For students who began their clinical curriculum prior to 1/1/08, the policy is within 2 years of eligibility or 3 attempts.

5.2 CERTIFICATION FOR THE USMLE

Applications for the USMLE Steps 1 and 2 CK and CS, are available online from www.ecfmg.org.

To be certified, a student must be in good standing and must have met all of his/her financial obligations to the University. All students requesting re-certification, in order to take this examination a second or third time, must submit to the University Registrar’s Office a copy (both sides) of the USMLE score report for the previously taken examination. Students should normally re-take these examinations as soon as they are again eligible. However, the Vice President of Clinical Sciences will, upon receiving documentation of a failing score on either Step 1, Step 2 CK or CS, review the student’s performance to determine whether there is a need for remedial work before the student re-takes the examination.

Students who pass the USMLE Step 1 and are requesting placement in clinical clerkships must submit a copy of the score report, along with the performance profile, to the University Registrar’s Office. Verbal statements or incomplete reports are not acceptable.

Students who are administratively withdrawn, and have not passed the USMLE on their first or second attempts, may request to be sponsored to take or re-take the USMLE through the University through a process of reapplication made through the University Admissions Office. Such requests for sponsorship will be reviewed individually, and may include certain conditions for approval.

Sponsorship for taking or re-taking the USMLE, within a specified period of time, will be provided to those who meet certain criteria (see below). Students will not be reinstated into active status until they pass the USMLE and begin their clinical clerkships.

Criteria taken into consideration for sponsorship will include, but are not limited to:

a) The time that has elapsed between when they are eligible and when the USMLE is taken for the first time;

b) The USMLE scores received in prior attempts; and

c) Related items dealing with the student’s activities during the interim period.

6.0 PROFESSIONAL CONDUCT, ETHICS

Ross University School of Medicine expects its students to adhere to the highest standards of ethical and professional behavior in every aspect of their lives, as expected of medical professionals. Students shall
conduct all aspects of their lives with honesty, integrity, and respect for others. Failure to do so may result in
disciplinary action, including dismissal from the School.

Cheating, stealing, plagiarism and conduct unbecoming of a medical professional are not acceptable and can
lead to disciplinary action (including expulsion) by the school.

6.1 EXPECTATIONS OF STUDENT BEHAVIOR

Medical students shall demonstrate professional behavior that would be expected of a physician,
including, but not limited to:

(a) Being truthful in carrying out educational and clinical responsibilities, never falsifying information
or purposefully misrepresenting a situation;

(b) Being punctual, reliable, and conscientious, in fulfilling professional duties;

(c) Maintaining confidentiality of information concerning patients, and refraining from discussing
cases, except under appropriate circumstances;

(d) Not participating in patient care under circumstances in which they are under the influence of any
substance, or other condition, which might impair their ability to function;

(e) Maintaining professional hygiene, demeanor, and appearance when in a patient care setting;

(f) Accepting the responsibility to review plans or directives for patient care with the attending
physician if the student, after careful consideration, believes that these plans or directives are
not in the best interest of the patient;

(g) Clearly identifying him/herself as a medical student in patient care settings, and respecting civil
laws, hospital rules, and University rules governing the conduct of students;

(h) Displaying Ross University I.D. badge at all times while on campus or participating in RUSM
activities;

(i) Refraining from possession of alcoholic beverages, knives, switchblades, firearms or illicit drugs
when on University grounds or involved in RUSM-sponsored activities;

(j) Refraining from sexual harassment (sexual harassment includes unwelcomed sexual advances,
verbal or physical conduct of a sexual nature and inappropriate sexualization of the academic
environment)

(k) Showing respect and compassion for self, colleagues, faculty, patients and support staff and
conducting written, telephone and electronic communications that adhere to a professional code
of respect and privacy

In addition, the Ethical Principles published by the American Medical Association by its Council on Ethical and
Judicial Affairs pertain to conduct and form part of this Code. Conduct consistent with those Ethical Principles
is expected.

6.1.1 Sanctions

Listed below are some sanctions that may be imposed if any student is found guilty of or
pleads guilty to an offense under this Code. The University reserves the right to impose other
sanctions as may be considered appropriate.

Warning or Admonition. A warning or admonition means the issuance of an oral or written
warning, admonition, or reprimand.

Required Compliance. Required compliance means satisfying a bona fide University
requirement as a condition for admission to or continued membership in the University.
Required compliance may include, but is not limited to, restriction of privileges, restitution,
or removal from quarters.
Disciplinary Probation. Disciplinary probation means the student has been found guilty of a violation of the Code of Conduct and may be subject to suspension, expulsion, or other disciplinary action in the event of a further violation of the Code of Conduct.

Suspension. Suspension means termination of status in a given course for not more than one semester, or termination of student status for not more than one semester.

Expulsion. Expulsion means permanent termination of student status.

Interim Suspension. Pending a hearing before the appropriate disciplinary committee, the president or delegate may impose immediate suspension with resultant loss of all student rights and privileges after evaluating the evidence received, the identification of parties, and the safety and well-being of students, faculty, staff, campus guests, and University property. Immediate suspension is reserved for those cases in which: (a) there is an indication that a student's misconduct will be repeated or continued or (b) the president or delegate believes immediate suspension is necessary to permit the University to carry on its functions. The student has a right to a prompt hearing before the president or delegate on the limited questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

Notification. A student whose privileges have been temporarily or permanently suspended may no longer be entitled to the status of a legal resident in the Commonwealth of Dominica. The immigration authorities of the Commonwealth of Dominica may be notified of any change of a student’s enrollment status following a grievance hearing. In the United States, notification of a change of enrollment status is mandatory under the regulations of the Department of Homeland Security.

6.1.2 Record of Sanction
A record of any sanction(s) imposed on a student shall remain a permanent part of the student's record at Ross University. Expulsion or suspension for academic or non-academic offenses shall be recorded on the student's official transcript by noting both the expulsion and suspension and the offense (e.g., “expelled for academic misconduct”). In the case of suspension for a non-academic offense, the record on the official transcript may be removed, at the discretion of the Dean of the Medical School, after a period of time specified at the time the sanction is imposed.

6.2 ADJUDICATION
All students and faculty members have the right to present grievances to the Honor Council or Grievance Committee. In the event that a student is accused of acts that are within the jurisdiction of both the Honor Council and the Grievance Committee, then the accused student shall have the right to choose the forum in which he or she will be heard, with the reservation that the Honor Council has the right to decline to be the forum in which a case is heard.

6.2.1 Grievance Committee
The Grievance Committee consists of faculty representatives appointed by the Dean of the Medical School, and as many as two students elected under the auspices of the Student Government Association provided such students meet the same requirements as must be met by students elected to the Honor Council. In addition to hearing grievances it can advise students and make recommendations to the administration. The Grievance Committee is the investigative and judicial arm of the Office of the Dean of the Medical School, and its authority is derived from that office. The Grievance Committee has authority over all matters referred by the Dean of the Medical School, the Assistant/Associate Dean of Student Affairs, the Student Government Association, and any individual student or faculty member, including, but not limited to, violations of the Code of Conduct. All recommendations and reports go to the Dean of the Medical School for review, and by copy to the initiating source. The final decision is that of the Dean and will be copied to the President.

Complaints brought before the Grievance Committee must be submitted in writing to the Assistant/Associate Dean of Student Affairs or to the Grievance Committee Chair. Any student charged with a violation will receive written notification of the charges, the nature of the evidence and the location, date, and time of the hearing at least three days prior to the hearing. Further, the student charged will be notified that failure to appear at the hearing will result in
loss of opportunity to respond to the charge(s) and that the Grievance Committee will consider
the case and proceed to make a determination. The notice will inform the student charged of
the opportunity to have an advisor from the RUSM community present, the opportunity to testify
personally, and the opportunity to present evidence and witnesses. Questions directed to the
charged student must be answered by the charged student, personally. Hearings will be
conducted with simplicity and fairness, and will not be restricted by rules of procedural law. The
Grievance Committee shall examine all relevant facts and circumstances at the hearing, and
shall ensure the relevancy of witnesses’ statements.

The hearing will ordinarily take place within seven class days after the notice is sent, except in
special situations determined by the Assistant/Associate Dean of Student Affairs. Six (6)
members of the Grievance Committee will constitute a required quorum. Hearings will be closed
to everyone except Grievance Committee members, and people involved in the hearing
(including witnesses).

Members of the Grievance Committee must disqualify themselves from hearing cases arising
from matters directly relating to them, or concerning people about whom they are prejudiced.

Copies of the complaint will be distributed to members of the Grievance Committee. All
information presented at the hearing is confidential. Disclosure of confidential information by a
member of the Grievance Committee will be subject to disciplinary action. Individuals appearing
before the Grievance Committee are responsible for presenting truthful information. Any person
found willfully presenting false or misleading information will be subject to disciplinary action.

Evidence and testimony will be limited to that which is relevant to the case. Testimony should
be presented in person. When a witness, of necessity, cannot be present, testimony may be
presented in a signed, written form or by telephone participation in the hearing. Any intimidation
of students participating in a hearing will be subject to disciplinary action.

After all information has been presented, the hearing will be adjourned and the Grievance
Committee will deliberate in private to determine whether the student charged has committed a
disciplinary offense. Upon a determination of such offense, the Grievance Committee will make
a recommendation to the Dean of the Medical School (or designee) as to an appropriate
sanction.

Written results of the hearing must be filed with the Dean of the Medical School and
Assistant/Associate Dean of Student Affairs within two (2) class days following the hearing. A
written, dated notice of the decision (including sanctions, if imposed) will be forwarded within
one (1) class day to the student charged by the Dean of the Medical School or designee.

Any non-academic recommendation made by the Grievance Committee, and executed by the
Dean of the Medical School to suspend or expel a student from Ross University School of
Medicine may be appealed to the Office of the President. The President and at least one other
member of the administration, appointed by the President, hear the appeal of the Dean's
decision. The student has the right to present witnesses and documentary evidence. The
student can choose to present his/her appeal in writing, by telephone, or through an in-person
hearing. A student who wishes to appeal a determination of the Grievance Committee must
give written notice of intent to appeal to the Office of the President within ten days of receiving
the Dean of the Medical School's decision based upon the report from the Grievance
Committee.

6.2.2 Honor Code and Honor Council
The student body has developed an Honor Code, with which all students must comply.

The Honor Code (including the constitution pertaining to it) is attached hereto and incorporated
herein.

Tenets of the Honor Code address lying, cheating, stealing, plagiarism, conduct unbecoming
of a medical professional or tolerance of those acts. Violations of the Honor Code will not be
tolerated and can result in penalties, including expulsion from the school.

Each student is bound by its provisions and required to sign a written acknowledgement of
Documented failure to do so will result in disciplinary action, including dismissal from the School. The RUSM Honor Council is the primary judicial body which hears accusations of violations of the Honor Code.

6.3 PROFESSIONALISM CARDS
Professionalism cards are utilized to provide a method of tracking and recording individual student behavior as it pertains to the process of developing ethical, professional behavior throughout the basic science and clinical clerkship components of Ross University School of Medicine. Specifically, professionalism cards identify concerning behaviors early in the student’s educational process and facilitate successful intervention. Commendable behaviors captured in writing on the cards can be recognized by administrators and the patterns of ethical, professional actions can be documented for inclusion in the dean’s letter.

All RUSM faculty members may file a Professionalism Card regarding any student enrolled in the University. The cards are electronic reports designed to catalog the more minor breaches of inappropriate professional behavior (with the Honor Council and the Grievance Committee as avenues for the more egregious behaviors) and the examples of commendable behavior that often go unacknowledged.

The comments will be reviewed, cataloged as commendations or concerns and maintained for the duration of the student’s enrollment by the professionalism card file curator. When patterns of concerning behavior emerge, students will be counseled, referred for counseling or referred for Grievance Committee hearing. Patterns of commendation will be noted for inclusion in dean’s letters, letters of recommendation for residency applications, honoraries or other memberships.

7.0 REGISTRATION AND OTHER REGISTRAR SERVICES

7.1 INITIAL REGISTRATION OF INCOMING STUDENTS
Students enrolled in the first four semesters must register online and check-in in person on campus in Dominica each semester before classes begin, and must present their passports on campus at that time, in order to receive their official RUSM identification. Students checking in late without satisfactory documentation are charged a late registration fee of US$100 daily. (This fee is not retained by the University but credited to the Student Government Fund.) No unregistered student will be admitted to classes.

Any specified documentation upon which the student’s admission is contingent must be submitted to the University Registrar by the end of that semester. If essential documentation remains missing, the student will not be permitted to attend the subsequent semester, and will be administratively withdrawn.

MCAT scores are required as part of the Admission requirements and will be used in conjunction with other information required for admission to RUSM.

Tuition and fees are generally due approximately 15 days before the start of classes. For students receiving financial aid, tuition is deferred until an in-person check-in occurs. At that point, only students with approved financial aid and/or those sponsored by a Ross recognized third-party payer will be allowed to register unless approval is granted by the University Bursar.

In such cases, it is expected that the student complete a promissory note and remit payment within 30 days from the beginning of the semester. Late payments are subject to a $75.00 late fee and the student may also be considered for an administrative withdrawal based on non-payment as indicated on the terms and conditions of the promissory note. Furthermore, the student will not receive any credit for that semester.

7.2 REGISTRATION OF CONTINUING STUDENTS
Continuing students in the first four semesters may register online and must check-in in person on campus at the beginning of each semester and must present at that time the official RUSM identification card, to ensure proper identification. There is a charge of US$25 to replace a lost ID card.

Students who are unavoidably late returning from break must:

1. Petition the University Registrar in writing before the check-in date and, upon their return, present
valid documentation that is satisfactory to the University Registrar or Associate Dean of Student Affairs. Fax communication is acceptable. Faxes may be sent to 1-767-445-3276.

2. Students checking in late without satisfactory documentation are charged a late registration fee of US$100 daily. (This fee is not retained by the University but credited to the Student Government Fund.)

3. Students arriving on campus after the end of the check-in period established for each semester will not be permitted to register or check-in for that semester. Any financial aid disbursements received by the University will be returned to the lender.

Tuition and fees are generally due approximately 15 days before the start of classes. For students receiving financial aid, tuition is deferred until an in-person registration occurs. At that point, only students with approved financial aid and/or those sponsored by a Ross recognized third-party payer will be allowed to register unless approval is granted by the University Bursar.

In such cases, it is expected that the student complete a promissory note and remit payment within 30 days from the beginning of the semester. Late payments are subject to a $75.00 late fee and the student may also be considered for an administrative withdrawal based on non-payment as indicated on the terms and conditions of the promissory note. Furthermore, the student will not receive any credit for that semester.

7.3 REGISTRATION – CLINICAL SCIENCE SEGMENT

Students in the introductory clinical semester and clinical clerkship phase of the curriculum register through the Office of the Vice President of Clinical Sciences in New Jersey.

Once students have successfully completed the AICM course, have passed the USMLE Step 1, have submitted documentation of their scores to the University Registrar (copies of both sides of the USMLE report), and have received financial clearance from the University Director of Student Finance, they will be assigned to clinical clerkships by the Office of the Vice President of Clinical Sciences.

The University has a responsibility to place students in their individual clinical clerkships. Solely the Office of the Vice President of Clinical Sciences makes this determination. All students are required to report to the clerkships to which they are assigned.

In general, clerkship programs will be taken according to a pre-arranged schedule. Students will be notified of their entry into a given program via written confirmation from the Office of the Vice President of Clinical Sciences.

Students in the Clinical clerkship curriculum register for an academic year (two semesters, each encompassing 15 weeks of clerkships.) Clerkship schedules will be issued to students in blocks of at least 30 weeks of clerkship assignments. Students who decline their clerkship schedule must sit out for a semester (15 weeks) before reassignment will be provided. Failure to attend a scheduled clinical clerkship is grounds for dismissal from the School and an "F" will be posted on the transcript for that clerkship.

Students performing clerkships are considered enrolled full-time, provided they are scheduled for a minimum of 12 weeks. The calendar period in which fifteen weeks of clerkships are completed defines the semester for that student.

Students who are about to begin or are continuing in the clerkship program should consult the Clinical Clerkship Program Guidelines published by the Office of the Vice President of Clinical Sciences for more detailed information.

7.4 TRANSCRIPT REQUESTS

Official transcripts are requested from and provided by the University Registrar in New Jersey. Students may submit a transcript request online at www.rossu.edu/myross/ and then send payment to the NJ Registrar’s Office. Requests cannot be taken over the telephone. Transcripts are not released until all financial obligations to the University have been met and any missing administrative documents have been received.

To obtain an unofficial transcript, students may view and print their unofficial grade report on the MyRoss
8.0 STUDENT LOAN DEFERMENT PROCESS

Students who have previously attended another school and received financial aid in the form of student loans, and wish to defer repayment of student loans using a form from their lender, may print an enrollment verification letter from the MyRoss website and mail it to their lender. Loans cannot be deferred during curriculum gap periods of 30 days or longer. (This includes gaps due to studying, sitting for, and waiting for passing USMLE results.)

8.1 TUITION DURING REMEDIAL SEMESTERS

Full-time tuition is charged for students registered full-time (9 or more credits).

Effective May 1, 2007, all full-time students matriculating on or after May 1, 2007 will be charged for full-time tuition, including all repeat courses. Students who have matriculated prior to May 1, 2007 will receive a tuition waiver for repeat courses previously passed.

8.2 TUITION REFUND POLICY FOR WITHDRAWALS

A withdrawal occurs when a student’s enrollment is permanently discontinued or, in some cases, even temporarily interrupted (see Note below). A withdrawal may be official (when the student notifies the Dean of Student Affairs in writing) or unofficial (without written notification). The effective date of withdrawal is normally the student's last date of attendance.

If a student withdraws, Ross University’s handling of tuition corresponds with Federal loan entitlement regulations, which are based on the period attended:

8.2.1 If a new student withdraws prior to the start of the first semester, no tuition charges are due; however, acceptance deposits are forfeited.

8.2.2 If a continuing student withdraws prior to the start of a semester, no tuition charges are due.

8.2.3 If a student withdraws during the first 60% of a semester, tuition charges are directly prorated based on the portion of the semester that has elapsed. (As semesters are normally 15 weeks in length, tuition is prorated for withdrawals during weeks 1 through 9.)

8.2.4 If a student withdraws after the first 60% (i.e., after completing the 9th week) of a semester, the full tuition charges remain due.

For withdrawal during the first 60% of a semester, as per federal regulations, student loan entitlement is recalculated, and Ross University and the student are each proportionally responsible for returning “unearned” financial aid to the relevant lender(s). In addition to the lender returns required by federal regulations, Ross University returns any remaining credit balance to lenders, which decreases the student's loan debt for that semester.

Note: Although a leave of absence may be authorized in limited circumstances, failure to return to school from a leave of absence is considered a withdrawal as of the last date of attendance. Please note that a leave of absence and an academic leave of absence are two different statuses. (For an explanation of an academic leave of absence, refer to the section on academic policies.) Additionally, under federal regulations, a leave of absence must be requested and approved in advance, may not exceed 180 days, and may not be granted within 12 months of a previous leave of absence. An interruption of enrollment status that does not qualify as a leave of absence is considered a withdrawal as of the last date of attendance.

See section above regarding policy on enrollment status for taking the USMLE. (Pages 13-15)

9.0 EMERGENCY ABSENCES, VACATION & ACADEMIC LEAVES OF ABSENCE

The School of Medicine curriculum is designed to be a series of integrated, consecutively scheduled learning experiences. Interruptions of the educational program are academically undesirable and are of concern to medical licensure boards; they also can affect financial aid eligibility and loan repayment status. Emergency
absences are granted only under extraordinary and well-documented circumstances.

Students are advised to consult with the Associate Dean of Student Affairs or the Vice President of Clinical Sciences, as appropriate, to discuss their plans for any interruption of their studies and its academic impact. Those receiving student loans must also contact the Office of Student Finance; additional information is provided in the University publication, *Financial Planning Guide*.

During the clinical clerkship, students must also abide by the policies and procedures of the institutions they are attending. Short breaks due to scheduling constraints may occur between clinical clerkships. Such breaks, if not exceeding four weeks have no impact on the student's enrollment status. (Consult the Office of Student Finance publication, *Financial Planning Guide* for information about loan disbursements in the event of longer gaps.)

**9.1 EMERGENCY ABSENCES**

Students may have unavoidable, non-academic reasons for interrupting their enrollment during a semester. With the approval of the Associate Dean of Student Affairs or her/his designee, a student may be temporarily excused from classes during a semester due to documented emergency circumstances, such as severe illness or major injury to the student himself, or a similar emergency or death in the student's immediate family. Such a brief absence, wherein a student intends to (and can) return within two weeks to complete all coursework for that semester, constitutes an emergency absence and has no effect on the student's enrollment status. Documentation of the emergency is required.

A student who finds it impossible to return from an emergency absence within two weeks may request an academic leave of absence (see ALOA below) extending for the remainder of the semester. Failure to request an ALOA will result in administrative withdrawal (see below) and the student must apply for readmission.

The interrupted semester will not be counted when determining time limits for satisfactory academic progress.

**9.2 ACADEMIC LEAVE OF ABSENCE**

The first four semesters are scheduled three times per calendar year with short breaks between semesters. A student who needs a longer break between semesters for personal reasons may request an academic leave of absence as outlined below. As a general policy an academic leave of absence will be granted for only one semester, and the student must return in the following semester.

**9.2.1** An academic leave of absence must be requested in writing on the standard form, stating specific reasons and return date, and must be approved by the Associate Dean of Affairs or her/his designee, or the Vice President of Clinical Sciences and the University Registrar. The academic leave of absence may only be requested following the end of the semester and the last day of registration of the academic leave of absence semester. An academic leave of absence is not valid until it is fully processed and recorded by the University Registrar, and the student has received a confirmation copy. Submission of forms to the University Registrar and confirmations may be conducted by fax. Faxes may be sent to 732-978-5306

**9.2.2** During the first four semesters, an academic leave of absence can begin only after the completion of a semester, and the student must return at the beginning of the next semester following the completion of the student’s academic leave of absence. Once the academic leave of absence has extended beyond 180 days, the student will be reported as withdrawn effective the last day of class attendance.

**9.2.3** During the Clinical clerkship phase, an academic leave of absence can be taken only at the end of a clinical segment or clerkship, and the student must return to resume clinical clerkships at the time specified.

**9.2.4** During the Clinical clerkship phase, requests for an academic leave of absence to prepare for Step 2 will be granted for a period of time not to exceed 6 weeks.

**9.2.5** Students may not have more than one academic leave of absence within a 12-month period.
A student who does not return from an academic leave of absence at the specified time will be administratively withdrawn, effective the last day of class attendance. (Note the effect of this on financial aid obligations; see Financial Planning Guide.)

All students returning from an authorized absence must report to the Campus Registrar or Vice President of Clinical Sciences and must pursue the curriculum then in effect. They are subject to all policies that are in force at that time and must pay the current tuition and fees. Similarly, students who defer their enrollment or are readmitted or reinstated to the School after any period of absence are also subject to all policies, tuition and fees then in effect.

9.3 UNAUTHORIZED LEAVES
Except for approved emergency absences outlined above, students who leave during a semester or a scheduled clinical clerkship will be administratively withdrawn (see below).

Students wishing to return to the School after an unauthorized leave must apply for readmission. The past performance of these students will be reviewed by the Promotion Committee to determine whether they can be readmitted and, if so, under what conditions, including academic probation.

9.4 WITHDRAWALS
Students who have been withdrawn (by student request or administrative action) must apply for readmission if they wish to return to the School and are subject to the Tuition Policies for Withdrawals. Such readmission must be reviewed by the Promotions Committee and is not guaranteed. They will be subject to all academic policies and tuition and fees then in effect, without any "grandfathering" provisions based on their original admission.

9.4.1 Student Withdrawals
Students may not withdraw from a single course during a semester; they must withdraw completely from the School. Students in the first four semesters may begin the withdrawal process by obtaining a withdrawal form from the Campus Registrar's Office in Dominica, and appropriate clearances from the Library, Office of Student Finance, and the Associate Dean of Affairs. Such students will receive “W”, “WP”, or “WF” on their transcripts depending on whether they were passing or failing a course at the time of their withdrawal, as specified under the Student Grading and Promotions Policies section of this Handbook.

Refunds, if required, will be determined by the last day of attendance in an academically related activity.

Those who received “WF” in any of their courses at the time of withdrawal will be reviewed by the Promotions Committee to determine whether they are eligible for readmission.

Students who were failing one or more courses at the time of withdrawal will be on academic probation if they are readmitted.

These students will also be on financial aid probation, and will not receive funds to continue if they are still on academic probation in the succeeding semester.

9.4.2 Administrative Withdrawals
See Section 4.4.3

9.5 DEFERRALS
Prior to the start of classes, students admitted to a specific semester may request to defer their admission to a subsequent semester. This is limited to no more than the next two semesters. Those who do not begin enrollment during that period are considered to have deactivated their applications and must re-apply for admission. Applications for deferrals must be made to the New Jersey Admissions Office. Students deferring to a future semester must meet all the requirements in effect for that semester.

Entering students who, following their initial registration, wish to defer their enrollment to the following semester may do so through the Dean's Office in Dominica, only during Week One of the semester.

Students who are admitted for a given semester, do not come to campus to register for that semester, and do not request a deferral, are considered to have deactivated their applications and must re-apply
for admission.

9.6 ADDITIONAL INTERRUPTIONS/TERMINATIONS
RUSM may implement disciplinary actions for non-academic infractions (see PROFESSIONAL CONDUCT, ETHICS) which may result in suspension or dismissal. Students may be dismissed from the School for poor academic performance, for violation of the Honor Code, and/or for disruptive or unprofessional behavior. As a general School policy, students who are dismissed will not be considered for readmission. Dismissal during an academic semester does not warrant reduction of tuition and fee charges.

10.0 STUDENT POLICY ON ALCOHOL AND OTHER DRUGS
Ross University has developed a Student Policy on Alcohol and Other Drugs, with which all students must comply. It attached hereto and incorporated herein.

11.0 STUDENT PRIVACY RIGHTS
The University follows the guidelines of the U.S. Family Educational Rights and Privacy Act (FERPA), which are as follows:

(1) The right to inspect and review the student's education record within 45 days of the day the University receives a request for access.

Students should submit to the University Registrar a written request that identifies the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the record may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate. They should write to the University Registrar, clearly identify the part of the record they want corrected, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student is notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

The University may disclose directory information upon request. Directory information includes:

Name, address, and telephone listing
Dates of attendance, degrees and awards
Field of study
Most recent previous school attended
Photographs
12.0 THE ANNE ROSS LIBRARY AND RELATED MATTERS

The Anne Ross Library and Learning Resource Center (LRC) strives to be the intellectual center of the Ross University School of Medicine and provides services, resources, equipment, and facilities needed to enhance self-directed learning, support evidence-based medicine, and help students succeed academically.

Students are expected to purchase required textbooks for each course. The library houses a full range of biomedical books, journals, study aids, audiovisual programs, and computer-assisted materials that supplement the required readings.

A library identification card with barcode is required for all library transactions and services including borrowing books, making photocopies, using multimedia resources, and accessing the Internet. The library is intended for Ross University students, faculty and staff only. Children are not permitted in the Anne Ross Library and LRC.

The library is open extended hours for the convenience of students; to that end, changes in library hours are posted on the front door at least two weeks in advance.

Students are expected to return library materials on time. Overdue fines are assessed to ensure prompt return of high-use items. Fine money collected is donated to the Student Government Association. Failure to pay fines or return books will affect a student’s ability to borrow other materials and may affect the release of final grades.

Eating, drinking, and smoking are not permitted in the library.

Stealing or damaging library materials, equipment, or furniture is a serious offense. Students caught vandalizing, mutilating, or stealing library materials, equipment, or furniture, or physically threatening staff members will be immediately suspended from the library. Security cameras are in operation in all rooms of the library and tapes may be searched back one year.

Students are expected to take their notes, books, and personal items with them when they leave the library. At 6 AM each morning the library is closed for cleaning, and study tables, carrels, and group study rooms are cleared of all materials left behind. The library re-opens at 8 AM.

Students who consistently ignore the basic rules of the library will be identified and warned by the library staff. Unprofessional behavior will be reported to administration through use of the professionalism card program, described elsewhere in the Student Handbook. Students are encouraged to make suggestions and express their ideas about library services, resources, and facilities to the Library Director.

13.0 MONETARY INSTRUMENTS (STUDENT REFUND CHECKS)

Please note that the United States Department of Customs and Border Patrol have specific rules regarding the transportation of monetary instruments (refund checks, cash, etc...) into and out of the United States.

For more information, please visit the United States Department of Customs and Border Patrol at www.cbp.gov and perform a search for currency reporting.

14.0 BANKING IN DOMINICA

Banking may be conducted at one bank on campus (National Bank of Dominica), at several other banks in Portsmouth and Roseau and at two automatic teller machines (ATM) on campus. Funds are disbursed in
EC$ from the ATM. To use the ATM, students must have an account at National Bank of Dominica, to which funds may be transferred through one of the following American banks: Bank of New York, Bank of America, or Nations Bank.

Ross University checks can be cashed immediately at certain banks in Dominica. Financial aid checks can also be cashed immediately in part or entirely at certain of the banks.

Students are strongly encouraged to establish banking in the US and Dominica with the appropriate procedures to be able to have electronic transfer of funds to their Dominica account.

All banks impose a 30-working day (at least) delay before honoring US$ personal checks drawn outside Dominica. The most reliable way for students to get money quickly in Dominica is to arrange for the money to be wire transferred. Wire-transferred funds are almost immediately negotiable. Another way of transferring funds is via international money orders. Traveler’s checks are usually accepted.

VISA, MasterCard, and American Express credit cards can be used to obtain money in EC currency at the Dominican banks.

14.1 ADDITIONAL MATTERS OF FINANCE

Occasionally, while studying in Dominica, students waiting for loan checks may find themselves in financial difficulties. In these circumstances, the student should discuss the situation with the Student Accounts Coordinator who may be able to arrange for a temporary loan of EC$100.00 per week from local funds for living expenses.

Queries regarding financial aid in general, or about an individual student’s loan status, should be channeled through the financial aid representative on campus.

15.0 HOUSING IN DOMINICA

There is a reasonable stock of housing and hotels in Portsmouth and this stock is continually improving. The University has a housing officer who is available to assist students in securing appropriate accommodations. Students are urged to follow the recommendations of the housing officer on such matters as written inventories of furnishings, and clear statements on responsibility for property taxes, water, phone, and electricity bills before committing to a rental. Students should not enter into verbal agreements with landlords and should carefully read and understand lease agreements prior to signing. Generally, Dominican utilities are more expensive than in the U.S., especially international phone calls. Students sharing flats should also make a written agreement as to individual responsibilities.

16.0 VISAS

The government of Dominica requires that all adults entering the country for more than three weeks must have submitted visa applications prior to arrival. This applies to incoming students. Beginning with second semester registration, students will need to be in compliance with visa-related requests from the Ross Immigration Officer prior to being allowed to register for the next semester.

Students must remember that they are guests in Dominica, and must observe all immigration rules and local laws. All students are required to possess a return ticket to their normal country of residence and have a valid visa in their passport. If in doubt, students should check with the campus registrar's office which handles immigration issues.

Non-resident, non-U.S. citizens may require a visa to enter the U.S. for the Clinical Clerkship segment.

17.0 SECURITY

The University employs all possible means to promote the security of its students, maintaining a security force on the campus whose duty it is to preserve order and the safety of the students and the campus. This security force functions under policies and procedures established by the administration, as well as in response to directives from the administration that may be issued and publicized from time to time. All on- and off-campus incidents must be reported to the security force.
In accordance with U.S. Department of Education requirements, information about security and safety practices, as well as campus crime statistics are published annually. This information is distributed to current students and may be obtained, upon request, by any prospective student.

RUSM in Dominica employs a cadre of security officers to provide 24-hour security to the University, its students, and staff, at the Portsmouth Campus. All security officers have received in-house training, supplemented by formal training at the Dominica Police Training School. Thus, they are capable of providing a high level of professional service.

By and large, most student security problems occur outside the Campus compound, which is generally considered relatively safe. However, while the Island has a relatively low crime rate, students and visitors should still take the same precautions that they would take in major cities in the United States.

Security is also provided for the Ross University Clinical Facility at the Princess Margaret Hospital in Roseau, which is used by students during their clinical assignments and clinical clerkships.

18.0 STUDENT GOVERNMENT

The student body elects class representatives, committee members, and officers for the Student Government Association (SGA) each semester. The SGA is active in coordinating athletic events, sponsoring and arranging the social activities on campus, and bringing student problems to the attention of the administration. To be qualified to run for office and to serve as an officer, class representative or on a committee, a student must be a full-time student and be in good academic standing as defined in this Handbook. Students who are officers in the SGA are considered leaders and role models for the student body. As such, they will be required to maintain a cumulative grade point average (GPA) above 2.6 prior to election. Those who do not meet this criterion will be asked to resign and another will be appointed or elected to serve.

The Office of Student Affairs supervises the running of the SGA.

Students are required to pay an SGA fee, which is collected with other student fees. In addition, all late registration fees and library fines go entirely to the SGA.

19.0 AMERICAN MEDICAL STUDENTS ASSOCIATION

The American Medical Students Association has a chapter at Ross University. The dues of this organization are voluntary. AMSA works with the faculty to select outside speakers for the Research Day held each semester, provides public service opportunities such as health screening activities for the general public, assists in providing health-related services for students, and provides access to the programs of the National Body of AMSA in legislative and other governmental areas.

20.0 STUDENTS WITH DISABILITIES

Ross is committed to working with students with disabilities and adheres to the guidelines set forth by Section 504 of the Rehabilitation act of 1973, and the Americans with Disabilities Act of 1990, and the Persons with Disabilities Civil Rights Act of 1976. Upon review of appropriate documentation and consultation with professionals, the Examination Committee may make accommodations to assist students with disabilities. Such accommodations will be confidential, reasonable and appropriate to the circumstances, will allow equal opportunity for students with disabilities, and will not infringe on the essential requirements of or fundamentally alter the medical education program of RUSM.

Students seeking accommodations should contact Dr. Julie Baumberger (ADA Coordinator) to request an application and/or coordination of each request. Dr. Baumberger will meet with the student to discuss the process and answer any questions the student may have. Once the appropriate forms are completed and/or gathered, they will be sent to the Examination Committee for review.

*It is critical that the student apply prior to, or within the first two weeks of the semester so that all parties have time to consider the request for an accommodation, review the supporting data and make a decision well before the first examination period.
*Please note that while the University is committed to providing reasonable accommodations to qualified Ross University medical students, we cannot ensure any student will obtain similar, if any, such accommodations by the United States Medical Licensing Board. Students are encouraged to research the United States Medical Licensing Board requirements and all corresponding state licensing law for accommodations consideration and learn of the rulings in cases that may be similar to their own.

21.0  WHEN YOU LEAVE DOMINICA

Please note that students are responsible for all debts in Dominica, whether to the phone company, landlord, Dean's account, or the SGA. While debts to the University remain outstanding, the student may not be allowed to proceed with clinical clerkships or obtain any transcripts from the New Jersey Office. Students must pay all their debts before they leave Dominica. The Dominican laws on debt are strict, and it has happened that students have found themselves in jail for debt.

Each student must find two faculty members to write letters of recommendation. These letters are kept on file for the Vice President of Clinical Sciences to use when introducing you to your clinical assignment. These letters are references, not testimonials, and are, therefore, confidential; students may not have copies. It is advisable to check with the Registrar to confirm that your letters are on file.

22.0  INTERPRETATION AND MODIFICATION OF THE STUDENT HANDBOOK

The final arbiter of the interpretation of any regulation in this Handbook is the Dean or the President, as appropriate. The University reserves the right to modify, or make changes to any rule or regulation in this handbook. Any change pertaining to the first four semesters or changes communicated to enrolled clinical students by the Vice President of Clinical Science become effective on the first day of the semester, unless otherwise noted in the announcement of the change.

It is the student’s responsibility to be aware of all regulation in this handbook and any changes or modifications to these regulations.
Appendix I

HONOR CODE

The Concept of Honor at Ross University School of Medicine

The Honor System at Ross University School of Medicine is a deeply cherished obligation founded upon the personal integrity of each individual member of the University community. It requires that all members of this community conduct themselves honorably at all times and in all dealings with others. This shared commitment to high ethical standards creates an atmosphere of trust and respect vital to the unique sense of community, which characterizes the institution. Authority for the maintenance and operation of the Honor System is delegated directly by the Board of Trustees to the students through the Dean, with concurrence of the faculty. It is the students who are responsible for determining when a breach of honor has been committed, and it is they who are entrusted with enforcing the system. Accordingly, every member of the student body has the responsibility, not only for understanding the provisions of the Honor Code, but also for maintaining at all times the highest possible degree of personal integrity. Moreover, every student must realize that acceptance of admission to Ross University School of Medicine includes the explicit agreement to abide by the provisions of the Honor Code as contained in the Honor Constitution.

The presence of the Honor Code and its provisions does not in any way abridge or subrogate the responsibilities of the faculty in monitoring the student body in all areas herein identified, and in bringing actions through previously adopted mechanisms if incidents occur which are not brought to the attention of the School by the Honor Council.

THE HONOR CONSTITUTION

Introduction

The Honor System applies to every student who is enrolled at Ross University School of Medicine. Accordingly, every student shall be required to verify acceptance of the Honor System by signing the following Honor Pledge:

"I, (written student name), as a student at Ross University School of Medicine, do hereby accept the Honor System. I have read the Honor Constitution, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructors, from illegally appropriating the property of others, and from deliberately falsifying the facts. I will also refrain from conducting myself in a manner that is unbecoming of a medical professional. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the University. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so."

Registration as a student at Ross University School of Medicine is not complete until signed verification of the Honor Pledge is on file, and no grades can be recorded until this is done. If the Pledge is not signed by the end of the fourth week of the semester the student's matriculation will be cancelled and all fees paid will be forfeited in accordance with the withdrawal policy described in the catalogue. The ultimate responsibility for signing the Honor Pledge rests with each individual student. Two weeks following registration a reminder will be sent out to the entire student body via email concerning the signing of the Honor Code.

Article I: Scope of the Honor Code

Section 1. The violations of the Honor Code are lying, cheating and stealing and toleration of the aforementioned acts in all their various forms. In addition, conduct unbecoming of a medical
A professional will not be permitted as long as a student represents the institution. These terms are explained as follows:

A. Lying: a deliberate verbal, written or other misrepresentation of the truth. This violation includes, but is not limited to, forgery and the falsification or misuse of the student identification card by using another's card or by allowing another to use one's own card, falsification of documents concerning sickness or physicians visits, financial documents or transcripts, or verbal attempts to mislead others concerning their identity.

B. Cheating: an intentional misrepresentation of another's work as one's own, or a misrepresentation of the circumstances under which the work was done. This violation includes, but is not limited to, copying, plagiarism, unauthorized collaboration and unauthorized divulging of test contents or other information.

C. Stealing: intent to deprive owner of property, or of the University, without authorization or consent. This violation includes, but is not limited to, the theft or mutilation of library material, the unauthorized use or duplication of a key belonging to the University or

D. Conduct unbecoming of a medical professional:

Any behavior deemed inappropriate of a medical professional that would otherwise reflect poorly upon the school and its representatives. Such behavior includes, but is not limited to, sexual harassment, illegal use/possession/distribution/sale of drugs, public intoxication to a gross extent and public indecency.

E. Toleration: Failure of a student to report items A: lying, B: cheating, C: stealing and D: Conduct unbecoming of a medical professional constitutes a violation of the Honor Code and that student is thereby subject to disciplinary action.

Section 2. In order to reaffirm commitment to the Honor System, the student shall sign or write out the Honor Pledge, in abbreviated form, on all quizzes, examinations, papers, and other assignments, as appropriate. The Pledge verifies that the work submitted is the student's own and has been done in accordance with the requirements set forth by the instructor.

The Pledge:

"I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work."

Article II. Organization

Section 1. The Honor Council is a judicial body designed to try specific cases brought to it regarding possible violations of the Honor Code.

Section 2. The Honor Council consists of a president, vice president and seven other members.

A. The Honor council president is elected at large by the entire student body from among currently enrolled students.

B. The eight other members, consisting of two representatives each from the first, second, third and fourth semester classes, are elected by currently enrolled students in the respective semester.

C. One Honor Council representative shall be elected by the Council to serve as vice-president. That person shall assume the duties of the president in the president's absence, and shall perform other duties as may be assigned by the president. A majority vote in favor must take place for assignment of position.

D. The terms of office of Honor Council members shall start at the beginning of each semester, and shall continue until the installation of the succeeding members the following semester. Members of the Honor Council may be re-elected.

E. Any member of the Honor Council who fails to perform the duties or uphold the standards of office
may be removed by action taken by the Honor Council as follows

1. A majority vote by the Honor Council must take place in favor of removing the Honor representative in order for the motion to be carried. This applies to all members of the Honor Council including the honor President and Vice President.

2. Those members who have been removed from office for any reason will not have their nomination honored if they choose to run for Honor Council at a later date nor will they be allowed to hold any position on the Honor Council at any time during their tenure at Ross University.

3. If the Honor Council representative must leave office due to personal reasons they are still eligible for subsequent re-elections.

4. Any student who wishes to run for a position on the Honor Council must not have been found guilty for a prior Honor Code violation.

Section 3. There shall be two Honor Investigators appointed by the Honor Council president from amongst the honor Council representatives whenever an alleged honor violation has been reported, and it shall be the duty of these representatives to gather information from both the accuser and the accused concerning the alleged violation. The duties of the Honor Investigators shall ordinarily be carried out by two appointed class representatives, but may also be assigned to another member of the Honor Council at the discretion of the president if a conflict of interest arises. If there is a conflict of interest between any honor investigator or other Honor Council member and the accused, that member will not be able to participate in any of the proceedings. In the situation that an Honor Investigator discovers evidence that the accused has not actually committed the honor Violation, then the accusation is null and void. If the aforementioned evidence implicates a third party, it is the duty of the Honor Investigator to file a new Honor Code Violation.

Section 4. There shall be one non-voting faculty representative to the Honor Council, who shall be present at each hearing.

A. The Honor Council upon a majority vote of acceptance shall appoint faculty Representatives for the duration of the semester.

B. The faculty representative will take part in all deliberations concerning the case and give counsel regarding considerations for verdict, but may not vote

Article III: Procedure

Section 1. Investigation

The Honor Council operates on the premise that every person is deemed innocent until proven guilty.

B. All members of the School of Medicine community should feel obligated to aid the Honor Investigators concerning any investigation involving violations the Honor Code. If it is apparent that no honor violation has in fact occurred, there shall be no further proceedings. If, however, it is believed that a violation has occurred, the Honor Investigators should approach the person suspected of the violation with a request for an explanation of the suspected violation. If the explanation is deemed satisfactory, there shall be no further proceedings. If the explanation is not satisfactory, an accusation should be made and the accuser must notify the president of the Honor Council in writing within three academic days.

C. The Honor Council president shall meet with the accuser and the accused at separate times to provide procedural information and council concerning Honor Council hearings.

D. Once the Honor Council president receives information from both the accused and the accuser, there will be a meeting involving all Honor Council members and the faculty representative to deliberate over the information to see if it should go to a hearing. Based on the outcome of this meeting one of the following determinations will be made
1. If there is no evidence that a violation has occurred then the process shall end.

2. If the evidence presented is insufficient, or the grounds inappropriate, to warrant further adjudication, there shall be no further proceedings.

3. If there is evidence of a violation, but not one that involves an infraction of the Honor Code per se, the matter shall be referred to the appropriate body for adjudication (e.g., Grievance Committee).

4. If there is evidence of an Honor code violation, the accused student shall be given the option of withdrawing from the School of Medicine or standing trial before the Honor Council.

E. Voluntary Withdrawal

1. An accuser cannot withdraw a charge of an honor violation upon the agreement of the accused to withdraw from the college.

2. If the accused elected to withdraw voluntarily:
   a. The Honor Council shall take appropriate action to record the facts as they were presented;
   b. The Honor Council president shall notify the Dean and other appropriate administrative officers of such action; and
   c. the following entry shall be made on the student’s official academic record: “Withdraw voluntarily from Ross University School of Medicine on (date) under accusation of an Honor Code violation of (name of violation).”

F. If the accused student elects to stand a hearing, the president of the Honor Council shall arrange for a hearing. No hearing shall be scheduled between the beginning of the week prior to Final Examinations and the end of the Examination Period. Cases that arise within this time frame shall be tried as soon as possible, but ordinarily no later than the end of the second week of classes during the subsequent semester; in the event of extenuating circumstances, the president of the Honor Council may grant a postponement.

G. Admission of Guilt

1. The accused student may plead guilty at any point prior to convening the actual honor hearing.

2. When pleading guilty, the accused student must send a signed, written statement to the Honor Council president acknowledging a plea of guilty and waiving the right to an honor hearing.

3. Upon receipt of the accused student’s statement, the Honor Council president shall arrange for a review and sanction hearing.

Section 2. Hearing

A. Composition

1. At a hearing, the Honor Council shall be represented by six of its members and the faculty representative. The Honor Council members must include: the Honor Council president, who is the presiding officer for the hearing, vice president and at least four unbiased Honor Council representatives.

   A. It shall be the duty of the Honor Council president to ensure that each representative is unbiased. Toward that end of the hearing, the accuser and the accused, as well as the members of the Honor Council, shall have the right to question any one who may be biased.

   B. Although Honor Council representatives are normally expected to serve if called, exemptions may be made for academic reasons or other legitimate extenuating circumstances.
B. Rules of Testimony

1. If the accused or accuser chooses to respond to questions from the Honor Council, such responses must be made personally by the accused, not by counsel or by any other representative of the accused.

2. At the hearing an option of declining verbal testimony will be presented to both parties individually. If verbal testimony is declined a signed waiver will be required by said party stating:

“I, (student name), as a student of Ross University School of Medicine, waive my right for verbal testimony and will abide by any decision made by the Honor Council.”

3. Upon conclusion of all testimony, the vice president and Honor Council shall deliberate and deliver to the Honor Council president a verdict of guilt or innocence. A verdict of guilt shall be rendered only upon the concurrence of majority of the Honor Council.

4. If a verdict of guilt is rendered, the vice president and the unbiased Honor Council representatives who are present shall decide the appropriate penalty, which shall be announced by the president of the Honor Council to the Dean for final approval.

C. Procedures

1. The honor Council President will set the time and date for the hearing and shall notify the accused and the accuser via a hearing notice in the mail and email.

2. Upon the date of the hearing both parties shall appear individually and shall present their case.

3. Upon agreement of verbal testimony by the involved parties the following procedure shall be followed:

   The accuser shall present their case first. Upon completion of testimony, questions may be posed to the accuser from the Honor Council. If witnesses are present or requested, they shall be heard at this time. This procedure is repeated for the accused.

4. Post-hearing deliberations will take place immediately following and a majority resolution will be reached. If a decision cannot be reached, the Honor Council president shall cast the tiebreaker vote.

5. A memorandum will be drawn up concerning the case proceedings and final resolution upon which will be distributed to the Honor Council, faculty representative, Dean, Dean of Students and the involved parties.

D. Penalties

1. Following a verdict of guilty or an admission of guilt, the Honor Council shall recommend to the Dean one or more of the following penalties:

   a. Academic violations: In a case involving academic violations, the academic sanction shall include a failing grade and may include one or more of the following:

      i. Probation: Probation places the student on notice that any future violation of the Honor code will result in either suspension for a specified period of time or permanent dismissal from the school.

      ii. Suspension: A suspension is the loss of registration privileges for the specified semester(s). The period of suspension must be at least one semester, and may be longer at the discretion of the Dean. In cases where the offense takes place in one semester, and the penalty is imposed in a subsequent semester, a failing grade may be assigned in one or more courses for the semester in which the offense took place. The assigning of a failing grade is in addition to a suspension effective in the specified semester.
iii. **Non-academic probation:**

is given for fifteen consecutive weeks unless otherwise stated during sanctioning. It is a comprehensive loss of social privileges for the allotted period of probation. The following events/activities are prohibited for the probation period:

1. Student Government Association entertainment events
2. University sponsored social events, not those relating to religion

The non-academic probation sanction does not prohibit participation in any events required by professors or that are considered academic service. The full privileges of being a Ross University School of Medicine student will be restored upon completion of the allocated period of social probation.

iv. **Permanent dismissal.**

A student receiving the penalty of permanent dismissal is not eligible to return to the university.

b. **Violations of Conduct Unbecoming of a medical professional:** In the case of a violation of conduct unbecoming of a medical professional, the punishments described above will be enforced based on the severity of the offense.

E. Cases involving actions against the community may be forwarded to the Grievance Committee for action.

F. Any record of previous honor offenses shall not be taken into account in determining the verdict in a trial; however, the Honor Council shall consider such record in determining the penalty to be imposed in the event of subsequent conviction, as follows:

1. If a student, having been previously convicted and placed on probation, shall be found guilty of a second violation, the penalty for the latter violation must be either suspension or permanent dismissal.
2. If a student, having been previously convicted and suspended, shall be found guilty of a subsequent violation, the penalty for the latter violation must be permanent dismissal.

G. In any hearing resulting in a conviction, the sanction imposed shall be entered into the student's official academic record.

**Section 3. Appeal**

A. Appeal of Verdict

1. A student convicted of an honor offense may appeal the verdict on procedural grounds or upon the presentation of relevant new evidence that was unavailable at the time of the original hearing. Such appeal must be made in writing, and may, in addition, be presented orally, to the Honor Council within five calendar days after the initial verdict is rendered; the Honor Council shall then determine whether sufficient grounds exist for granting the appeal.
2. If the appeal is granted, the case will go directly to the present acting Dean for final a decision
3. If the appeal is not granted, the original verdict shall stand as rendered.

B. Appeal of Sanction.

1. A student convicted of an honor offense has the right to appeal the sanction on the grounds that the penalty is too harsh for the violation committed. Such appeal must be made in writing, and may, in addition, be presented orally, to the president of the Honor Council within five calendar days after the initial verdict is rendered. The president of the Honor Council shall meet with the present acting dean to consider such appeal.
2. The president of the Honor Council and present acting Dean shall review transcripts and/or tapes of the initial hearing and, on the basis, determine whether to sustain, decrease, or increase the penalty imposed at the initial hearing.

3. This decision shall be made final by the Dean, and the convicted student shall have no further right of appeal.

Section 4. Record of Honor Hearing
A. In the case of acquittal, all records of the hearing shall be destroyed expeditiously.
B. In the case of conviction, one of the following entries shall be made on the student's official academic record, as appropriate:
   1. “Placed on probation for (period of time) by the Honor Council on (date) for the honor Code offense of (name of violation). Probation involves (specific sanction imposed).”
   2. “Suspended for (period of time) by the Honor Council on (date) for the Honor Code offense of (name of violation). Entitled to enroll no earlier than (date).”
   3. “Permanently dismissed from the School by the Honor Council on (date) for the Honor Code offense of (name of violation).”
C. There will also be a Hearing History maintained by the Honor Council for research and review of future cases. The names of the students involved in these cases will be removed.

Section 5. Publication
A brief summary of every case tried by the Honor Council, whether resulting in acquittal or conviction, shall be submitted to the SGA for publication in an appropriate format. Such summary shall include the verdict and the punishment (if any), but shall not include the names of the accuser or the accused.

Article IV: Ratification
Section 1. Amendments to this Constitution may be initiated either by the Honor Council itself or by the student body.
A. The Honor Council may initiate an amendment by a majority vote.
B. The student body may initiate an amendment by presenting to the Honor Council a petition signed by at least ten percent of the currently enrolled student body. For approval, the amendment must then receive an affirmative vote of at least three-fourths of the honor Council members. It must then receive an affirmative vote by the majority of the Honor Council members.
C. In the event that the Honor Council does not approve an amendment initiated by the student body, such action can be overridden if a petition, signed by at least twenty-five percent of the currently enrolled student body, is presented to the Honor Council requesting a referendum on the amendment.
Introduction

The Liaison Committee on Medical Education has recommended that all medical schools develop technical standards to assist them in determining whether applicants for admission to the School of Medicine or candidates seeking the degree of Doctor of Medicine are qualified to pursue a career in medicine. This document, “Qualifications for Doctor of Medicine Degree Candidates” (Qualifications), contains the technical standards of the School of Medicine. The technical standards are based on guidelines produced by the Association of American Medical Colleges. This document is also published in the Student Handbook distributed to all matriculating candidates. All applicants who reach the interview stage will be required to read the Qualifications and to sign a copy of the attached form to indicate that they understand the Qualifications. The signed form is kept as a permanent part of the record of all matriculating candidates.

Technical Standards

Medicine is a physically and mentally demanding profession in which practitioners are asked to place the interests of their patients above their own which requires commitment to a life of service and dedication to continuous learning. The rigorous four year medical school curriculum is where candidates begin to develop the qualities necessary for the practice of medicine. It is during this period of undergraduate medical education that the candidate acquires the foundation of knowledge, attitude, skills and behaviors that he or she will need throughout his or her professional career. During this period, it is critical for the School of Medicine to evaluate whether the candidate is qualified to receive a degree of Doctor of Medicine. The School of Medicine has a responsibility to society to train physicians competent to care for their patients with critical judgment, broadly based knowledge and well honed technical skills. The abilities that physicians must possess to practice safely are reflected in the technical standards that follow. Thus, applicants and candidates must be able to meet these standards and successfully complete all identified requirements to be admitted to the School of Medicine, to progress through the curriculum and ultimately, to receive the degree of Doctor of Medicine. Candidates for the degree of Doctor of Medicine must be capable of performing in defined areas: Visual, Oral-Auditory, Motor, Cognitive and Social.

A. Visual

Candidates must be able to observe and participate in experiments in the basic sciences. (For example, physiologic and pharmacologic demonstrations and microscopic studies of microorganisms and tissues) In order to make proper clinical decisions, candidates must be able to observe a patient accurately. Candidates must be able to acquire information from written documents, films, slides or videos. Candidates must also be able to interpret X-ray and other graphic images, and digital or analog representations of physiologic phenomena, such as EKG’s with or without the use of assistive devices. Thus, functional use of vision is necessary (close and at a distance)

B. Oral-Auditory

Candidates must be able to communicate effectively and sensitively and rapidly with patients (must be able to speak and hear) and members of the health care team (both verbal and written). Candidates must be fluent in English. In emergency situations candidates must be able to understand and convey information essential for the safe and effective care of patients in a clear unambiguous and rapid fashion. In addition, candidates must have all the ability to relate information to and receive from patients in caring and confidential manner.

C. Motor
Candidates must possess the motor skills necessary to perform palpation, percussion, auscultation, and other diagnostic maneuvers. Motor skill demands require reasonable endurance, strength, and precision. Candidates should have sufficient motor function to be able to do basic laboratory tests (urinalysis, CBC, etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.) and read EKGs and X-rays. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

D. Sensory

Candidates need enhanced sensory skills including accuracy within specific tolerances and functional use for laboratory, classroom, and clinical experiences. Students who are otherwise qualified but who have significant tactile sensory or productive disabilities must be evaluated medically. These disabilities include individuals who were injured by significant burns, have sensory motor deficits, cicatrix formation, or have malformations of upper extremities.

E. Strength and Mobility

Candidates must have sufficient posture, balance, flexibility, mobility, strength and endurance for standing, sitting, and participating in the laboratory, classroom and clinical centers.

F. Cognitive

In order to effectively solve clinical problems, candidates must be able to measure, calculate, reason, analyze, integrate and synthesize in a timely fashion. In addition, they must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

G. Social

Candidates must possess the emotional health required for the full utilization of their intellectual abilities, for the exercise of good judgment for the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and for the development of effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients.

The unpredictable needs of patients are at the heart of becoming a physician. Academic and clinical responsibilities of students may require their presence during day and evening hours, any day of the week.

Students will be judged not only on their scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of the school’s curriculum, and to graduate as skilled and effective practitioners of medicine.

The following technical requirements apply:

1. Is the candidate able to observe demonstrations and participate in experiments in the basic sciences?
2. Is the candidate able to analyze, synthesize, extrapolate, solve problems, and reach diagnostic and therapeutic judgments?
3. Does the candidate have sufficient use of the senses of vision and hearing and the somatic sensation necessary to perform a physical examination? Can the candidate perform palpation, auscultation, and percussion?
4. Can the candidate reasonably be expected to relate to patients and establish sensitive, professional relationships with patients?

5. Can the candidate reasonably be expected to communicate the results of the examination to the patient and to his colleagues with accuracy, clarity and efficiency?

6. Can the candidate reasonably be expected to learn and perform routine laboratory tests and diagnostic procedures?

7. Can the candidate reasonably be expected to perform routine invasive procedures as a part of training using universal precautions without substantial risk of infection to patients?

8. Can the candidate reasonably be expected to perform with precise, quick and appropriate actions in emergency situations?

9. Can the candidate reasonably be expected to display good judgment in the assessment and treatment of patients?

10. Can the candidate reasonably be expected to possess the perseverance, diligence, and consistency to complete the medical school curriculum and enter the independent practice of medicine?

11. Can the candidate reasonably be expected to accept criticism and respond by appropriate modification of behavior?
Appendix III

Ross University School of Medicine
Commonwealth of Dominica

Annual Disclosure

Student Right-to-Know and Clery Campus Security Act
Alcohol & Substance Abuse Policy

2008 – 2009

This document includes information for:

Ross University School of Medicine, Picard Campus,
Portsmouth, Commonwealth of Dominica

Princess Margaret Hospital, Goodwill, Roseau,
Commonwealth of Dominica

September 30, 2008
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<td>11</td>
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<tr>
<td>Annual Crime Statistics</td>
<td>12</td>
</tr>
</tbody>
</table>
Campus Watch

It's your campus - Protect it!

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As a member of the Ross University School of Medicine community, it is your responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate campus official. Should you become a witness to or victim of a crime, immediately report the incident to local law enforcement officials, Campus Security, the student services office, or to the RUSM Campus Dean. All crimes will be investigated and when appropriate, brought to the attention of the Student Services office for disciplinary hearings.

Purpose of the Annual Disclosure Report

Ross University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics act. The full text of this document can also be found on the www.rossmed.edu portal or by visiting your local Dean of Student Affairs office. This report was prepared with the assistance of local law enforcement agencies surrounding our campuses and centers. Campus crime, arrest and referral statistics include those that were reported to local law enforcement and campus faculty and staff. This data may also include crimes that have occurred in private residences or businesses adjacent to the campus or center.

Reporting Crimes and Emergencies

When making your report of an incident you will be asked to provide the following information:

1. Description of the incident
2. Date, time and location of the incident
3. Description of the persons or vehicles involved in the incident.
4. Detail regarding who was notified about this incident

Upon receipt of this report the school will determine the appropriate response, which could include disciplinary action against the offender(s), notification to local law enforcement, notification to the campus community or other public safety alternatives deemed appropriate given the circumstances. Please note that your identity may not be confidential when reporting an incident. The School does not have procedures for voluntary, confidential reporting of crimes.

Once each semester, Ross University School of Medicine will contact the Dominica police departments and property management to monitor and record crimes that occur within the designated area around the campus that have been reported to the local Police.

All Emergencies – Dial: Campus Security – (767) 235-9111 or Local Police – 911
SIREN Emergency Alert System

In the event of an emergency or a potential threat to the campus arises, you will receive timely notification via the SIREN system, on campus flyers, and through email announcements. Please make sure to keep your contact information updated in SIREN through the student portal at MyRoss.edu.

AREA POLICE/FIRE NON-EMERGENCY NUMBERS:

<table>
<thead>
<tr>
<th>COUNTY/CITY</th>
<th>POLICE</th>
<th>FIRE/PARAMEDIC</th>
</tr>
</thead>
</table>

Campus Emergency Phone: 1-767-445-5911

Or

Portsmouth Police Station: 1-767-445-5222

Campus Access, Facility Security, and Law Enforcement

RUSM Campus

The Facilities department maintains the building and grounds with a concern for safety and security. Facilities staff inspect the facility regularly, promptly make repairs affecting safety and security hazards, and respond to reports of potential safety and security hazards such as broken windows, locks, etc. Students and staff can assist the Facilities staff by calling Work Control at: (767) 275-5373. Additionally, the Facilities Manager routinely inspects the grounds and building to review lighting and other environmental concerns for safety.

Buildings in which campus administration, faculty and other student support services are located are generally open from 8:00 am to 4:00 pm Monday to Friday, while classrooms and other study spaces are generally opened on a twenty-four hour basis, except when closed for cleaning purposes or other special occasions. When the buildings are closed, they are locked and monitored by campus security.

Access to classrooms and laboratories is limited to those enrolled in the courses meeting there. Access to on- and off-campus activities is limited to actively enrolled students and their guests. Students are responsible for the behavior of their guests at all times at campus-arranged events. Ross reserves the right to require that student identification cards be presented for admittance to certain locations and events. Ross may also require students to register their guests with the Safety and Security Department prior to attendance. Student and staff identification cards should be carried at all times.

Campus security provides security coverage for campus proper and the Ross Housing Units on a twenty-four hour basis Monday to Sunday, and for the Annex classroom throughout the period it is in use (Monday to Sunday from 7:00 am to 2:00 am). Security also provides coverage for the Princess Margaret Hospital library facility from 7:00 am to 11:00 pm Monday to Friday, and for the Princess Margaret Hospital classroom facility on
a twenty-four hour basis Monday to Sunday. The uniformed guard must be called to respond to emergencies and can be contacted at: (767) 235-5387 or (767) 235-5911 for the Picard Campus; and (767) 440-5836 or (767)-448-7948 for the Princess Margaret Hospital facilities. The security guard has the authority to ask questions and request identification at any time. Criminal incidents will be referred to local law enforcement.

All crime victims and witnesses are strongly encouraged to report incidents to both campus security and local police. Prompt reporting will ensure timely warning notices to the campus community and timely disclosure of crime statistics.

Students living in off-campus student housing facilities should check with the apartment landlord for specific safety and security measures at their complex. Although most complexes provide keys for individuals and restrict access to apartments, the level of additional security varies from complex to complex. Crimes committed at off-campus housing should be immediately reported to campus security and the Police department with jurisdiction over the complex and as soon as reasonably possible to the Safety and Security Department.

**SAFETY AND SECURITY**

Campus safety and security is the shared responsibility of both students and staff. To enhance student and staff awareness of their responsibility for personal safety, various information and services including but not limited to the following are provided throughout the year:

- Pamphlets on personal safety
- Emergency safety information
- Use of school publications as a forum for personal safety topics
- School housing inspections to consider security precautions
- Shuttle service provided between 7pm and 5am from campus to student residential areas every half hour. If a student misses the shuttle they may request a security escort but are encouraged to take the shuttle if possible.

**Safety and Security Tips**

**Personal**

- Stay alert and tuned in to your surroundings
- Communicate that you are calm, confident and know where you are going
- Stay away from isolated areas.
- Stay on the part of sidewalks furthest away from shrubs, dark doorways and alleys
- Walk with a companion whenever possible.
- Check the back seat before getting into a car. Keep doors locked while driving.
- Don’t overload yourself with packages or wear shoes or clothing that restrict movement
- Avoid displaying large amounts of cash or jewelry
- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.

Don’t hitchhike or pick up hitchhikers

Park in well-lighted areas.

Avoid isolated bus stops at times when few other people are around.

Do not reveal your name, phone number or address to strangers.

Never admit that you are alone or that you will be away from home.

Keep an eye on neighbors’ homes or apartments while they are away and have them do the same for you.

Keep your local police department’s phone number next to your phone.

**Residence**

- Keep doors locked at all times.
- Draw shades and curtains whether or not you are at home.
- Keep money and jewelry locked in a safe place.
- Leave a light on while you are away or use a timer.
- Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track.
- Don’t hide spare keys in mailboxes, planters or under doormats.
- Make a record of your valuables and keep it in a safe spot.
- Don’t leave a note that says you are not in.
- Never prop doors open.
- Keep ladders and tools in a locked area
- Have someone cut your lawn while you’re on vacation

**Vehicle**

- Always lock your car and remove the keys. Make sure the windows are closed.
- Lock all valuables in the trunk.
- Never leave an ID tag on your key ring.
- Leave only the ignition key with parking attendants
- Park in well-lighted areas

**Office**

- Keep your purse, wallet and other valuable items with you at all times or locked in a drawer or closet.
- Never leave keys lying out
- Never leave change or cash on the desk or in a top drawer
- Notify security personnel of any suspicious persons or vehicles
- Lock doors when working after normal hours
- Report any broken or flickering lights, and doors that don’t lock properly

**CAMPUS CRIME STATISTICS ARE INCLUDED AT THE END OF THIS DOCUMENT.**
SEXUAL OFFENSE AWARENESS

DEFINITIONS

SEXUAL ASSAULT is defined as physical contact of a sexual nature, which is against one's will or without one's consent.

RAPE is defined as sexual intercourse that is coerced through force or threats of force, or with someone who is unconscious, or incapable of giving consent.

FORCIBLE SEXUAL OFFENSES are defined as, "Any act directed against another person, forcible and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include, forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

NON-FORCIBLE SEX OFFENSES are defined as "Unlawful, non-forcible sexual intercourse," and include incest and statutory rape.

Procedures to Follow After an Assault

Victims of sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

1. Go to a safe place; go somewhere to get emotional support.
2. Report a sexual assault on campus to the Safety and Security Department or the Associate Dean of Student Affairs.
3. Report the assault to the police. If requested, the school will assist with notification.
4. Preserve all physical evidence. Do not shower, bathe or douche and save the clothing worn.
5. Go to the hospital for medical care. Injuries should be treated and an examination completed to document and collect physical evidence of the assault. The School will assist with transportation if necessary.
6. Seek professional counseling. This can help in the recovery from the psychological effects of the assault.

Please see below for a list of local resources that will provide immediate advice and assistance to victims of sexual assault or rape.

Victims of a sexual assault or rape may request a change in their academic arrangements by contacting their Associate Dean of Student Affairs. Changes will be made if feasible and reasonable to do so.

All reports filed with the school will remain confidential. Staff and faculty should report any on-campus sexual offenses to the Safety and Security Department, the Associate Dean of Student Affairs and the proper authorities.

DISCIPLINARY ACTION
Disciplinary procedures and sanctions as outlined in the Student Code of Conduct will be followed once charges are brought after an alleged sexual assault. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. Both shall be informed of the outcome of the proceedings.

SEXUAL OFFENSE AWARENESS

During orientation, the Safety and Security Department and the Associate Dean of Student Affairs instruct students on how to report sexual assaults/harassment and the Counseling Center presents on how to get treatment in the event of a sexual assault.

Resources for Victims of Sexual Assault
Ross University Counseling Center: (767) 255-6552
After hours Call Center: (767)275-6350 or 235-5380
Ross University Health Clinic: (767) 255-6301
Ross University EMS: (767) 235-7677
Portsmouth Hospital: (767) 445-5237
Princess Margaret Hospital, Roseau: (767) 266-2000
Ministry of Community Development, Roseau: (767) 266-3248

ON-LINE RESOURCES FOR VICTIMS OF SEXUAL ASSAULT

http://www.rapecrisis.com/

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The act requires that state procedures ensure this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes became effective two years after enactment of the law (2002). Not required by Dominica Law

This act amends the Higher Education Act of 1965 to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by
a State concerning registered sex offenders may be obtained. This change takes effect two years after enactment (2002).

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

To check registered sex offenders go to: Not applicable in Dominica

**ALCOHOL AND SUBSTANCE ABUSE POLICY**

Ross University School of Medicine forbids the use, possession, distribution or sale of drugs, except when taken under a doctor's prescription. The possession, distribution, sale or consumption of alcoholic beverages anywhere on school property is also forbidden. Students in violation of state, federal or other local regulations with respect to illegal drugs or alcohol are subject to both criminal prosecution and campus disciplinary action.

**EDUCATIONAL GUIDELINES PERTAINING TO DRUG FREE SCHOOLS & COMMUNITIES ACT**

Ross University School of Medicine expects all members of its community; students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are responsible also for knowing school regulations concerning alcohol use on campus. Ross University School of Medicine forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere on school property. Violation of these laws or regulations may subject a student to both criminal prosecution and campus disciplinary action.

Use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest amounts may be harmful to some people, and when used to excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

**SUBSTANCE**

**ALCOHOL (AT .08 BLOOD ALCOHOL CONCENTRATION & ABOVE)**

Impaired motor abilities; reduced judgment; sleepiness; increased sexual desire but reduced ability to perform; nausea, vomiting; liver disorders-alcoholic hepatitis, alcoholic cirrhosis; cancer of the-tongue, mouth, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation).

**CANNABIS MARIJUANA HASH/ HASH OIL THC**
Diminished-short term memory, motivation & cognition, coordination & concentration, oral communication, reaction time; anxiety & panic reactions; carcinogenic elements in smoke; damaged lungs & respiratory system.

**Cocaine (includes Crack Cocaine)**

Increased likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure, even in young users; cocaine psychosis (paranoia & hallucinations); ulceration of mucous membranes in the nose; sexual dysfunction; during pregnancy can cause severe physical & emotional problems in babies.

**Depressants, Tranquilizers, Barbiturates, Methaqualone**

Dangerous effects when mixed with alcohol; calmness & relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; during pregnancy-birth defects, brain tumors in children; tolerance develops severe withdrawal symptoms; physical & psychological dependence.

**Other Stimulants (excluding Cocaine), Amphetamines, Methamphetamines**

Increased heart & respiratory rates; elevated blood; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis-violent behavior, hallucinations, delusions, paranoia; drug tolerance & dependency; mood swings; ulcers; mental confusion.

**Psychedelics, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA**

Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting & diarrhea; severe mood disorders, panic depression, anxiety; greater suggestibility & feelings of invulnerability; unpredictable reactions if drugs are "cut" with impurities; tolerance after (3-4 daily doses--higher doses are required to produce same effects).

**Narcotics, Opium, Morphine, Codeine, Thebaine, Heroin, Methadone, Darvon, Demerol**

Feeling of euphoria followed by drowsiness; nausea & vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes-AIDS, hepatitis B, endocarditis (infection in the heart); women dependent on opiates have multiple pregnancy complications-spontaneous abortions, still births, anemia, diabetes.

**Laws Regarding Drugs: Drugs (Prevention of Misuse) Act Chapter 40:07 of 1990**

The laws of the Commonwealth of Dominica with respect to the possession, cultivation, trafficking etc of illicit drugs provide as follows:

(a) Possession of cannabis in any amount is an offense.
(b) On summary conviction, possession of cannabis carries a maximum penalty of $10,000.00 or twelve months imprisonment, and for conviction on indictment, the penalty is $20,000.00 or two years imprisonment.

(c) Possession of cannabis in any amount above 15 grams is deemed at law to be possession with intent to supply. On summary conviction this carries a maximum penalty of $100,000.00 or three years imprisonment and on conviction on indictment $200,000.00 or ten years imprisonment.

(d) For the cultivation of cannabis on summary conviction a maximum $100,000.00 or three years imprisonment, and on indictment a maximum of $200,000.00 or ten years imprisonment.

(e) On summary conviction, possession of cocaine carries a maximum penalty of $50,000.00, or eighteen months imprisonment, and for conviction on indictment the maximum penalty is $200,000.00 or fourteen years imprisonment.

(f) Possession of cocaine in any amount above 1 gram is deemed at law to be possession with intent to supply. On summary conviction this carries a maximum penalty of $100,000.00 or three years imprisonment and for conviction on indictment the maximum penalty is $200,000.00 or fourteen years imprisonment.

The Laws of the Commonwealth of Dominica Regarding Alcohol:

**THE DRINKING OF ALCOHOL IN PUBLIC PLACES IS NOT PROHIBITED**

**Liquor License Act Chapter 70:03 of 1990:**

This act provides that it is an offence to sell alcohol to a drunken person or child under the age of sixteen years. The penalty is a maximum of $1,000.00 and six months imprisonment.

**The Small Charges Act # 10:39 of 1990:**

This Act provides As follows:

- (a) It is an offence to be drunk in a public place: Penalty up to $100.00
- (b) To be drunk and in charge of a motor vehicle: Penalty- $100.00 or one month imprisonment.

**The Road Traffic Act # 46:50 of 1990:**

With regards to driving and the use of alcohol, this act provides that:

- (a) Driving under the influence of alcohol is also an offence: Penalty- $2,000.00 or twelve months imprisonment first offence, subsequent offence $3,000.00 or two years imprisonment

The law of the Commonwealth of Dominica provides that any person, who commits a drug trafficking offence or the offence of being in possession of a
controlled drug for the purpose of drug trafficking in any school, prison, or military premises shall on summary conviction be liable to a maximum fine $150,000.00 or three time the street value of the drug where the value is known or to fifteen years imprisonment.

**SCHOOL SANCTIONS**  
*(APPLIED TO ALL CATEGORIES OF SUBSTANCES)*

**STUDENTS**

Possession, use, sale of any amount on school property or as part of any school activity is prohibited. Sanctions for this violation could lead up to expulsion.

**STUDENT DISCIPLINARY SANCTIONS DEFINED**

Disciplinary Probation - A specified period of time, during which the student's activities may be curtailed, for which an active student is advised in writing of probable suspension or expulsion for future misconduct.

Suspension - Temporary exclusion from any extra-curricular activities for a specified period of time with the student advised in writing of probable expulsion for future misconduct. Conditions for terminating the suspension period and appeal will be stated in the written order of suspension.

Expulsion - Termination of student status for an indefinite period; usually a permanent dismissal from the School. Conditions of expulsion and appeal will be stated in the written order of expulsion.

**FACULTY AND STAFF**

While performing school business, it is prohibited to be under the influence, in possession of, using, selling, or furnishing to a minor. Sanctions for this violation could lead up to recommendations for dismissal.

** These sanctions are in addition to any criminal sanctions that may be imposed. Student employees are subject to both employee and student sanctions.

**LOCAL TREATMENT RESOURCES:**

**LOCAL TREATMENT CENTER** – (767) 255-6352

The local treatment center can refer students/employees to the following:

**ALCOHOLICS ANONYMOUS: CAMPUS**

**ALCOHOLICS ANONYMOUS: ROSEAU**

**ALCOHOLICS ANONYMOUS: PORTSMOUTH**
Ross University School of Medicine - Annual Campus Crime Statistics

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act

<table>
<thead>
<tr>
<th>Total Crimes Reported For:</th>
<th>Non-Campus Building or Property, Contracted Off-Campus Housing</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder or Non-Negligent Manslaughter</td>
<td>Dorm</td>
<td>Other</td>
<td>Dorm</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
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<tr>
<td>Aggravated Assault</td>
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</tr>
<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes: Report offences by geographic location, include date, category of prejudice (race, gender, religion, sexual orientation, ethnicity/national origin, disability) and offense type.</td>
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</table>
### Number of Arrests/Referrals for Select Offenses – Ross University School of Medicine

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Campus/Center</th>
<th>Non-Campus Building or Property</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arrests:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td><strong>Referrals:</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Weapons Possession</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Liquor Law</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
1.0 Overview

Ross University School of Medicine, as an institution of higher education and health care, is committed to the continued and sustained health of its employees, its students and to the patients entrusted to Ross University employee and student care. As required by law, the University must implement a policy to prevent the unlawful possession, use or distribution of controlled substances on or within the Ross University premises, its associating facilities and during University-affiliated activities.

In addition to the personal negative effects on academic performance, judgment, cognizance, physical health, and mental and emotional stability, individuals engaged in abuse pose a significant risk to the health and safety of fellow students, faculty and patients. Substance abuse and its influences compromise Ross University’s commitment to excellence and education, thereby posing a threat to the mission of the University.

In addition, addiction to drugs or alcohol may prevent graduates from obtaining licensure and/or practices in relevant professions.

2.0 Applicable Law

Ross University is required to adopt, implement and monitor a program to prevent the unlawful possession, distribution or use of controlled substances and alcohol by Ross University employees and students on University grounds or as part of its associative entities.

3.0 Prohibited Activities

Ross University strictly prohibits:

The unlawful manufacturing, distribution, dispensing, use or possession of alcohol, illegal drugs and controlled substances or the misuse of legal medications/drugs on the Ross University campus or the grounds of its affiliates (i.e. clinical teaching facilities).

Being under the influence of or misusing any substance or alcohol, while participating in activities for, or in the name of the University, in a manner which may result in impairment or endanger the physical, mental and/or emotional well being of any person.

Any violation of the Policy on Substance and Alcohol Abuse is considered a violation of school conduct and is subject to the penalties of the school and of presiding local, state and federal jurisdictions.

4.0 Penalties/Sanctions

Laws of the United States, England and the Commonwealth of Dominica and other mandates require policies
and procedures that stipulate sanctions for violations of standards for misuse of alcohol and other drugs.

5.0 University Sanctions

The Ross University School of Medicine Honor Code and its procedures govern all students. Violation of policies specific to alcohol and other drugs are considered violations of the Honor Code. They include the unlawful possession, use, manufacture, sale or distribution of alcohol and other drugs.

The illegal sale, distribution or manufacture of drugs may result in a challenge. Students are subject to challenge under the Honor Code if a violation occurs on or within a thirty (30) mile radius of the campus. Regardless of geographic boundaries, if a student has been convicted of a drug (or alcohol) related offense in a court of law, the student is subject to a challenge under the Honor Code and loss of financial aid eligibility.

Applicable sanctions include, but are not limited to, probation, probation and referral for treatment and rehabilitation, suspension or expulsion. The University may refer any case to the proper local, state and/or federal authorities for appropriate legal action. Individuals disciplined under the University Policy on Substance and Alcohol Abuse have the right to an appeal in accordance with applicable University grievance protocol.

5.1 External Sanctions

The sanctions imposed under the Policy on Substance and Alcohol Abuse neither diminishes nor replaces the penalties available under generally applicable civil or criminal laws. Violations of University standards may also violate federal, state and local laws of the United States, England and the Commonwealth of Dominica.

Violators will be subject to all appropriate penalties within the jurisdiction of the offense. Within the Commonwealth of Dominica jurisdiction, drug trafficking, which includes producing, supplying and use, is punishable by fines, deportation and/or imprisonment.

6.0 Prevention & Assistance

Ross University will facilitate substance abuse prevention through general promotion of a substance-free educational environment, by informing students on current and subsequent changes to policies on alcohol and other drugs and through advocating an atmosphere where individuals with a problem are encouraged to seek help. The medical school curriculum incorporated information on the effects that alcohol and drugs have on both mental and physical health.

There are resources on campus and in the community available for assistance. Ross University counseling and health services are confidential and available to students without charge. Students seeking assistance for a substance abuse problem will not be subject to sanctions by the University as a result of seeking such assistance.

For information or assistance with substance and/or alcohol abuse matters, or for information on programs such as Alcoholics Anonymous (AA), contact:

Dr. Julie Baumberger
Director of Counseling
(767) 225-6352
jbaumberger@rossmed.edu.dm
APPENDIX V

Controlled Drugs Prescription Policy

Policy for the prescription of controlled drugs to Ross University School of Medicine medical students

The policy for the prescription of controlled drugs to Ross University students as advised by the counseling department of Ross University in conjunction with the ministry of Health of Dominica is that any student of Ross University who requires a prescription for a controlled substance will need to present to their physician adequate proof or evidence that he or she has the diagnosed condition for which the drug is indicated as a pharmacological treatment.

In the case of the diagnosis of attention deficit disorder, the documentation required is the specific psychometric test results by a licensed clinician confirming the diagnosis of an attention deficit disorder.

Students who are prescribed a controlled medication must have a special prescription which is color coded.

It would also be advisable for the prescription originating from off campus physicians to include the contact number for the clinician who made the diagnosis (obtainable from the documentation the student has produced).

Any student attempting to contravene this policy would be subject to a grievance hearing.
<table>
<thead>
<tr>
<th>SUBSTANCE: ALCOHOL (at .10 Blood Alcohol Concentration and Above)</th>
<th>CANNABIS MARIJUANA HASH/HASH OIL THC</th>
<th>COCAINE (includes CRACK COCAINE)</th>
<th>DEPRESSANTS TRANQUILIZERS BARBITURATES METHAQUALONE</th>
<th>OTHER STIMULANTS (excluding cocaine) AMPHETAMINE METHAMPHETAMINES</th>
<th>PSYCHEDELICS LSD, MESCALINE PSYLOCYBIN PHENCYCLIDINE (PCP) MDMA (Ecstasy) MDA</th>
<th>NARCOTIC OPIUM, MORPHINE, CODEINE, THEBAINE, HEROIN, METHADONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFECTS OF OCCASIONAL &amp; EXTENDED USE</td>
<td>Impaired motor abilities; abilities Reduced judgment; Sleepiness; Increased sexual desire but reduced ability to perform; desire but reduced ability to perform Nausea, vomiting; Liver disorders: alcoholic hepatitis, alcoholic cirrhosis; Cancer of the: tongue, mouth throat, esophagus, liver, breast; Fetal alcohol syndrome (most common symptom is mental retardation) syndrome (most common symptom is mental retardation)</td>
<td>Diminished short-term memory, motivation &amp; cognition, coordination &amp; concentration, oral communication, reaction time; Anxiety &amp; panic reactions; Carcinogenic elements in smoke; Damaged lungs &amp;respiratory system</td>
<td>Increased likelihood of risk-taking; Seizures; Sleeplessness; Paranoia; Irregular heartbeat; Can cause sudden death by stroke or heart failure, even in young users; Cocaine psychosis (paranoia &amp; hallucinations); Ulceration of mucous membranes in the nose; Sexual dysfunction; During pregnancy: severe physical &amp; emotional problems in babies</td>
<td>Dangerous effects when mixed with alcohol; Calmness &amp; relaxed muscles; Slurred speech, staggering gait, loss of motor coordination; Altered perceptions; Respiratory depression which can result in coma or death; Disruption of normal sleep cycle; During pregnancy: birth defects, brain tumors in children; Tolerance develops severe withdrawal symptoms; Physical &amp; psychological dependence</td>
<td>Increased heart &amp; respiratory rates; Elevated blood pressure; Decreased appetite; Headaches; Blurred vision; Dizziness; Sleeplessness; Anxiety; Amphetamine psychosis: violent behavior hallucinations delusions paranoia; Drug tolerance &amp; Dependency; Mood swings; Ulcers; Mental confusion</td>
<td>Distorted sense of distance, space &amp; time; Blockage of pain sensations; Nausea, vomiting &amp; Diarrhea; Severe mood disorders, panic, depression, anxiety; Greater suggestibility &amp; feelings of invulnerability; Unpredictable reactions if drugs are &quot;cut&quot; with impurities Tolerance after 3-4 daily doses -- (higher doses are required to produce same effects)</td>
</tr>
</tbody>
</table>
CRIMINIAL SANCTIONS-DOMINICA

<table>
<thead>
<tr>
<th>Alcohol</th>
<th>Marijuana-Class B Offense</th>
<th>All Other Narcotics-Class A Offense</th>
</tr>
</thead>
</table>
| Drunkenness in any public place or on any licensed premises is a summary offense, carrying a fine of $25.00 E.C. or one month imprisonment. | Trafficking (importing/exporting)- twelve months (12 months.) and ($10,000.00 E.C.) ten thousand dollars  
Conviction on indictment for trafficking- fourteen (14) years imprisonment or two hundred thousand dollars ($200,000.00 E.C.)  
Summary conviction for possession with intent to supply- three (3) years and ($100,000.00 E.C.) one hundred thousand dollars  
Conviction on indictment for possession with intent to supply- fourteen (14) years imprisonment and two hundred thousand dollars ($200,000.00 E.C.)  
Conviction on indictment for possession two (2) years imprisonment and twenty thousand dollars ($20,000.00 E.C.)  
Summary conviction for cultivation of Marijuana- three (3) years and one hundred thousand dollars ($100,000.00 E.C.)  
Conviction on indictment for cultivation of Marijuana- fourteen (14) years and two hundred thousand dollars ($200,000.00 E.C.) | Summary conviction for possession, production, supplying, trafficking, - three years (3years.) imprisonment and/or one hundred thousand dollars ($100,000.00 E.C.)  
Summary conviction for possession with intent to supply- three (3) years imprisonment and one hundred thousand dollars ($100,000.00)  
Conviction on indictment for possession production, supplying, trafficking –fourteen (14) years imprisonment and ($200,000.00 E.C.) two hundred thousand dollars  
Conviction on indictment for trafficking, i.e. importing and exporting- Maximum of fourteen (14) years imprisonment or ($200,000.00) two hundred thousand dollars. |
**University Sanctions**

Sanctions apply to all categories of substances.

<table>
<thead>
<tr>
<th><strong>Students</strong></th>
<th><strong>Faculty and Staff</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession, use or sale of any amount on University property, at University contract housing, or as part of any University activity - up to dismissal.</td>
<td>(while performing University business) Under the influence, possession, use, sale, furnishing to a minor - up to dismissal</td>
</tr>
</tbody>
</table>

**Student Disciplinary Actions Defined**

1. **Probation** - A specified period of time, during which the student's enrollment may be curtailed, for which an active student is advised in writing of probable dismissal for future misconduct.

2. **Suspension** - Temporary exclusion from any extra curricula activities for a specified period of time with the student advised in writing of probably expulsion for future misconduct. Conditions for terminating the suspension period and appeal will be stated in the written order of suspension.

3. **Dismissal** - Termination of student status for an indefinite period. A student dismissed from the program may petition the Dean for readmission. Readmission will not be granted with strong evidence of material change in the student’s ability to satisfactorily fulfill the requirements of the program. Students seeking readmission must prepare a written petition setting forth their analysis of the situation leading to their dismissal, concrete evidence that the problem has been resolved and a detailed plan for successfully completing the balance of their program. Conditions of dismissal and appeal will be stated in the written order of dismissal.

**These sanctions are in addition to any criminal sanctions that may be imposed. Student employees are subject to both employee and student sanctions.**

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LOCAL TREATMENT RESOURCES
The following is a sampling of local area information and treatment resources. A more comprehensive listing of available counseling and treatment programs can be obtained in the Student Services Office.

LOCAL HOTLINES

COMMUNITY COUNSELING/HEALTH SERVICES

REGIONAL ALCOHOL AND PROGRAM DETOX
CrossRoads Centre, P.O. Box 3592, St. John's, Antigua, 268-562-0035

CRIMINAL SANCTIONS-MIAMI

<table>
<thead>
<tr>
<th>Alcohol</th>
<th>Marijuana-Class B Offense</th>
<th>All Other Narcotics-Class A Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving under the influence (first offense): fine of $250-$400; possible confinement of up to 90 days; vehicle impoundment.</td>
<td>Possession: fine of $500-5000; possible confinement 60 days to 5 years.</td>
<td>Possession (felony): fine of $1000-250,000; possible confinement of 1-15 years.</td>
</tr>
</tbody>
</table>
**University Sanctions-Sanctions apply to all categories of substances**

**Students**

Possession, use or sale of any amount on University property, at University contract housing, or as part of any University activity - up to dismissal.

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<thead>
<tr>
<th>Student Disciplinary Actions Defined</th>
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<tbody>
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<td>1. <strong>Probation</strong> - A specified period of time, during which the student's enrollment may be curtailed, for which an active student is advised in writing of probable dismissal for future misconduct.</td>
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<tr>
<td>2. <strong>Suspension</strong> - Temporary exclusion from any extra curricula activities for a specified period of time with the student advised in writing of probably expulsion for future misconduct. Conditions for terminating the suspension period and appeal will be stated in the written order of suspension.</td>
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<td>3. <strong>Dismissal</strong> - Termination of student status for an indefinite period. A student dismissed from the program may petition the Dean for readmission. Readmission will not be granted with strong evidence of material change in the student's ability to satisfactorily fulfill the requirements of the program. Students seeking readmission must prepare a written petition setting forth their analysis of the situation leading to their dismissal, concrete evidence that the problem has been resolved and a detailed plan for successfully completing the balance of their program. Conditions of dismissal and appeal will be stated in the written order of dismissal.</td>
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**These sanctions are in addition to any criminal sanctions that may be imposed. Student employees are subject to both employee and student sanctions.**

**Faculty and Staff**

(while performing University business)

Under the influence, possession, use, sale, furnishing to a minor - up to dismissal
LOCAL TREATMENT RESOURCES

The following is a sampling of local area information and treatment resources. A more comprehensive listing of available counseling and treatment programs can be obtained in the Student Services Office.

LOCAL HOTLINES

Drug/Alcohol Helpline: 800-662-4357

COMMUNITY COUNSELING/HEALTH SERVICES

Professional Health Network, 7800 S.W. 87th Ave.  274-4330
South Miami Hospital, 6200 S.W. 73rd St.  662-8118

REGIONAL ALCOHOL & PROGRAM DETOX

Miami-Date County Central Intake Unit, 2500 N.W. 22nd Ave.  638-6540

These sanctions are in addition to any criminal sanctions that may be imposed. Student employees are subject to both employee and student sanctions.
SEXUAL OFFENSE POLICY

Ross University informs students about safe practices intended to avoid sexual assaults during Orientation at the basic sciences campus in Dominica. Other educational programs are offered from time to time to promote awareness of rape, acquaintance rape and other forcible and non-forcible offenses.

In the event that a student becomes aware of a possible sexual assault, the student should promptly notify campus Security personnel at the telephone numbers given under Security and Safety Contact Information. Every effort should be made to preserve evidence for an investigation. Every member of the University community is also encouraged to notify local law enforcement agencies of any sex crime, and University counselors or other administrators will support and assist in this notification.

University disciplinary proceedings are separate from and may be in addition to criminal charges when a sexual assault is reported. Both the accuser and the accused have the right to be accompanied by an advisor during any disciplinary hearing, and both will be informed of the final determination and any sanction imposed. Sanctions may include reprimand, probation, suspension and dismissal.

University counselors and outside counselors are available to provide mental health and other services to any member of the University community affected by a reported sex offense. The University will also assist the victim of a sexual assault to adjust living or academic arrangements if requested and the changes are reasonably available.

Sexual assault is defined as physical contact of a sexual nature, which is against one's will or without one's consent.

Rape is defined as sexual intercourse that is coerced through force or threats of force, or with someone who is unconscious, or incapable of giving consent.

Forcible sexual offenses are defined as, "Any act directed against another person, forcible and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include, forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-forcible sex offenses are defined as "Unlawful, non-forcible sexual intercourse," and include incest and statutory rape.

CAMPUS SEX CRIMES PREVENTION ACT

This Act requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carried on a vocation, or is a student. This act requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems. These changes take effect 2 years after enactment (2002).

This act amends the Higher Education Act of 1965 to require institutions of higher
education to issue a statement, in addition to other disclosures required under that Act, 
advise the campus community where law enforcement agency information provided by a 
State concerning registered sex offenders may be obtained. This change takes effect 2 
years after enactment (2002).

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that 
nothing in that Act may be construed to prohibit an educational institution from disclosing 
information provided to the institution concerning registered sex offenders; requires the 
Secretary of Education to take appropriate steps to notify educational institutions that 
disclosure of this information is permitted.

States in the United States are required to maintain registries on certain convicted sex 
offenders. Information about this requirement and the registry in each state may be 
obtained at the following web site maintained by the

U.S. Department of Justice:


Although the law enforcement agencies in Dominica do not maintain information on 
registered sex offenders, the University will assist anyone making specific inquiries of the 
police.

SECURITY ALERTS

In addition to periodic advisories of a general nature, Ross University will notify the 
campus community via email if it has information about any crime or situation reported to 
campus Security that poses a threat to students or employees.
APPENDIX VI

ANNUAL NOTIFICATION OF STUDENT RIGHTS UNDER FERPA
(The Family Educational Rights and Privacy Act)

DeVry Inc. and its divisions (DeVry University, Ross University, and Chamberlain College of Nursing) respect the rights and privacy of its students and acknowledge the responsibility to maintain confidentiality of personally identifiable information.

FERPA is a federal law that affords students the following rights with respect to their education records:

1. THE RIGHT TO INSPECT AND REVIEW THE STUDENT’S EDUCATION RECORDS
   Students have the right to review their education records within 45 days of the day the institution receives their request. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request is submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

2. THE RIGHT TO SEEK AN AMENDMENT OF INACCURATE OR MISLEADING INFORMATION
   Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write to the official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record. The institution is not required to consider requests for amendment to grades or disciplinary decisions.

3. THE RIGHT TO LIMIT DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION
   Students have the right to consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. An exception that permits disclosure without consent is disclosure to school officials who have legitimate educational interests, and the disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed. See additional information on next page.

4. THE RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION IF THE INSTITUTION FAILS TO COMPLY WITH FERPA REQUIREMENTS

Complaints should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) designates certain student information as “Directory Information” and gives the institution the right to disclose such information without having to ask students’ permission. The items listed below as “Directory Information” may be released for any purpose at the discretion of the institution. Under the provisions of FERPA, students have the right to withhold the disclosure of any or all of the categories of information listed below. The following information will be released unless students specifically request that their information be withheld:

- **Directory Information**: Name, address, telephone number, email address, date and place of birth, dates of attendance, previous institution(s) attended, major field of study (program), enrollment status, degrees and awards, past and present participation in officially recognized activities.

TO WITHHOLD INFORMATION

To have directory information withheld, students must submit a written request to the Registrar. Once filed, this request becomes a permanent part of the student’s record and no information may be released until the student instructs the institution otherwise.
RUSM is committed to improve the quality and content of its educational program. To achieve this goal student feedback is extremely important.

All students are required to complete at the end of each semester an evaluation for each course in their semester and of the members of the faculty involved in the teaching. Evaluations are completed on-line through a program called CoursEval™. In addition, students may be asked periodically to complete surveys evaluating specific functions and services that RUSM provides. This input is important to evaluate students’ perceptions and needs.

RUSM guarantees the confidentiality of these evaluations. Faculty receive aggregate responses for their courses and sometimes receive notification of completion and non-completion. Under no circumstances will students be identified and associated with their evaluations. Although confidentiality is maintained, individuals who complete or do not complete the evaluation can be identified by name for reporting purposes.

Ross University is committed to communicate with students through its own email system. The CoursEval™ program also utilizes ROSS email to inform students about the evaluation process. Students leaving the Dominica campus are reminded that communication regarding evaluation requirements in AICM and the Clerkships will continue through ROSS email.
APPENDIX VIII

Policy on Photography and Video Imaging of Facilities at
Ross University School of Medicine

1. Purpose:

1.1 The purpose of this Policy is to ensure that any type of photography such as still pictures, video and film recorded or broadcast by any means including storage by electronic media, which occurs in or around the facilities of Ross University School of Medicine is not used for commercial purposes and that it does not interfere with the educational, scholarly or administrative functions of the institution, or impair any individual's right to privacy.

2. Scope:

2.1. This procedure applies to all visitors, faculty, staff and students. Pictures are not for publication or public distribution unless approved by the Campus Dean.

2.2. All individuals found to be in violation of this policy are subject to institutional discipline up to and including expulsion.

3. Procedure

Photography is generally permitted as long as it is in good taste and for personal use. Prior permission from the Campus Dean is required when (1) the photography is for commercial purposes; (2) photography has questionable content; (3) the photography is intended for a political purpose; (4) the photography will require set up of any equipment which could impede normal activities on campus; or (5) the photography involves human specimens or cadavers. Photography shall be considered to be for commercial purposes if it is intended to be sold or otherwise exchanged for value, or is for any use that could imply endorsement of a product or service. Photography will be considered to be for a political purpose if it is used or intended to support or oppose either a candidate for any public office, or any particular point of view on an issue of public concern or debate. Photography will be considered questionable in content if it may be viewed as libelous, defamatory, or pornographic.

Photography for films or videos may require submission of storyboards or scripts prior to approval. All photography permissions are for designated times and dates. Ross does not guarantee that any specific area or activity on campus will be available at the requested time or date. Permission by Ross University must specify designated times and dates in writing and be signed by the Campus Dean. Ross University School of Medicine may withhold its permission or require conditions for its permission at its discretion.

Permission of Ross University School of Medicine does not include or imply any permission to photograph any individual, regardless of whether such person is a staff member, student or visitor to the Ross facilities. Photographers are reminded that they need to obtain the permission of each individual photographed and that commercial use of an individual's image or likeness typically requires written consent of that individual.

In the event of an incident or emergency requiring police, fire or other emergency response personnel, access to areas previously open to photographers may be barred or limited to allow emergency personnel to ensure safety and security. Depending on the nature of the photography, the amount of equipment used and the location of the photography, proof of general liability insurance may be required. Specific contractual arrangements must be negotiated in advance.